

ist International
School of Tallinn

**IST ADMISSION AND
EXCLUSION
PROCEDURES**

1	GENERAL PROVISIONS	2
2	ADMISSION.....	2
3	REQUIRED DOCUMENTS.....	5
4	SPECIAL EDUCATIONAL NEEDS.....	6
5	LANGUAGE OF INSTRUCTION	6
6	EXCLUSION	7

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 Enrolment in order of priority:
 - 2.1.1 students of international families living and working in Estonia, if the child's dominant language (hereinafter L1) is not Estonian;
 - 2.1.2 students who have received education overseas in international public or private institutions, as a result of one of their parents being employed or having worked in a foreign country, as verified by the employer's written confirmation.
 - 2.1.3 Students who are interested in studying in an English speaking International school.
- 2.2 IST enrolls students 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 Special Educational Needs of the student are ascertained through meetings and a school tour given by the Admission manager
- 2.4.4** There will be a family interview in person or online conducted by the Admission manager. The family interview helps to identify the needs, values, and aims of the family.
- 2.4.5** Trial days may be carried out if the application takes place during school time.
- 2.4.6** IST has the right to postpone or cancel the trial day in case the student does not reside in Estonia. In this case, an online recorded interview will be held with the student
- 2.4.7** IST will carry out an admission test for English language proficiency to determine the student’s language level from Grades 6-10 (MYP) and Grade 11-12 (DP).
- 2.4.8** IST also conducts Mathematics tests for Grades 6-10 (MYP) and Grades 11-12 (DP).
- 2.4.9** In exceptional circumstances Grade 12 student candidates may only be considered for admission to IST if the following conditions are met:
- 2.4.9.1** The student finished grade 11 (DP1) in a previous IB school.
- 2.4.9.2** The subject choices in DP1 are aligned with the options IST provides.
- 2.5** The contact for admission inquiries is the Admission Manager (admissions@ist.ee) who will provide prospective families with information regarding IST and admission procedures. The Admission manager coordinates the organisation of admission procedures.
- 2.6** The Director has the right to form an Admission Committee consisting of school staff such as IB coordinators, Learning Support Coordinator, Admission Manager, and teachers.
- 2.7** IST will handle all personal data according to the regulations of Personal Data Protection Act.

- 2.8 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.
- 2.9 The Admission Committee will consider the following criteria for the decision-making:
 - 2.9.1 Applications at IST are primarily based on the age of the students in years and months to place them with their peers based on their age as of 31st August.
 - 2.9.2 The application has been submitted in the form set out together with the required documents.
 - 2.9.3 Availability of places in a specific class.
 - 2.9.4 Results of the Trial day/Admission tests and interview have been assessed as sufficient.
- 2.10 English language proficiency:

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
	0-level	A1 level	A2 level	B1 level	B2 level	C1 level		
Gr 1								
Gr 2								
Gr 3								
Gr 4								
Gr 5								
Gr 6								
Gr 7								
Gr 8								
Gr 9								
Gr 10								
Gr 11								
Gr 12								

- 3 = Probationary admission with great support: ILP + ESL lessons + home assignments + differentiation + private tutor (incl during school holidays) by families + fixed-term contract
- 2 = Conditional admission with moderate support: ILP+ESL lessons+homeworks+ differentiation
- 1 = Accepted, but joining ESL for small support + differentiation + private tutor by family
- 0 = Accepted, but with additional tasks and private tutor by family
- 1 = Accepted with private tutor recommendation
- 2 = Accepted with significant commitment to self studies in order to raise language proficiency
- 3 = Definitely accepted

- 2.11 The student is officially considered to be a member of IST after:
 - 2.11.1 A schooling contract has been concluded between IST and a parent or a legal representative.
 - 2.11.2 A non-refundable initial payment has been made.

- 2.12** IST reserves the right to conditionally admit a child if certain aspects forming the basis of the application remain unverified. For instance, if the trial day or admission test is postponed until the child relocates to Estonia, or if the child's Special Educational Needs are identified later, or if such needs were not disclosed by the family during the admission process, the school retains the right to terminate the admission process. Any conditional admissions will be formalized within the contractual agreement.

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 to the Admission Manager 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 student.
 - 3.2.3** Copy of the photo page of the student's passport or ID-card (showing date of birth).
 - 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 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.
 - 3.2.6** The school has the right to request the confidential student reference form from the former school.
- 3.3** IST is entitled to handle the student's application for enrolment and to make a decision about the admission throughout the entire school year.
- 3.4** Prospective families will get the admission decision in written form at the latest, 15 work days after submitting the tests/trial days and interviews.

4 SPECIAL EDUCATIONAL NEEDS

- 4.1** All the documents related to a Student's Special Education Needs should be submitted to the Admission Manager.
- 4.2** Special educational needs are changes and adjustments needed in the ordinary study organisation due to the student's giftedness, health condition, physical/learning disabilities, 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 students with special educational needs, while also considering the circumstances of the students' special needs, the availability of the necessary support services and economic aspects.
- 4.4** In certain cases, students with special educational needs may require additional support, such as assistance from external specialists, the development of tailored support programs, or access to extra resources. The implementation of these measures often necessitates financial support from the student's parents or legal guardians.
- 4.5** The Learning Support coordinator oversees collaboration between support specialists, instructors, teachers, and parents to facilitate the educational growth of students with special needs. They assist teachers in identifying potential special needs and offer suggestions for pedagogical approaches. Additionally, they recommend measures available at IST to support the child's development and may propose evaluation by external specialists, to be arranged by the parent or legal guardian.

5 LANGUAGE OF INSTRUCTION

- 5.1** The official language of instruction and communication 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 student's language deficit.

6 EXCLUSION

6.1 A student will be excluded from IST:

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

6.1.2 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 10% across all the classes then the school will have a meeting with the family and they may be excluded

Grade 11/12: If absenteeism exceeds 10% across all classes then the school has the option to deny the student to continue as a Diploma Candidate.

6.1.3 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.

6.1.4 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;

6.1.5 Contracts will be ended once the student has completed studies and graduated at IST.

6.1.6 In case of the death of the pupil, the contract will be ended.

6.2 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.

6.2.1 Such a breach of contract among other things is:

- 6.2.1.1 A significant violation of requirements laid down in IST regulations;
- 6.2.1.2 Failure to pay tuition fees or fees for additional services;
- 6.2.1.3 When a pupil arrives to participate in studies in a state of intoxication (that includes drugs and alcohol, e cigarettes);
- 6.2.1.4 When the pupil's behaviour was or could be dangerous to other students, parents or IST personnel.
- 6.2.1.5 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.
- 6.2.1.6 The student may be excluded from the school list if they are in continuous breach of our language policy. (Refer to Mother Tongue Support, final point) English is the official language of instruction at our school and mandatory for overall communication throughout the school day to ensure an inclusive environment. However, some flexibility may be granted at the discretion of teachers and management, taking into account the specific needs and circumstances of our diverse student body.
- 6.3 The Director decides the exclusion of the pupil.
- 6.4 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:
 - 6.4.1 A graduation certificate due to graduation;
 - 6.4.2 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;
 - 6.4.3 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;
 - 6.4.4 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.
- 6.5 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.
- 6.6 After three written formal warnings, a student can be excluded from the school list if the language requirement has not been followed
- 6.7 In the event of the possible exclusion a teachers council meeting may be called for their opinion, and a final decision will be made.

Alignment with other IST policies

IST believes in collaboration and the entire staff devotes extra effort towards the academic rigor of the curriculum followed at school. As a lay down protocol, school policies are reviewed on a regular basis. During their review cycle, school ensures that all policies work in tandem and the updates if needed are implemented with immediate effect. IST policies are tailored to the needs of our school community.

....to our Assessment Policy

Language proficiency of the student is tested at the time of admissions. Both Assessment approaches - Assessment for learning & Assessment of learning - are applied rigorously through different formative and summative assessments for Language & Literature and Language Acquisition subjects in the school.

...to our Academic Integrity Policy

IST Academic Integrity policy states that we use MLA (Modern Language Association) Style across all subjects and grade levels. Teachers will consistently teach how to cite using MLA.

...to our SEN/ Inclusive Policy

As IST is inclusive every student gets an opportunity to study and learn different languages and enjoy diverse backgrounds with diverse needs.

...to our Language Policy

Language proficiency of the student is measured at the time of admissions and accordingly support is provided. The main purpose of the entrance test is to determine their levels of proficiency in the language and this in turn will help the school determine the type and degree of support students will require if they fall within the English Language Learners category.

Policy Review Process

The Language Policy will be reviewed once a year by the IST community once a year. In addition, the implementation of the Language Policy in all classrooms at the IST will be reviewed by the Programme Coordinators, Language Coordinator and the Special Education Coordinator as part of the teacher observation process.

Policy revised April 2024