

## **Admissions policy**

### **General**

In the Stedenwijk of Almere, you will find International School Almere. A diverse, international community of students, parents and educators, forging covenants in learning and teaching for the success of all learners. Therefore, it fully believes and commits itself to integrate individual diversity and cultures. In a safe and inspiring environment, our students discover the pleasure of learning and are challenged to become real-world citizens.

At International School Almere our students learn through the International Baccalaureate Programme. This is an excellent preparation for further education anywhere in the world. Our primary section is a candidate for the Primary Years Programme. The primary section shares the same common philosophy as our secondary section; a commitment to high quality, challenging international education that International School Almere believes is important for our students.

Being that we are a Dutch International Primary School, our school is fortunate to receive partial subsidies from the government. However, these subsidies do not cover the total costs needed to operate the International Department. To cover these costs our school works with an annual school fee that is charged per student.

### **Dutch International primary school**

International School Almere is subsidized by the government, and we have strict guidelines to follow regarding which students are admitted to the school. Students between the ages of 4 and 11 years old can qualify for placement if one of the following conditions applies\*:

- 1) The student has a non-Dutch nationality (or: also a non-Dutch nationality) and is temporarily resident in the region because parent(s) are working in The Netherlands (or in a Dutch border region) for a limited time.
- 2) The student has the Dutch nationality and has lived and gone to school abroad for at least two years because a parent was stationed abroad.
- 3) The student has the Dutch nationality and has a parent (with whom the student will be living) that will be stationed abroad within two years and for at least two years. This is to be proven by a written statement of the parent's employer.

**Language**

Our main learning language is English. All students follow Dutch as Additional Host Country Language lessons as well. You may find more information in our Language policy.

**Inclusion**

Admission to International School Almere – Primary is open to all students who can successfully access and benefit from the academic programmes offered. The school accepts students without discrimination of gender, religion, race or nationality.

**How to apply**

A few months before your child's 4<sup>th</sup> birthday, we are happy to check if your child is eligible for subsidized international education. You can start applying to our school by filling in our inquiry form: <https://internationalschoolalmere.nl/primary-school/admissions/inquiry-form>

We will aim to respond within 10 working days to inform you if your child is eligible for admission to our school, if we can place him/her on the requested start date and if and when a school visit is possible. In this case we will send you an invitation and the admission procedure by e-mail. Admissions are processed as and when they are received.

**Admission procedure**

Admission to the school is determined by the school leadership team and Inclusion Coordinator, based on the information obtained with respect to:

- The potential of the applicant to benefit from the educational services available.
- The capacity of the school to meet the educational needs of the applicant.
- The availability of places.

We accept applications any time throughout the academic year.

Placement is made with the intention of moving up a year at the end of our academic school year.

**Waiting list**

When places are no longer available, priority levels are assigned to determine placement:

Priority level 1 : Qualifying\* siblings of students currently in the school.

Priority level 2: Qualifying\* students coming directly from outside The Netherlands.

Priority level 3: Qualifying\* students from another international school in the Netherlands.

**Relocation**

If you have plans to relocate abroad or change schools within the Netherlands, we ask that you notify Ms. Christine in writing as soon as possible. In agreement with schools in Almere a

student choosing to transfer into the Dutch system should do this after the summer holiday and not during the school year.

#### **Administration fee**

A non-refundable administration fee of 150 euro per child must be paid when submitting your child's application form. Our Bank account details are:

IBAN: NL55INGB0008569174 \*

att.of: Int. Primary School Almere (ASG)

stating: full name of your child(ren)

BIC: INGBNL2A

\*) When you make an international bank (wire) transfer you can choose who pays the transfer charges. The OUR instruction means you pay all transfer charges. We require all international transfers to be made with the OUR instruction.

#### **Class classification table**

<b>ISAlmere - Primary</b>	<b>The Netherlands</b>	<b>USA &amp; Canada</b>	<b>UK</b>
Early Years	Group 1	Pre-School	Early Years
Year 1	Group 2	Kindergarten	Year 1
Year 2	Group 3	Grade 1	Year 2
Year 3	Group 4	Grade 2	Year 3
Year 4	Group 5	Grade 3	Year 4
Year 5	Group 6	Grade 4	Year 5
Year 6	Group 7	Grade 5	Year 6

The Primary section of our school is organised in age-based classes.

- Students may start in the Early Years Programme the day following their fourth birthday. Students who turn four after 1 October will be placed in the Early Years Programme for two years.
- To enter Year 1 a student should be five by 1 October of that year.
- To enter Year 2 a student should be six by 1 October of that year.
- To enter Year 3 a student should be seven by 1 October of that year.
- To enter Year 4 a student should be eight by 1 October of that year.
- To enter Year 5 a student should be nine by 1 October of that year.
- To enter Year 6 a student should be ten by 1 October of that year.

We strive to keep the maximum number of students per class under 22. We may place up to 24 students in one class with support in the class. Our classes are organised around the principles of mixed ability levels, different learning needs, English language level and gender.

As classes proceed to the next year level, our team will review the make-up of each year level to ensure that we maintain the optimal learning environment.

**Learning support**

For students with any type of educational or behavioural difficulty, parents will need to provide complete documentation of their child's academic history, psychological/educational evaluations, and details of extra academic/specialist support they have had or are currently receiving. Parents will also grant permission for the school to contact previous schools or professionals involved with the child to provide details relevant to the child's education and wellbeing. Once the application information is complete, the Admissions Team will evaluate the application and decide if the school can accommodate the student.

Failure to disclose information to the school relating to a child's existing learning or behavioural difficulties may jeopardize your child's placement.

As a formality, Dutch law obligates us to investigate before a child is enrolled if International School Almere - Primary is the best suitable placement. In the case that there is limited information / documentation available (school reports etc.), it means that we are unable to do this to a suitable degree.

This concludes that the first six weeks of your child's attendance in our school will be an investigative period to ascertain that our school provides the best placement for your child. If this period does not give us enough clarity, our school can extend this period with four weeks. If this extra time is needed, we will inform you about this via e-mail.

If should be determined that International School Almere - Primary is not the best suitable placement for your child, it could mean that your child would need to change schools; a consequence could be that the student needs to enrol in the Dutch Educational System.

If our school cannot meet the academic, social/emotional, or physical needs of your child, we will work in cooperation with 'Passend Onderwijs' to recommend a transfer to an establishment that we believe can better accommodate the student's needs.

**Independence and Self-Care**

Students must be fully toilet-trained before joining our school. They must also be able to manage their clothing, clean themselves with toilet paper and wash and dry their hands.

Additionally, we ask that your child can eat independently, as this helps build confidence and self-reliance during snack and lunch times.

**Re-enrolment**

The signed School Fee Agreement is required to secure placement for your child(ren) for next school year. Yearly, the signed form should be submitted (hard copy or digital) to the School Business Manager, Ms. Christine by mid-May. After mid-May, you will receive the invoice and payment link for the school fee in full or first instalment. The school fee must be received by the first of June to guarantee placement for next school year.

**Transition to secondary education.**

All students that are enrolled in the primary section of International School Almere must re-apply for enrolment into secondary school as according to Dutch regulations, the primary and secondary departments are considered separate schools.

This Admissions Policy was created in March 2025.