

Program Policies: III-A

Revised: April 1998; Modified: April 2000, and June 2001. Revised: March 2008

Policy Statement: Admissions

1. **Non-discrimination Policy:** The International School of Ulaanbaatar does not discriminate among students on the basis of race, colour, national or ethnic origin, religion or gender.

2. **Admissions Checklist:** Admission to the ISU is contingent upon the completion of the listed criteria. Students are then enrolled based on the availability of space.
 - Completed Application for Admission form
 - Completed ISU Profile form
 - Completed Personal Information
 - Completed Billing Information
 - Completed Educational Information
 - Completed ISU Health Record form
 - *Non-refundable registration fee payment receipt*
 - Copies of the student's last 2 years school records in English. Previous school records and progress reports in English
 - 2 Passport photographs
 - A copy of the Student Health and Vaccination Records
 - A photocopy of the child's passport or birth certificate

The admission decision is made by the Director. The admission decision is based upon past academic standing and the results of the interview.

3. **Admissions Practices and Policies:** Current ISU students receive priority for enrolment. No enrolment decision can be made until the student's academic and health records are received.

Children with special needs are admitted on a case-by-case basis and only if the Director determines that such needs can be met by the ISU.

All new students shall be entered for a probationary period of four teaching weeks to determine whether ISU is able to meet the student's educational needs. At the end of the probationary period, the student's admission will be confirmed or the family will be advised that the school is unable to meet the special needs of the child and admission will be denied.

As per the ISU Articles of Association, 'the number of Mongolian students shall not exceed 40% of the total enrolment'

Children who enter the ISU from schools with different academic years i.e. January to November will generally be placed in the grade they are currently attending, if entrance is at the start of the ISU school year. If entrance is midway through the ISU school year children will generally be placed in the grade in which they have just completed. The Director and appropriate teachers will make the final decisions on grade placement. Refer to policies III-C and III-D for age of students.

If a child enters the ISU after the start of the school year, there is a 48-hour teacher notification period from the time the admission interviews take place, to the child's first day of school.

Once all fees are paid, the student may commence their schooling at ISU. No student is to commence their schooling until all fees are paid.

Children may be waitlisted if there is no additional space in the grade level, providing they meet the criteria required for admission. Generally, priority will be given to the students whose completed application was received first by the school. However, other factors such as the child's ability to benefit from the school's program may be taken into consideration.

If the waitlist grows to accommodate the minimum number of children required for a class, and if school has sufficient space and teaching resources to accommodate another classroom, the school may create another class to accommodate the waitlist.

4. **Admissions Criteria:** Unless there are special educational, physical needs or other needs which the school cannot meet, the admission decision is based on the following criteria:

- English proficiency, as determined by oral interviews
- Quality of a writing sample
- Grades from the student's academic record, *previous report cards*
- Information gathered from interviews, the application form and any other anecdotal records
- Up-to-date vaccinations
- Availability of space

In the Primary school the student's age, academic records, and interview results are used in determining grade placement. In the Secondary school the number of completed years of schooling, the student's age, academic records and interview results are used in determining grade placement. When necessary, further diagnostic testing may be required to aid in the admissions and placement decisions.

Children will be expected to have a minimum of 'intermediate' competency in English in order to enter the regular Main school classes in Secondary, however Primary students can enter ISU with minimal English competency.

5. **Vaccination Records:** Children entering the ISU are required to have the following vaccinations:

- DPT (Diphtheria, Pertussis, Tetanus)
- TOPV (Polio)
- MMR (Measles, Mumps, Rubella)
- Hepatitis
- BCG (Tuberculosis) or submit evidence of freedom from active tuberculosis as shown by chest x-ray or approved intradermal tuberculin test
- Meningitis

6. The process for Admission to ISU

- The prospective family obtains an application pack from ISU or the ISU website.
- The school receives completed application documents. The parents pay the non-refundable registration fee.
- If English is the second language, an ESOL entry test is scheduled prior to the Admissions Interview.
- An Admissions interview is scheduled with either the Head of Primary or Head of Secondary. The prospective students as well as parents should attend the interview.
- The Head of sub-school discusses the application documents with the family. During the interview, the head of sub-school will ascertain the appropriate grade level, the need for further testing and/or ESL, and any other needs.
- The head of sub-school advises the Accounts Manager the outcome of the interview. The Accounts Manager generates the invoice for payment and forwards the application forms to the Receptionist for filing.

The head of sub-school advises their section of the school of the incoming enrolment, however the start date is not determined until all fees are paid. The Accounts Manager will advise when the fees are paid – the student may start immediately following this notification and not less than 48 hours from the Admissions interview.

7. Responsibility: Heads of Sub-Schools, Director

Program Policies: III-B

Effective: June 16, 1997. Revised: March 2008

Policy Statement: General Information

1. **Application of Policy:** Given local conditions, facilities, and circumstances, the International School of Ulaanbaatar (ISU) has established certain operational ground rules for its student body, and these may be expanded and modified from time to time as circumstances dictate. Responsibility for proposing and supervising the implementation of these rules rests with the Director, and the ISU Board advised of any changes.
2. **Operational Ground Rules:**
 - Food and Drink: ISU is committed to providing healthy food choices for the students and staff.
 - Shoes: Because of Ulaanbaatar's cold weather conditions, students are often required to wear heavy outdoor weather boots to school. However, within the school Primary students are required to wear indoor shoes that they must bring with them.
 - Gym: Appropriate footwear and attire is to be maintained at all times when using the Gym.
 - Duty of Care: ISU maintains duty of care for the ISU students and ensures that supervision of children occurs during all activities.
 - Traffic and Student Safety: ISU promotes safe driving to ensure student safety.