

ENROLLMENT REGULATIONS

AT

THE INTERNATIONAL SCHOOL



Update: September 2024

Section I

General Provisions

1. The number of Students in each grade is specified in *School Statute*.
2. Priority is given to those children whose siblings already attend The International School.
3. Following an enrollment procedure, vacancies are allocated to the candidates after fulfillment of terms specified in chapter II herein.

Section II

Criteria for admission

A. Admission to grades 0-3

1. Admission to grades 0-3 is determined by:
 - a. a completed application for admission
 - b. participation of a child in integration activities, trial day or competence tests
 - c. positive opinion issued by School psychologist
 - d. interview with the Principal
 - e. the signed *Education Agreement* and payment of the enrollment fee
2. Parents of a candidate are obliged to submit all documents that they possess from the Diagnostic Center for the Psychology of Learning, and/or from other specialist centers in order to assess the possibilities of adapting the educational process to the specific needs of the child.
3. Children who have received the decision about earlier or postponed compulsory education shall be enrolled only on the basis of a certificate from the Diagnostic Center for the Psychology of Learning.
4. After gaining admission to grade zero or one, the School may require to submit information from a pre-primary education Teacher in order to determine the degree of School maturity of the Student.
5. The foregoing documents concerning intellectual and social development of a child shall be taken into consideration when issuing psychological opinion about the child's readiness to attend The International School. The provided documents are processed in order to determine the degree of School maturity of the Student.

6. The order in which the Application for admission is submitted affects only the order in which the child is invited to the School on a trial day, whereas admission to School is determined by all the factors specified together in point 1, section II herein.
7. If the number of the admitted candidates for grades 0-3 exceeds the number of vacancies, a decisive criterion is the result of the integration classes, trial day and or the competence test, confirmed by the positive opinion of School psychologist.
8. Children who do not gain the minimum result during the integration activities, trial day or competence test are not admitted to School **despite vacancies in a given class.**
9. When admission takes place during the School year, a candidate for grades 0-3 participates in classes under the observation of a Homeroom Teacher and School psychologists, who afterwards are obliged to issue an opinion on the profile of the candidate.
10. In the case of recruitment to the fourth grade from September of a given school year, the trial day takes place in the current third grade at the school at 34 Działkowa Street. In this situation, an additional opinion about the student is issued by: a mathematics and Polish language teacher from the school at 2 Jagielska Street on the basis of an interview or a written test.
11. In the case of recruitment to the fourth grade described in point 10, the trial day is preceded by meetings with the school management both at 34 Działkowa Street and 2 Jagielska Street. The presence of both legal guardians is required at the meeting. The absence of the second legal guardian is possible only in exceptional situations, i.e. withdrawal of parental rights from one of the parents, death of a parent, about which the school must be informed before the scheduled meeting.

B. Admission for grades 4-8

Admission to grades 4-8 is determined by:

- a. a completed application for admission
- b. a positive results of the trial tests in Polish, Math and English
- c. opinion of classification board appointed by the Principal
- d. at least "good" behaviour grade
- e. interview with the Principal
- f. the signed *Education Agreement* and payment of the enrollment fee

D. Requirements for candidates to grades 1-8:

All newly admitted Students are required to provide documentation from previously attended Schools.

Documentation shall include:

- a. School certificates,
- b. a descriptive assessment,
- c. the opinion of a Homeroom Teacher and School psychologist.

The foregoing documents shall be submitted to the School office not later than by the day of the beginning of Student's education at The International School.

In addition, new Students are required to submit to the School office:

- a. 2 photographs for Student's ID, not later than by the first day at School
- b. each year the Students are required to submit Student's IDs by September 30, in order to update the document.

ENROLLMENT PROCEDURES

SECTION I

Integration activities

1. Candidates for grades 0 and 1 are invited to participate in integration activities.
2. If a child cannot attend integration activities on a set date, Parents/Legal guardians shall inform School about the absence by telephone.
3. Basing on observation of behaviour and analysis of works made by children during integration activities, the School psychologist in cooperation with the Teachers of early childhood education prepare a preliminary opinion on the candidate's social behaviour.
4. Negative opinion eliminates the candidate from further enrolment process.

Section II

Individual meetings with School psychologist

1. Once the stage of integration activities is completed, the next step is an individual session with School psychologist.

2. Parents/Legal guardians shall be informed about a suggested date of the meeting.
3. During the meeting, the School psychologist assesses the child's emotional and social readiness to attend The International School.
4. If the meeting with School psychologist cannot take place at a set date due to illness or other unexpected circumstances, the next date of meeting shall be scheduled by telephone.

Section III

Opinion of School psychologist

1. On the basis of documents, children's art works, tests, and observation of behaviour during group activities, the psychologist issues an opinion on the candidates' maturity and readiness to attend The International School.
2. The Principal becomes acquainted with the psychologist's opinion and decides about the child's admission to School.
3. Psychological opinions about Students admitted to School are submitted to the Homeroom Teachers. On the basis of the foregoing documents, Teachers establish individual plans of work with children and formulate guidelines for Parents.
4. A complete psychological opinion is available in School documentation and cannot be subjected to appeal.
5. The psychologist's opinion may have an impact on the refusal of the child's admission to School.

Section IV

Classification board and entrance examination

1. Enrolment for grades 2-8 is carried out by the classification board appointed by the Principal.
2. A candidate for grades 2-8 can be admitted before the beginning of or during the School year after fulfillment of criteria established by the classification board.
3. Requirements established by the classification board:

- positive result of the tests on Polish language, mathematics, and English,
- fulfillment of other terms specified in paragraph (B) chapter (II)

4. Candidates for grades 2-8 who do not pass the test are withdrawn from further enrolment process.

Section V

Final provisions

1. Documents and information obtained by School in the enrolment process are confidential and are processed for the purposes of an enrolment process.
2. Personal data administrator is The International School, Jagielska St. 2, 02-886 Warsaw, and The International School, Działkowa St. 34, 05-509 Józefosław, with the governing authority of Szkoła Międzynarodowa Sp. z o.o., on behalf of which the Principal performs the duties of personal data administrator.
3. Personal Data Inspector is Mrs. Aneta Józwiaczuk.
4. Personal data collected in an enrolment process are processed for the purposes of admission of Students in a given School year.
5. The legal basis for processing of data collected in an enrollment process is art. 6 paragraph 1 (a) of GDPR, (i.e. data subject gave their consent to personal data processing in one or more of the objectives set).
6. Personal data collected in the enrollment process are stored:
 - a. data of Students admitted to School – for the duration of the Contract and after its termination by the period compatible with the implementation of the obligation to archive documents
 - b. data of Students on the waiting list - by the time there is a vacancy on the list of Students
 - c. data of Students not admitted to School – documents are returned to Parents/Legal guardians.
7. Parents/Legal guardians have the right to access data, to verify, withdraw, limit the processing, transfer data, object, revoke the consent to data processing at any time without impact on the legality of processing which was made on the basis of consent granted before the withdrawal.

8. Parents/Legal guardians have the right to complain to the President of Personal Data Protection Office when you consider that the processing of your personal data violates the provisions of GDPR.

9. Submission of personal data is voluntary.