

IST Admission and Exclusion Procedures

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).
- 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 preschool and from Grade 1 to Grade 12.
- 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. 2.5.1 The parent or legal representative will complete the application form: <https://ist.ee/apply-now/>

- 2.5.2. IST will make a pre-selection based on the applications and will decide which families will be invited to the Family Interview;
- 2.5.3. During the Family Interview the Special Educational Needs and language level of the prospective pupil is ascertained.
- 2.5.4. For preschool and Grades 1-2 children Play Sessions may be carried out.
- 2.5.5. IST has the right to postpone or cancel the Play Session in case the child does not reside in Estonia.
- 2.6. IST will carry out a Language Test for the first language to determine the child's language level.
- 2.7. IST may carry out tests in other subjects (Math, Science, etc.) in Grade 6-12.
- 2.8. 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.
- 2.9. The Director has the right to form an Admission Committee consisting of school staff.
- 2.10. Potentially the procedures and duties to be followed:
 - 2.10.1. to carry out Family Interviews
 - 2.10.2. to carry out Play Sessions in Grade 1 and 2
 - 2.10.3. to carry out trial days if requested
 - 2.10.4. to carry out a Language Test in English
 - 2.10.5. to evaluate the results of the Language test
 - 2.10.6. to evaluate the results of all administered tests
 - 2.10.7. to ensure that the tests are taken with utmost integrity.
- 2.11. The family interview helps to identify the needs, values and aims of the family.
- 2.12. IST will handle all personal data according to the regulations of Personal Data Protection Act.
- 2.13. The Director will make the final decision on admission based on the proposal of the Admission Committee members. On reasoned occasions, the Director is entitled to change the admission decision.
- 2.14. 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.
- 2.15. 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 therefore 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.
- 3.3. The documents are submitted to the Office Manager.
- 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 Learning Support coordinator 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, to be pursued by the parent or legal guardian.

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 deficit.

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 3-12:

- 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 all tests administered and the learning outcomes acquired in a previous educational institution have been assessed sufficiently.

7. SPECIAL TERMS AND CRITERIA FOR THE SECONDARY SCHOOL (GRADES 10-12)
- 7.1. **General settings**
- 7.1.1. This procedure regulates the admission of students to the 10th grade, 11th grade and 12th grade of Tallinn International School.
- 7.1.2. Admission shall be assisted by the Office Manager and organized by the School Admissions Team, the rules of procedure and composition of which shall be specified by the Director of the School.
- 7.1.3. The admission procedure for the upper secondary school is published on the school's website.
- 7.2. **Admission documents for the secondary school** For admission to the upper secondary school, the student's parent/legal representative or adult student submits an application for admission with the following documents:
- 7.2.1. The basic school leaving certificate or the corresponding educational document (or an officially certified copy/extract) of a student who has completed a basic education level abroad.
- 7.2.2. Grade sheets and/or an officially certified extract from the study reports issued during upper secondary education - for 11th and 12th grade entrants and in the middle of the current academic year for 10th grade entrants.
- 7.2.3. Official statement of the student's health record.
- 7.2.4. A digital photo for student's card.
- 7.2.5. Identity document.
- 7.2.6. A letter of motivation in which the student candidate justifies the choice of school, explains personal goals and analyzes himself/herself as a learner.
- 7.3. **Admission conditions for upper secondary school:**
- 7.3.1. The student's completion of basic education is documented.
- 7.3.2. Admission interview - a positive evaluation of the interview and the motivation statement by member(s) of the school admission committee.
- 7.3.3. Successful passing of entrance tests (compliance with satisfactory level).
- 7.4. **Conditional criteria and prerequisites** for students coming from abroad or joining upper secondary school on an ongoing basis:
- 7.4.1. Comparison of curriculum volumes and content.
- The purpose of the comparison is to determine whether the previously completed curriculum allows the student to acquire the courses prescribed in the school curriculum by the end of the academic year. Any differences in the content and volume of the courses will be recorded and the student must eliminate the differences by the end of the current academic year on the basis of the individual study plan(s) established for him/her.

- 7.4.2. Drafting an individual curriculum in Estonian, which defines the student's current level of Estonian, the prescribed target level and the action plan supporting its achievement during upper secondary school studies, the successful completion of which is a prerequisite for transfer to the next grade each academic year.
- 7.4.3. In the event of differences, reaching agreements between the Contracting Parties prior to signing the schooling contract.
- 7.4.4. In order to achieve the level prescribed by the school, the student may be required to use additional study aid (including, if necessary, an out-of-school tutor), participate in teacher consultation classes, study counseling, do additional study individually, complete additional modules and perform relevant additional tasks.

7.5. **Entrance tests** (up to 90 minutes) consist of tests in English, Math and Science. For passing the tests, the student is required to achieve at least a satisfactory grade (at least 50% of points).

7.5.1. English language

Year/grade level tests in Grades 6-12 to identify the language level.

The following table describes the scope of language gaps with respective conditions that is set for the admission:

Not accepted	-3	-2	-1	0	1	2	3	+
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	0-level	A1 level	A2 level	B1 level	B2 level	C1 level
Gr 1						
Gr 2						
Gr 3			A2			
Gr 4						
Gr 5						
Gr 6				B1		
Gr 7						
Gr 8	-					
Gr 9	-	-			B2	
Gr 10	-	-	-			
Gr 11	-	-	-			
Gr 12	-	-	-			C1

- 3 = **Probationary admission** with great support: IEP + ESL lessons + home assignments + differentiation + private tutor (incl during school holidays) by families + fixed-term contract
- 2 = **Conditional admission** with moderate support: IEP+ESL lessons+homeworks+ differentiation
- 1 = Accepted, but joining ESL for small support + differentiation

7.5.2. Mathematics

Year/grade level tests in Grades 8-12:
at least a satisfactory grade (50% of points) is required to pass the test.

7.5.3. Sciences

Year/grade level tests to enter Grade 11:
at least a satisfactory grade (50% of points) is required to pass the test.

7.5.4. Other subjects - languages (Estonian or/and foreign languages)

No tests required yet. However whenever language learning is grouped by phases, the student will be placed accordingly.

7.6. **Admission procedure** is as follows:

- 7.6.1. Admission to the upper secondary school takes place throughout the school year.
 - 7.6.2. Submission and processing of the admission application and documents.
 - 7.6.3. Comparison of previous subject courses and taking into account, if possible.
 - 7.6.4. Meeting/admission interview with the student and his/her parents or legal representatives.
 - 7.6.5. Conducting entrance tests, evaluating the results and determining the student's learning and language levels.
 - 7.6.6. Reaching agreements in case of differences, including individual curriculum, recommended target levels/learning outcomes, corresponding resources (financial obligations) and timetable.
- 7.7. **The final decision** for admission to the upper secondary is made by the school director on the basis of a proposal from the admissions team.
- 7.7.1. The Admissions Team consists of the Director, DP (11-12th grade) Coordinator and MYP (6th-10th grade) Coordinator.
 - 7.7.2. If necessary, the admissions team consults with the teacher of the respective subject (English, mathematics) and the class teacher before the final assessment, and also with the learning support/ SEN coordinator if potential special needs arise.
- 7.8. The admission procedure for a high school student candidate can take potentially up to two weeks, depending on the complexity of the candidate's situation.

8. **IB DIPLOMA PROGRAMME ADMISSION POLICY**

- 8.1. The International School of Tallinn (IST) is an International Baccalaureate Continuum school, offering the IB Primary Years, Middle Years and Diploma programmes. As a continuum school IST pays great attention to the needs of all three programmes while strongly encouraging the development of its students through the full IB curriculum.
- 8.2. At the Diploma Programme level (grades 11 and 12), the school offers a rigorous program that promotes and develops a student's knowledge as well as critical thinking skills in 6 subject groups as well as the Core, CAS, TOK, and Extended Essay.

8.3. The admission policy to the Diploma Programme addresses both internal and external candidates. Internal candidates are those students who are already members of the IST Middle Years Programme while external candidates are students who are applying to enter IST at the beginning of the 11th grade.

8.4. **Internal Admission**

8.4.1. Successful completion of year 5 of the IST Middle Years Programme gains the student admission into the Diploma Programme.

8.4.2. Internal students will not have to go through the regular admission procedure to seek admission in the IB Diploma Program at IST.

8.4.3. There will be no entrance assessment for internal students for admitting them to the DP program.

8.4.4. A full report on each student is prepared by the school and the recommendation of subject teachers (based on the internal subject grades given in Grade 10) will be taken as a basis for final decision.

- o Students must have earned at least a 5 or better using the MYP criteria in order to be considered for HL subjects

- o Students must have earned at least a 3 or better using the MYP criteria in order to be considered for SL subjects

- o Students must have earned at least “meeting expectations” or better using the MYP ATL criteria to be admitted into the DP program

8.4.5. Based on the recommendations, students will be offered admission as a Diploma Programme student.

8.5. **External Admission**

8.5.1. Students who are applying for admission to the Diploma Programme from outside IST must meet the following requirements:

8.5.1.1. In case of candidates who have done their MYP he/she must possess a certificate of completion of MYP (issued from their respective school).

8.5.1.2. The parent completes the online application form.

8.5.1.3. The student must take entrance tests on Science, Math & English to join Grade 11. At least satisfactory grades (50% of points) are required to pass the tests.

8.5.1.4. IST receives the current transcripts and related records from the last two years of the student’s educational history.

- o Students must have earned at least a grade point average of 70% or better in order to be considered for HL subjects.

- o Students must have earned at least a grade point average of 50% or better in order to be considered for SL subjects.

8.5.2. No official decision on an application will be given until all relevant documents have been received by IST.

8.5.3. The IST Admissions Committee (Director, DP Coordinator, and MYP coordinator) reviews the completed applicant portfolio (online parent application, MYP certificate, entrance exam scores, transcripts). Applicant families will be notified of the Admissions Committee decisions.

8.5.4. Any student who does not meet the basic requirements listed may be accepted based on the discretion of the Director/Diploma Coordinator.

8.6. Transfer students

8.6.1. The school accepts students, who started the Diploma Programme at other IB schools, on condition that the International School of Tallinn currently offers the subjects they studied in their previous school.

9. EXCLUSION

9.1. A pupil will be excluded from IST:

9.1.1. If a parent or their representative with a written consent submits a corresponding application to IST (Annex 2 – Application to Exit form);

9.1.2. If studies in IST are not pursued in the class where the pupil is supposed to continue his/her studies;

9.1.3. 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);

9.1.4. If the pupil does not meet the graduation requirements of IST during the standard period of study;

9.1.5. 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;

9.1.6. When the Schooling Contract expires due to the pupil meeting the graduation requirements;

9.1.7. In case of the death of the pupil.

9.2. 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.

9.2.1. Such a breach of contract among other things is:

9.2.1.1. A significant violation of requirements laid down in IST regulations by the pupil or pupil's parents regardless of which parent has signed a contract with the school;

9.2.1.2. Failure to pay tuition fees or fees for additional services;

When a pupil arrives to participate in studies in a state of intoxication (that includes drugs and alcohol);

9.2.1.3. When the behaviour of the pupil or his/her parents/legal representatives was or could be dangerous to other students, parents or IST personnel including their physical/mental health and wellbeing or their reputation - regardless of which parent or legal representative has signed a contract with the school;

9.2.1.4. When the pupil or one of the parents/legal representatives or both parents of the pupil have failed to follow the internal rules and policies of the IST or a conduct of code/ good behaviour in communication with the school staff - regardless of which parent or legal representative has signed a contract with the school;

- 9.2.1.5. When the pupil or one of the parents/legal representatives or both parents of the pupil have violated the rules or decisions of other institutions (e.g. restrictions for health safety, court decision regarding custody rights, etc) which causes unnecessary stress or demands to the school and its staff or requires additional resources from the school or potentially harms the school's reputation or organizational culture - regardless of which parent or legal representative has signed a contract with the school;
- 9.2.1.6. When the pupil continues to breach the academic integrity policy, further steps will be taken at the discretion of the school, based on the frequency of violation.
- 9.3. The Director decides the exclusion of the pupil. The decision shall take effect even if the violation or breach was caused by the pupil's parent who has not signed the contract with the school.
- 9.4. 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:
 - 9.4.1. A graduation certificate due to graduation;
 - 9.4.2. 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;
 - 9.4.3. 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;
 - 9.4.4. 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.
- 9.5. 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.