

## ADMISSION AND EXCLUSION PROCEDURES

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## 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 an English-speaking international school.

### 2.2. IST enrolls children for preschool and from Grade 1 to Grade 12, based primarily on their age.

### 2.3. 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).

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

- 2.4.1. The parent or legal representative will complete the application form:  
<https://ist.ee/apply-now/>
- 2.4.2. IST will make a pre-selection based on the applications and will decide which families will be invited to begin the admission process.
- 2.4.3. During the Admission process the language level and any the Special Educational Needs of the prospective pupil is ascertained through meetings and a school tour given by the office manager
- 2.4.4. In Pre-school and Grades 1-5 there will be a family interview in person or by phone conducted by the office manager
- 2.4.5. For Primary (Pre-school to Grade 5) trial days may be carried out if application takes place during school time.
- 2.4.6. IST has the right to postpone or cancel the trial day in case the child does not reside in Estonia.

### 2.5. IST will carry out a Language Test for the English language to determine the child's language level from Grades 6-11 and consider DP1 results for entering Grade 12.

- 2.6. IST also conducts Mathematics tests from Grade 6-11 and consider DP1 results for entering Grade 12.
- 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 have a family interview with the office manager
  - 2.9.2. to carry out trial days if timing is suitable for Pre-school to Grade 5
  - 2.9.3. to carry out a Language Tests in English and Mathematics from Grade 6 to 11
  - 2.9.4. to evaluate the results of the Language and Mathematics tests.
  - 2.9.5. to ensure that the tests are taken with utmost integrity.
- 2.10. The family interview helps to identify the needs, values and aims of the family.
- 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 members. 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 the case that all the facts which form the basis of the application have not been ascertained (i.e. Trial day or admission test have been postponed until the relocation of the child to Estonia. Or if the child's Special Educational Needs are identified later or which were not communicated by the family at the time of admission process then the school has rights to terminate the admission process) Any conditional admissions 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 by the family;

3.3. The documents should be 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 entire school year.

3.5. Prospective families will get the admission decision in written form at the latest, 30 workdays after the due date for submission of application documents.

#### 4. SPECIAL EDUCATIONAL NEEDS

4.1. All the documents related to a Child's Special Education Needs should be submitted to the Office Manager and the SEN Coordinator.

4.2. 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.

4.3. 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.

4.4. 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 requires financing by the parents or legal representatives of the child.

4.5. The SEN 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 language of study at IST is English.

5.2. If necessary, IST, may recommend that parents or legal representatives must arrange intensive courses of language support in order to reduce the child's language deficit.

## 6. SELECTION CRITERIA

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

- 6.1.1. Applications at IST are primarily based on the age of the child in years and months to place them with their peers.
- 6.1.2. The application has been submitted in the form set out together with the required documents;
- 6.1.3. Availability of places in a specific class;
- 6.1.4. Results of the Trial day and/or Admission tests 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. Extreme Absence:
  - Grade 1 to 8: If absenteeism exceeds 20% across all classes then the school will have a meeting with the family and they may be excluded.
  - Grade 9 : If absenteeism reaches 15% across all the classes then the school will have a meeting with the family and they may be excluded
  - Grade 10: If absenteeism reaches 15% across all the classes then the school will have a meeting with the family and they may be excluded
  - Grade 11: If absenteeism exceeds 10% across all classes then the school has the option to deny the student to continue in DP 2 as a Diploma Candidate.
- 7.1.4. If the pupil at Middle School does not meet the graduation requirements of IST during the standard period of study; these include failing to reach the minimum standards in more than two subjects, an action plan will be created at the end of year Teachers council which will indicate targets and next steps for the student.
- 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. Contracts will be ended once the student has completed studies and graduated at IST.
- 7.1.7. In case of the death of the pupil, the contract will be ended.

7.2. 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.
  - 7.2.1.5. 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.
- 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 semester 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.

## 8. SPECIAL TERMS AND CRITERIA

### 8.1. 8.1. General settings

- 8.1.1. This procedure regulates the admission of students to the IB Diploma Program, grades 11 and 12 of the International School of Tallinn.
- 8.1.2. Admission shall be assisted by the Office Manager, the DP Coordinator and assisted by the DP teachers, (Specifically the English and Math teachers) the rules of procedure and composition of which shall be specified by the Director of the School.
- 8.1.3. The admission procedure for the IB Diploma Program is published on the school's website.

### 8.2. Admission documents PYP, MYP and DP

- 8.2.1. For admission to IST the student's parent/legal representative or adult student submits an application for admission with the following documents:
  - Complete the admission form to apply for admission
  - Identity document of Student/Parents (Passports)
  - Reports/transcripts from former school based on the most recent academic year
  - A digital photo

### **8.3. Admission conditions**

#### **PYP**

- 8.3.1. The child has achieved the minimum required age at least by 31st August of the academic year concerned.
- 8.3.2. The application has been submitted with the required documents.
- 8.3.3. Results of the Family Interview and the Trial Day have been assessed as sufficient.
- 8.3.4. Availability of places in a specific class.

#### **MYP**

- 8.3.5. Admission tests are conducted in Math and English subjects (compliance with satisfactory level: at least 50% of test results).
- 8.3.6. A small interaction with the coordinators to gauge the confidence and English-speaking skills of the students.
- 8.3.7. The application has been submitted with the required documents.
- 8.3.8. The study report has been submitted (two previous years).
- 8.3.9. Availability of places in a specific class.

#### **DP (External Candidates)**

- 8.3.10. The application has been submitted with the required documents
- 8.3.11. Admission tests are conducted in Math, English and Science subjects (compliance with satisfactory level: at least 50% of test results).
- 8.3.12. Results of the admission tests (in English, Math, Science) are administered, the learning outcomes acquired in a previous educational institution and an interview have been assessed sufficiently.
- 8.3.13. A small interaction with the coordinators, the English teacher, to gauge the confidence and English-speaking skills of the students as well as the Math teacher to evaluate their level of Math knowledge.
- 8.3.14. Reports from their previous school with the last two academic years
- 8.3.15. There must be an available space in the requested Grade level
- 8.3.16. Students wishing to join IST at the start of 12th grade, DP 2, the child needed to have studied the same subjects we offered to our former DP 1 students.

#### **DP (Internal Candidates)**

- 8.3.17. Passed the IB MYP Personal project.
- 8.3.18. Successfully completed the school's service and action requirements holding a quality acceptable to the SA and MYP Coordinator.
- 8.3.19. Positive feedback in the study reports from the HRT and the subject teachers.

- 8.3.20. To ensure access to an IB Diploma higher level course, a student must have studied the subject in MYP 5 and gained at least an end-of-year level 5 or equivalent.
- 8.3.21. To ensure access to an IB Diploma standard level course, a student must have gained at least an end-of-year MYP level 4 or equivalent in the last year that he/she studied the subject.
- 8.3.22. Should score 50% in English and Math entrance test to ensure access to an IB Diploma standard level course.
- 8.3.23. Should score 60%% in English and Math entrance test to ensure access to an IB Diploma higher level course.
- 8.4. Conditional criteria and prerequisites for students coming from abroad.
- 8.4.1. 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 concepts prescribed in the school curriculum by the end of the academic year. Any differences in the content and volume of the curriculum 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.
- 8.4.2. In the event of differences an agreement between contracting parties must be reached prior to signing the schooling contract.
- 8.4.3. 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, partake in additional study individually, complete additional modules and perform relevant additional tasks.
- 8.5. Entrance tests for MYP/DP (up to 90 minutes) consist of tests in English language and Mathematics. For passing both tests, the student is required to achieve at least a satisfactory grade (at least 50% of points).
- 8.5.1. In addition to the admission tests for the DP program, subject teachers will also conduct an interview. Based on the interview, our final decision will be determined.

#### Mathematics

Year/grade level tests in Grades 6-11:

at least a satisfactory grade (50% of points) is required to pass the test.

#### Other languages (Estonian or/and foreign languages)

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

#### Other subjects (Science or Human/Social Studies)

No tests required.

English language

Year/grade level tests in Grades 6-11 to identify the language level.

The following table describes the scope of language levels 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			<b>A2</b>			
Gr 4						
Gr 5						
Gr 6				<b>B1</b>		
Gr 7						
Gr 8	-					
Gr 9	-	-			<b>B2</b>	
<b>Gr 10</b>	-	-	-			
<b>Gr 11</b>	-	-	-			
<b>Gr 12</b>	-	-	-			<b>C1</b>

-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 + homework + differentiation

-1 = Accepted, but joining ESL for small support + differentiation

8.6. 8.6. Summary of Admission procedure:

8.6.1. Admission at IST takes place throughout the school year.

8.6.2. Submission and processing of the admission application and documents.

8.6.3. Comparison of previous subject results and report review are taken into account.

8.6.4. Meeting with the office manager/admission interview with the student and his/her parents or legal representatives.

8.6.5. Conducting entrance tests in MYP/DP, evaluating the results and determining the student's learning and language levels.

8.6.6. Trial days for PYP if application takes place during the school year

8.6.7. Reaching agreements in case of differences, including individual curriculum, recommended target levels/learning outcomes, corresponding resources (financial obligations) and timetable.

8.7. The final decision for admission to IST is made by the school director on the basis of a proposal from the admissions team.

- 8.7.1. The Admissions Team consists of the Office Manager, Director, the PYP, MYP or DP Coordinator
- 8.7.2. 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.
- 8.7.3. The admission procedure can take potentially up to 30 days, depending on the time of year and complexity of the candidate's situation.