



SECONDARY ADMISSIONS POLICY

Anglican International School Jerusalem

Reviewed by:	Robin Press Meira Yan Bethany Cohen	Date:	February, 2026
Approved by:	Devin Mitchell	Next review due:	February, 2028

1. Philosophy

2. General Information

2.1 Waiting List Protocol

2.2 Admissions to the Middle Years Programme (MYP)

2.3 Admissions to the Diploma Years (DY)

3. Admission & Inclusion Needs at AISJ (IN)

3.1 Students with English as an Additional Language (EAL)

3.2 Students with Different Curriculum Usage (DCU)

3.3 Students with Special Educational Needs (SEN)

4. Administrative Details

4.1 Guardianship

4.2 Schedule of Fees

4.3 Bursaries

4.4 Class Sizes

4.5 Important dates and information for enrolment and re-enrolment

5. School/Family Agreement

1. Philosophy

AISJ welcomes families of every culture, country and religious faith, as well as those who do not practice a religious faith. The admissions policy and procedures are grounded in our commitment to provide an inclusive, high-quality English language education consistent with the school's philosophy and constitution. Admission to AISJ is non-selective. We reserve the right not to enroll a student if we do not have the capacity to meet the needs of the student; or expectations of the family; or, if through evaluation, we assess that AISJ is not the best option for the student.

2. General Information

The policy outlines the procedures and expectations at AISJ for admission (i.e. acceptance), enrolment (i.e. registration) and re-enrolment (i.e. re-registering of students for the next academic year). **By completing the Admissions forms, the parent/s and/or in loco parentis guardians agree to the School/Family Agreement in the last paragraph of this Admissions Policy.**

- Admission, enrolment, and annual re-enrolment to AISJ are not automatic.
- Admissions are conditional to space available. Where space in the desired class is not available, a waiting list is implemented.
- Throughout the whole school, 31st August is used as the 'cut-off' date (for age - to determine the appropriate class).
- Enrolment decisions and class placement are made on the basis of school records, confidential recommendations, and a personal interview.
- Any application with exceptional circumstances, from the international or local community, will be reviewed by each school's admission teams before a decision is made.
- For continuing students, admission to the following academic year is contingent on payment of the full fees being up to date.
- Admissions are prioritized in the following order:
 - Children of staff

- Siblings of students already in the school
- International students
- On a first come, first served basis including local applicants who would not exceed the 25% limit per class

2.1 Waiting List Protocol

In the event of demand for places exceeding capacity, the school will create waiting lists for those requiring places. Allocation of places is decided on the same criteria as the Admissions Policy.

2.2 Admissions to the Middle Years Programme (MYP)

- All students in MY1-5 are considered IB MYP students
- Typically, students are automatically enrolled in classes in 8 MYP subject areas (Mathematics, Sciences, English (Language & Literature), Humanities (Individuals & Societies), Physical and Health Education, Arts, Design
- Students may select from the following options for Language Acquisition: Arabic, French, Hebrew

2.3 Admissions to the Diploma Years (DY)

- All students graduating from AISJ receive an American high school diploma, issued by the Middle States Association (MSA).
- All students admitted to AISJ at the start of the Diploma Years (DY1) can enroll in one of the following education pathways:
 1. Full IB Diploma enrollment (IBDP)
 2. IB Course Candidate enrollment
 3. AISJ Options Enrollment
- At AISJ, we are committed to serving the academic, social and emotional needs of each of our students. During the enrollment process, the student's academic records will be reviewed and an interview will take place to determine if the IBDP enrollment is an

appropriate option.

- As the IBDP is a two-year programme, prospective DY1 students enrolling late to the school year may not be eligible for a full IB Diploma enrollment.
- Students enrolling in DY2, who have not completed year 1 of the IBDP in their current school, are not eligible for the IBDP.

3. Admission & Inclusion Needs at AISJ (IN)

3.1 Students with English as an Additional Language (EAL)

AISJ celebrates its EAL students as important members of our vibrant community. Students are eligible for enrolment at AISJ, regardless of their level of English. First and second year students at AISJ are entitled to free EAL classes, with the understanding that extra support may be necessary, which may come at additional cost to parents.

If after a settling in period of 10 school weeks, we find that a student has needs that we are not able to meet at AISJ, or that AISJ is not in their best interest, the offer of a place at AISJ will be reviewed and may be withdrawn with fees refunded on a pro rata basis.

3.2 Students with Different Curriculum Usage (DCU)

As an international school, our students come from a variety of educational experiences, learning styles and curricula. If a student arrives at AISJ and has challenges adjusting to the expectations of our curriculum, or our investigative approach to learning, we will offer support through our Inclusion Needs (IN) department. If the needs of the student exceed our general provision of support, extra support programs will be offered, at additional cost to the parents, until the student is able to independently access the curriculum delivered at AISJ.

When students are coming from a Southern Hemisphere school, grade placement will be made with careful consideration to the individual's circumstances. The default position is that southern hemisphere students will repeat the half year instead of being accelerated half a year. Exceptions may be made with careful consideration by the Head of School

(HoS).

3.3 Students with Special Educational Needs (SEN)

AISJ is a non-selective school and we are proud to welcome all learners into our community. In order to provide the appropriate support for each student and make the correct grade placement, AISJ requires that all known information regarding a student is submitted in the application process. All relevant reports and documents (including, but not limited to) psycho-educational evaluations and any existing Individualized Education Plans (IEP) must be submitted in advance so that the admissions committee can make an informed assessment about the suitability of AISJ for the student. If any information is not shared at the initial stages, which prevents us from making adequate educational or emotional provisions, AISJ may not be able to accept the student on arrival or may withdraw an offer of a place.

Every effort is made to accommodate students' needs within our mainstream school environment, as outlined in the [AISJ Inclusion Policy](#). AISJ's teachers endeavour to ensure that all the lessons and activities are accessible to a wide range of learners. In instances where, despite the differentiation in the classroom, a student still has unmet needs, an individual learning program may be devised for the student, at the expense of the family. If a student's needs are beyond the school's provision, it may be determined that AISJ is not the appropriate school for the student and the school will suggest possible alternatives.

Please note: As our building is a listed building, we are prevented by law from making certain structural changes, but within these constraints, we are open to accept students with varying physical and accessibility needs.

4. Administrative Details

4.1 Guardianship

In order to be enrolled at AISJ, a student must be living with either a parent or a legal guardian. Students not living with parents must attend a formal interview, and enrolment can

only be agreed upon if an arrangement acceptable to AISJ is approved. It should be noted that admission under these circumstances is the exception rather than the rule. Appropriate legal documentation about the student's guardianship must be provided.

4.2 Parental Obligations

In order to ensure admission to AISJ, the following obligations must be met:

- The application is paid before the admissions process begins.
- All required paperwork must be submitted to the school. If any required documents are missing, admission will be withheld until everything is properly submitted.
- Parents/Guardians must signify that they have sufficient health insurance for the family and sign that they will pay all required school fees according to the school's published schedule.
- The method of fee payment can be organized with AISJ's finance office and the first semester tuition must be paid before the start of each school year.

4.3 Schedule of Fees

The Annual Fees Schedule is available at all times on the school website. Aside from tuition fees, the Schedule includes information regarding extra expenses including lunches, clubs, etc. Please note that additional Inclusion Support fees will vary depending on the specific needs of the student.

4.4 Bursaries

AISJ occasionally offers some limited bursaries for students.

- Applications for Financial Aid in the form of a Bursary for the next academic year for current families must be submitted to the Chair of the Bursary Committee, via the Bursary email (bursary@aisj.co.il), by mid-March of the current academic year. Late submissions will not be considered. Please see the Bursary Application for details.
- The Bursary Committee will review the application and decide whether or not the family is eligible for a bursary, and if so, to what extent. This information remains confidential.
- Bursary forms are only given to those who request them, upon full payment of the

application fee.

- Bursaries do not cover Inclusion support.
- Bursaries do not cover Nursery.
- New families that arrive during the academic year are not required to meet the mid-March cut-off date.

4.5 Class Sizes

- MY1-MY5: 21 (+2)
- DY1-DY2: 21 (+2)

The numbers in brackets () indicate places that may be allocated at the discretion of the relevant HoS for siblings.

AISJ Year Groups	<i>US Grade Levels</i>	<i>UK Year Groups</i>
<i>Elementary School Early Years</i>		
Nursery	2-year-old-class	2-year-old class
Early Years 1	3-year-old-class	Nursery
Early Years 2	Pre-Kindergarten	Reception
<i>Elementary Primary School</i>		
Primary Year 1	Kindergarten	Year 1
Primary Year 2	Grade 1	Year 2
Primary Year 3	Grade 2	Year 3
Primary Year 4	Grade 3	Year 4

Primary Year 5	Grade 4	Year 5
Primary Year 6	Grade 5	Year 6
<i>Secondary School</i>		
Middle Years 1	Grade 6	Year 7
Middle Years 2	Grade 7	Year 8
Middle Years 3	Grade 8	Year 9
Middle Years 4	Grade 9	Year 10
Middle Years 5	Grade 10	Year 11
Diploma Years 1	Grade 11	Year 12
Diploma Years 2	Grade 12	Year 13

4.6 Important dates and information for enrolment and re-enrolment

- Local families must submit their applications for the next academic year by **March 31st** of the current academic year and applicants will be notified of the outcome by the 28th of April.
- New local families applying for admission at any point during the academic year will be admitted only under exceptional circumstances, at the discretion of the Admissions Committee.
- For a current student's place to be guaranteed for the next academic year, all re-enrolment forms must be submitted and fees must be paid by the last day of February of the current academic year.

5. School/Family Agreement

Parents and/or in loco parentis guardians that enroll their child/ren in AISJ agree to all the

expectations, guidelines and policies of the Anglican International School Jerusalem. These policies are available on the school website. A hard copy is provided to all new families upon their arrival.