

## TERMS AND CONDITIONS OF ADMISSION AND EXCLUSION PROCEDURE OF INTERNATIONAL SCHOOL OF TALLINN

### 1. GENERAL PROVISIONS

- 1.1. The terms and conditions of admission and exclusion procedure (hereinafter the Procedure) of International School of Tallinn (hereinafter IST) provides the prerequisites for admission, a list of required documents, bases for selection criteria and exclusion of pupils (hereinafter child/children).
- 1.2. The Procedure is made available on IST website ([www.ist.ee](http://www.ist.ee)).
- 1.3. The Director of IST is entitled to change the present Procedure if it is necessary for bringing the Procedure into compliance with the law, other legal acts, international agreements or the terms and conditions approved by the Keeper of the School.
- 1.4. The Procedure remains unchanged from the introduction of the admission time schedule until the beginning of the next school year, unless the law of admission terms and conditions or a regulation that is issued under this law requires the change.

### 2. ADMISSION

#### 2.1. IST primarily enrolls:

- 2.1.1. Children of foreigners living and working in Estonia, if the child's mother tongue/dominant language (hereinafter L1) is not Estonian;
- 2.1.2. Children who have studied abroad in the international school, due to the fact that one of their parents works or worked in a foreign state according to the employer's written confirmation;
- 2.1.3. Children who are interested in studying in English speaking international school.

#### 2.2. IST enrolls children for 2017/2018 school year at Primary levels (grades 1-4).

#### 2.3. In exceptional cases children may be up to 2 (two) years older than the average age of children in the same class.

#### 2.4. When assessing the level of the education acquired in some foreign state, the International Standard Classification of Education developed by UNESCO is taken into consideration (International Standard Classification of Education – ISCED).

#### 2.5. The following procedures are carried out during the admission:

- 2.5.1. The parent or legal representative will complete the application form (Annex 1);
- 2.5.2. The parent or legal representative will fill in IST questionnaire (Annex 2);

- 2.5.3. IST will make a pre-selection based on the questionnaires and applications and will decide which families will be invited to the Family Interview;
  - 2.5.4. Based on the questionnaire, a Family Interview will take place. During the Family Interview the Special Educational Needs and language level of the prospective pupil is ascertained.
  - 2.5.5. For Grades 1-2 children Play Sessions may be carried out.
  - 2.5.6. IST has the right to postpone or cancel the Play Session in case the child does not reside in Estonia.
- 2.6. IST has the right to carry out Language Tests for first and second language to determine the child's language level.
  - 2.7. The contact for admission inquiries is the Office Manager who will provide prospective families with information regarding IST and admission procedures. The Office manager coordinates the organisation of admission procedures.
  - 2.8. The Director has the right to form an Admission Committee consisting of school staff.
  - 2.9. Potentially the procedures and duties to be followed:
    - 2.9.1. to carry out Family Interviews,
    - 2.9.2. to carry out Play Sessions in Grade 1 and 2,
    - 2.9.3. to carry out trial days in Grade 3 and 4,
    - 2.9.4. to carry out a Language Test in English and in Language 2 starting from Grade 3.
    - 2.9.5. to evaluate the results of the Language tests.
  - 2.10. The family interview is based on the IST' Questionnaire. The teachers and the office manager will not take part in the Family Interviews.
  - 2.11. IST will handle all personal data according to the regulations of Personal Data Protection Act.
  - 2.12. The Director will make the final decision on admission based on the proposal of the Admission Committee. On reasoned occasions, the Director is entitled to change the admission decision.
  - 2.13. The child is officially considered to be a pupil of IST after a schooling contract has been concluded between IST and a parent or a legal representative.
  - 2.14. IST has the right for conditional admission of a child in case all the facts which form the basis of the application have not been ascertained (i.e. in case the Play Session or the Family Interview have been postponed until the relocation of the child to Estonia or in case the requirements for changes and adjustments of the study organisation due to the child's special educational needs are not clear therefor it might later become evident that the school is not able to provide such changes and adjustments). The fact of conditional admission will be fixed in the contract.

### 3. REQUIRED DOCUMENTS

- 3.1. A parent or their legal representative with written consent may submit the application for enrolment.
- 3.2. The following documents are submitted when applying to IST:
  - 3.2.1. Copy of the photo page of the parent's or their legal representative's passports or ID-cards (showing date of birth);
  - 3.2.2. Passport-size photograph of the child;
  - 3.2.3. Copy of the photo page of the child's passport or ID-card (showing date of birth) or copy of the child's birth certificate;
  - 3.2.4. If an international student candidate has relocated to Estonia, a document which shows that he/she has a permanent or a valid temporary residence permit or a right of residence, or in the absence of such document, evidence of the legal stay of the student candidate in the Republic of Estonia from a competent authority in a format which can be reproduced in writing;
  - 3.2.5. School reports from foreign state educational institutions or official certified copies that include the descriptions of subjects and learning outcomes (not applicable for the first year in Grade 1). In case the school reports are not in English or Estonian, a translation to one of the languages may have to be provided;
  - 3.2.6. A certificate or a copy of the child's state of health that is issued by his/her healthcare provider; certified copies of documents related to any Special Educational Needs, in Estonian or English, has to be provided;
  - 3.2.7. Filled-in Admission Questionnaire.
- 3.3. The documents are submitted to the IST Director.
- 3.4. IST is entitled to handle the child's application for enrolment and to make a decision about the admission throughout the school year.
- 3.5. Prospective families will get the admission decision in written form at the latest, 30 work days after the due date for submission of application documents.

### 4. SPECIAL EDUCATIONAL NEEDS

- 4.1. Special educational needs are changes and adjustments needed in the ordinary study organisation due to the child's giftedness, health condition, physical disability, behavioural and emotional difficulties or a long period away from studies.
- 4.2. In cooperation with parents or legal representatives, IST, taking into consideration the school's resources, attempts to find the best solutions for integrating and supporting pupils with special educational needs, while also considering the

circumstances of the pupils' special needs, the availability of the necessary support services and economic aspects.

- 4.3. In certain cases, when considering the best interest of a child with special educational needs, the child may require the support of an external specialist, the development of a support programme, or the acquisition of additional supporting resources, the implementation of which may require co-financing by the parents or legal representatives of the child. The Director will appoint a coordinator who is responsible for organising the necessary cooperation between support specialists, instructors of talented pupils and teachers, to support the educational development of the child with special educational needs. The coordinator supports and supervises teachers in identifying potential special educational needs and makes suggestions to teachers, parents and the Director on future pedagogical work. This includes proposing measures offered at IST in support of the development of the child. Upon further research, the coordinator might suggest to all relevant parties the evaluation of the child by external specialists.

## 5. LANGUAGE OF INSTRUCTION

5.1. The official study language at IST is English.

5.2. If necessary, IST, in cooperation with a parent or legal representative, will consider arranging intensive courses of language support for reducing the child's language lag.

## 6. SELECTION CRITERIA

6.1. When making the admission decision the following criteria will be considered:

### 6.2. GRADE 1-2:

- 6.2.1. The child has achieved the minimum required age at least by 31 December of the academic year concerned (Grade 1 – age of 6, Grade 2 - age of 7);
- 6.2.2. The application has been submitted in the form set out together with the required documents;
- 6.2.3. Availability of places in a specific class;
- 6.2.4. Results of the Family Interview and the Play Session have been assessed as sufficient.

### 6.3. GRADE 3-4:

- 6.3.1. The application has been submitted in the form set out together with the required documents;
- 6.3.2. Availability of places in a specific class;
- 6.3.3. Results of the Family Interview have been assessed as sufficient;
- 6.3.4. Results of the trial-day have been assessed as sufficient;
- 6.3.5. Results of the Language Tests and the learning outcomes acquired in a previous educational institution have been assessed as sufficient.

## 7. EXCLUSION

### 7.1. A pupil will be excluded from IST:

- 7.1.1. If a parent or their representative with a written consent submits a corresponding application to IST (Annex 2 – Application to Exit form);
- 7.1.2. If studies in IST are not pursued in the class where the pupil is supposed to continue his/her studies;
- 7.1.3. If the child has not participated in studies for at least 50% (fifty percent) of the volume of lessons, except in cases where the absence is due to illness or other valid reasons. The reasons mentioned under this clause must be certified in writing (e.g. medical certificates);
- 7.1.4. If the pupil does not meet the graduation requirements of IST during the standard period of study;
- 7.1.5. If the parent or a legal representative has failed to inform IST of all significant circumstances related to the pupil or of new significant circumstances (e.g. special educational needs) that have emerged during the study period and that may affect or interfere with the proper performance of the Schooling Contract by IST, the pupil, the parent or the legal representative;
- 7.1.6. When the Schooling Contract expires due to the pupil meeting the graduation requirements;
- 7.1.7. In case of the death of the pupil.

### 7.2. IST has the right to exclude a pupil from the school upon substantial breach of the Schooling Contract which results in termination of the contract.

#### 7.2.1. Such a breach of contract among other things is:

- 7.2.1.1. A significant violation of requirements laid down in IST regulations;
- 7.2.1.2. Failure to pay tuition fees or fees for additional services;
- 7.2.1.3. When a pupil arrives to participate in studies in a state of intoxication (that includes drugs and alcohol);
- 7.2.1.4. When the pupil's behaviour was or could be dangerous to other students, parents or IST personnel.

### 7.3. The Director decides the exclusion of the pupil.

### 7.4. In case of exclusion, IST will issue the parent or the legal representative, or in case of a pupil with full active legal capacity, the pupil:

- 7.4.1. A graduation certificate due to graduation;
- 7.4.2. A school report for the current school year signed by the Director and authorised with the IST seal when the pupil is excluded from IST after the end of the study period;

- 7.4.3. A school report signed by the Director and authorised with the IST seal and a results report for the current study quarter of the school year when the pupil is excluded from IST during the study period;
  - 7.4.4. An extract from the pupil health card claimed by the parent or legal representative, or, in case of a pupil with full active legal capacity, by the pupil.
- 7.5. When a pupil is excluded from the list of pupils, the pupil, the parent or the legal representative undertakes to return the student card, books received from the IST library, locker keys and settle all other arrears related to IST and external service providers.