

International School of Krakow

Admissions Policy

Policy Number	AD-001	Department / Area	Admissions
Effective Date	10/12/2026	Review Date	September 2027
Approved By	Head of School	Version	2.0
Policy Owner	Admissions Director		

1. Purpose

This policy sets out how the International School of Krakow (ISK) manages the admission of students from Early Years through Grade 12, including entry into the IB Diploma Programme. It ensures that admissions decisions are fair, consistent, and clearly communicated to all prospective families.

2. Scope

This policy applies to all applicants seeking enrollment at ISK, from Early Years through Grade 12, and to all staff involved in the admissions process. It covers initial applications, placement decisions, re-enrollment of existing students, and entry into the IB Diploma Programme in Grades 11–12.

All student data collected during and after the admissions process is managed in accordance with the ISK Data Protection Policy.

3. Policy Statement

ISK is committed to admitting students who can benefit from the education it offers and whose needs the school has the capacity to meet. The school welcomes students from diverse backgrounds and nationalities.

Admission shall not be denied on the basis of nationality, race, or creed, except where a priority system is applied when places are limited (see Section 4.1). Students with an Individual Learning Plan or specific learning challenge are considered individually, based on their needs and the school's available support services.

ISK expects all enrolled students to:

- strive for responsibility, respect, and excellence
- demonstrate a positive approach to learning
- learn from and contribute to the school community

4. Procedures

4.1 Admissions Priority

When the number of qualified applicants exceeds available places, students are admitted according to the following priority order:

1. U.S. dependents of U.S. government direct-hire and/or contract employees
2. Other native English-speaking foreign nationals
3. Non-native English-speaking foreign nationals
4. Other non-English-speaking foreign nationals
5. Host country citizens

All students in good standing are re-enrolled for the following school year after the reservation deposit has been paid by the announced deadline. New applicants are then considered in the order their application is received. If a waiting list is required, places are offered on a first-come, first-served basis within the priority categories above.

4.2 Admission Requirements (Early Years – Grade 12)

Before a student can be officially enrolled, the following must be completed:

6. The application form is completed in full.
7. A health information form, completed by a qualified physician, is on file.
8. School records from the previous institution(s) are on file.
9. All applicable fees are paid in full.
10. Required assessments are completed: MAP testing and/or English and Mathematics placement tests (dependent on age).

Admission decisions are based on:

- the applicant's potential to benefit from ISK's educational programme
- the school's capacity to meet the applicant's educational needs
- the school's capacity to meet the applicant's physical access needs (note: ISK has limited campus-wide access for physically handicapped students)

4.3 Language Placement

Students indicate a tentative language choice during the application process. Final language placement is confirmed after enrollment, following assessment by language teachers at the start of the school year. The Principals and relevant teachers make the final decision on language programme participation.

4.4 Admissions Process and Timeline

Initial Application

11. The Admissions Office receives the family's enquiry and initiates the process.
12. Parents complete the application, including all required documents, interviews, and assessments.
13. The Admissions Committee reviews the application and communicates its decision to the family and Director.
14. The Admissions Office updates the admissions control spreadsheet.

Post-Acceptance

1. The Admissions Office sends the contract to the family within 1 working day.
2. The Admissions Office works with the family to complete and sign the contract.
3. The Director signs the contract within 2 working days.
4. The signed contract is forwarded to the Accounting department within 2 working days.
5. The Admissions Office updates all contractual permissions and student records in the School Management System within 1 working day.

4.5 IB Diploma Programme Admissions (Grades 11–12)

ISK offers the International Baccalaureate Diploma Programme (IBDP) to students in Grades 11 and 12. The programme is open to all students, regardless of prior educational background.

Students may participate in one of three ways:

- IB Diploma Candidate — completing the full Diploma Programme
- IB Course Candidate — sitting individual IB subject examinations
- Non-Examination (High School) Student — following the school's high school programme without IB examinations

The full IB Diploma is recommended where possible. The choice of pathway and individual subjects is made in consultation with the student's parents, teachers, HS Principal, Head of Languages, school counsellor, and the DP Coordinator. In some cases, a student may be advised to move from the full Diploma to individual courses; this decision is also made through the same consultative process.

4.6 Conditional Acceptance

The Admissions Committee may grant conditional acceptance to applicants who meet overall academic standards but require targeted improvement in specific subject areas or skills (e.g., mathematics, English language proficiency). To secure full admission, the student must meet the specific performance criteria or benchmark scores specified in their offer letter within the designated time frame.

4.7 Disclosure of Special Needs and Prior Assessments

Applicants must disclose all relevant documentation, diagnostic reports, and testing records related to special educational needs or accommodations during the application process. Failure to disclose complete and accurate information may constitute a breach of the admissions contract and may result in the revocation of the offer of admission or termination of enrollment.

5. Roles & Responsibilities

Role	Responsibilities
Principal / Head of School	Gives final approval on admissions decisions; signs all student contracts; ensures the school has the capacity to meet students' needs.
Admissions Director	Manages the full admissions process from initial enquiry through enrolment; maintains accurate student records and the admissions control spreadsheet; coordinates with Accounting on contracts.
Admissions Committee	Reviews applications and makes admission decisions based on school capacity, student needs, and the priority system.
Department Heads / Teachers	Conduct placement assessments; advise on student language level and appropriate programme pathway; make final language programme decisions in consultation with Principals.
DP Coordinator	Advises Grades 11–12 students and families on IB programme pathways; recommends changes to programme participation where appropriate.
Parent / Guardian	Completes all required application documentation accurately; pays applicable fees; engages with the admissions office throughout the process.
Student	Completes required assessments as part of the admissions process; meets the expectations of the ISK community upon enrolment.

6. Definitions

Term	Definition
IB Diploma Programme (DP)	A two-year pre-university programme offered in Grades 11–12, leading to the internationally recognised IB Diploma qualification.

IB Diploma Candidate	A student pursuing the full IB Diploma, completing all required subjects, the core components (Theory of Knowledge, Extended Essay, CAS), and external examinations.
IB Course Candidate	A student taking individual IB subject courses and sitting those examinations, without pursuing the full Diploma.
Non-Examination (High School) Student	A student in Grades 11–12 who follows the school's high school programme without entering IB examinations.
Individual Learning Plan (ILP)	A documented plan outlining specific educational accommodations and support for a student with identified learning needs.
MAP Testing	Measures of Academic Progress — standardised assessments used to gauge a student's academic level in core subjects for placement purposes.
Admissions Committee	A group of professional staff responsible for reviewing applications and making admission decisions.