

**IST ADMISSIONS AND
EXCLUSION POLICY**

Revised by IST School Board, 31.03.2026

*Approved by the Management Board of
Tallinn International School OÜ, 20.04.2026*

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1 GENERAL PROVISIONS

- 1.1 The terms and conditions of Admissions and Exclusion Policy (hereinafter the Policy) 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 Policy is made available on IST website (www.ist.ee).
- 1.3 The Director of IST is entitled to change the present Policy if it is necessary for bringing the Policy into compliance with the law, other legal acts, international agreements or the terms and conditions approved by the school operator.
- 1.4 In case of a parent's dissatisfaction with the school's decision regarding admission, non-promotion or exclusion, the complaints are handled and resolved according to the Complaints Policy available on the website.
- 1.5 The Policy remains unchanged for the whole academic 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 Admissions are aimed at various student groups:
 - 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.
 - 2.1.3 Students who are interested in commitment for studies in an English-speaking international school.
- 2.2 Admission may be determined based on availability of alternative local education opportunities and their suitability for the particular student.
- 2.3 IST enrolls students for kindergarten/ preschool and Grades 1-5 (PYP), based primarily on their age, and for Grades 6-10 (MYP) and Grades 11-12 (DP), based also on the school reports of the last completed and the current grade.
- 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: <https://ist.ee/admission/application-forms/>

- 2.5.2** IST checks the accuracy of the submitted documents and the applicant's eligibility before continuing with the admissions process.
- 2.5.3** The school reserves the right to discontinue the admissions process at any stage during which the applicant is deemed ineligible for further admission.
- 2.5.4** During the admissions process, the language level and any special educational needs of the student are ascertained through meetings and a school tour given by the admissions manager.
- 2.5.5** There will be a family interview in person or online conducted by the admissions manager. The family interview helps to identify the needs, values, and aims of the family.
- 2.5.6** Applicants are usually invited to trial days if the application is submitted during the school term and the applicant is currently present in Estonia. Participation in trial days may be required as a mandatory prerequisite for admission where it is deemed necessary to assess the student's suitability and capacity to adapt.
- 2.5.7** 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.
- 2.5.8** Whenever necessary, IST will carry out an online recorded interview to assess student's social skills, motivation and verbal language proficiency.
- 2.5.9** IST will carry out an admission test of English language proficiency to determine the student's language level for applicants to Grades 6–12 and Mathematics tests for Grades 6-12. As a rule, scoring both at minimum 50% is required for admission.
- 2.5.10** Grade 12 student candidates may only be considered for admission to IST in exceptional circumstances if the following conditions are met:
 - 2.5.10.1** The student completed Grade 11 (DP1) in a previous IB school.
 - 2.5.10.2** The student's DP subjects are fully aligned with the options IST provides.
- 2.6** 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 organization of admission procedures.
- 2.7** The Director has the right to form an Admission Committee consisting of school staff, including mainly the IB coordinators and Admissions manager, and when needed, the Learning Support Coordinator and **relevant** teachers.
- 2.8** IST will handle all personal data according to the regulations of Personal Data Protection Act.

2.9 The Director will make the final decision on admission based on the proposals of the Admission Committee members. In justified cases, the Director is entitled to amend the admission decision.

2.10 The Admission Committee will consider the following criteria for decision-making:

2.10.1 Applications at IST are primarily based on the results of the last and current grade and the age of the students in years and months to place them with their peers based on their age as of 31st August.

2.10.2 The application has been submitted in the prescribed application form together with all required documents.

2.10.3 Availability of places in a specific class.

2.10.4 Results of the Trial Day/Admission tests and interview have been assessed as sufficient for compliance with the IST's admission criteria.

2.11 English language proficiency:

The following table describes the scope of required language levels with respective conditions that are 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						
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

- 2.12** The student will be officially enrolled in the IST after:
 - 2.12.1** An Enrollment Agreement has been concluded between IST and a parent or a legal representative.
 - 2.12.2** A non-refundable initial payment has been made.
- 2.13** 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. If such special needs are not disclosed by the family during the admission process, the school retains the right to terminate the admission process.
- 2.14** The conditional enrollment must be formalized within the contractual agreement accordingly.
- 2.15** The main principles, procedures and terms for **conditional admission** are specified in Annex 1 attached as an inseparable part to this Policy.

3 REQUIRED DOCUMENTS

- 3.1** A correctly completed application submitted by a parent or their legal representative in the prescribed Admission Form provided by the school.
- 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 of the last two academic years from educational institutions or official certified copies that include the descriptions of subjects and learning outcomes (not applicable for the kindergarten/preschool and Grade 1; and only one year report required for Grade 2).

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** For DP admission, the graduation certificate of the basic school whenever applicable.

- 3.2.7** The school has the right to request the confidential student reference form from the former school if deemed necessary for admission decision.
- 3.3** IST is entitled to handle the students' application for enrolment and make the admission decisions throughout the entire school year.
- 3.4** The transition of our MYP5 students to the DP is determined at the end of year Teachers' Council based on achieving the minimum standards and displaying the appropriate character grounded in diligence, work ethics, academic commitment and behaviour.
- 3.5** Continuation in the DP is determined by maintenance of the minimum requirement of the conditions for receiving the Diploma. If this requirement is not met, the school holds a right to offer a Course Candidacy option.
- 3.6** Prospective families will get the admission decision in written form at the latest, 15 workdays 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 organization due to the student's giftedness, health condition, physical/learning disabilities, behavioral 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 financial resources.
- 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 may often require support from the students' parents or legal guardians in acquiring extra funding resources (for example, in collaboration with the local municipality).
- 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 evaluations by external specialists, to be arranged by the parent or legal guardian.

5 LANGUAGE PRINCIPLES

- 5.1** The official language of instruction and communication at IST is English.
- 5.2** If a student's English language proficiency does not fully meet the school's established standards, the student's enrolment may potentially be possible only based on conditional admission that requires joining with the school's English Support Lessons (ESL) programme paid extra by the family until the requirements are met.
- 5.3** If necessary, IST, may recommend that parents or legal representatives must arrange intensive courses of language support during the period before the studies at the IST to reduce the student's language deficit.
- 5.4** The school holds the right to determine Language B placements based on student's previous experience with those foreign languages (French, Spanish and/ or German) and availability of places in the language groups.
- 5.5** Language B placements in the DP are subject to the discretion of the school due to technicalities of the program and levels of the students.
- 5.6** Although Estonian is a mandatory course in Grade 1-5 (PYP) and Grade 6-10 (MYP), no prior knowledge in Estonian is required for admission.

6 EXCLUSION

- 6.1** The contract will be ended, and a student will be excluded from IST:
 - 6.1.1** If a parent or their representative submits a leaving application in writing to the school's management or admissions office.
 - 6.1.2** If the student has completed studies at school and graduated from the IST.
 - 6.1.3** In case of the death of the student.
- 6.2** IST has the right exclude a pupil from the school upon substantial breach of the Enrollment Agreement which results in termination of the contract.
- 6.3** The Teachers' Council meeting may be called for their opinion if necessary before a final decision is made.
- 6.4** The Director decides the exclusion of the student.
 - 6.4.1** Such a breach of Enrollment Agreement among other things is:
 - 6.4.1.1** A significant or continuing violation of requirements laid down in various IST policies and school rules (e.g., language policy, dress code, academic honesty, MYP/DP completion criteria, excessive absenteeism), especially when it has been ongoing despite prior formal warnings;
 - 6.4.1.2** Failure to pay tuition fees or fees for additional services;

- 6.4.1.3** When a pupil arrives to participate in studies in a state of intoxication (that includes drugs and alcohol, e cigarettes);
 - 6.4.1.4** When the pupil's behaviour was or could be dangerous to other students, parents or IST personnel;
 - 6.4.1.5** 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 studies that affect or interfere significantly with the proper performance of the Enrollment Agreement by IST, the pupil, the parent or the legal representative.
- 6.5** 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:
- 6.5.1** 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;
 - 6.5.2** 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;
 - 6.5.3** 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.
- 6.6** 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.

ANNEX 1: The terms and procedures for conditional admission

1. The school may admit a student conditionally if it is not possible to obtain sufficient and comparable information about the student's suitability with the school's curriculum, language of instruction, multinational learning environment or school values before the start of studies.
2. Conditional admission is part of the admission procedure and non-continuation after the conditional studies cannot be regarded as exclusion of a student from school after a trial period.
3. Conditional admission usually lasts **30** (thirty) calendar days from the start of studies.
4. The purpose of conditional admission is to assess the student's academic coping, understanding and use of the language of instruction, behaviour and learning habits, social adaptation, the need for support measures and their applicability, cooperation with parents.
5. If it is not objectively possible to form a sufficient and unambiguous assessment of the student's suitability within a 30-day period, the school has the right to extend the conditional admission once by up to **15** (fifteen) calendar days.
6. The extension is based on pedagogical necessity and the parent is notified of it in a format that can be reproduced in writing before the end of the initial period with a justification.
7. During conditional admission, the student is assessed in accordance with the school's current assessment policy and the procedure for organising conditional admission, which is an integral part of the agreement.
8. At the end of the conditional admission, the school makes a decision on confirming the student's admission, extending the conditional admission or not confirming the admission.
9. The final decision is based on the professional pedagogical assessment collected during the trial period and is confirmed by a decision of the Teachers' Council, which is made by a majority vote and recorded in the minutes.
10. If the school decides not to confirm the final admission after the conditional study period, the school will notify the parent thereof in a format that can be reproduced in writing and give a reasonable notice period (at least 7 days recommended). If necessary, the school shall notify the local government in order to ensure the continuation of the obligation to attend school.
11. The conditional admission period is subject to a fee according to the current price list or proportional calculation. The fee for the conditional admission period will not be refunded even if the final admission is not confirmed.
12. The basis for applying conditional admission is not the parent's financial situation or ability to pay. The school does not restrict the student's access to studies, assessment or study information during conditional admission.
13. The implementation of conditional admission is based on the overall principle of putting the child's interests first, good faith and the interests of the school community as a whole.

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.

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