



**INTERNATIONAL SCHOOL SUVA**

World Class Citizens ~ Lifelong Learners

# **Admissions Policy**

## General

The Mission Statement of International School Suva states that

*'ISS is committed to rigorous and high academic standards and instillation of ideals of life-long learning and responsible global citizens. We strive to ensure that every student leaves ISS with an international understanding, an ability to think critically, act with compassion, care about themselves and others and display the attributes of Schoolwide Learner Outcomes.'*

International School Suva is committed to the principle of equal opportunity in education and employment. The school does not discriminate against individuals on the basis of race, color, sex, sexual orientation, religion, disability, age, or national or ethnic origin in the administration of its educational, admissions or employment policies. We may take into account factors including an applicant's prior educational and linguistic background for purposes of admission in order to fulfill the school's mission of providing education in the English language to the international community. The expectation is that through this transparent process ISS can commit to provision of high quality education to students of all ages, and that the students are supported effectively in a program that is best suited to their educational needs and which embody the ideals identified in the Vision, Mission and Learner Outcomes.

Admission to a particular year level at International School Suva is on consideration of age. To be eligible to enter the School, it is expected that a student will

- be 3 and turn 4 in ECH1
- be 4 and turn 5 in ECH2
- be 5 and turn 6 in Reception
- be 6 and turn 7 during Year 1
- be 7 and turn 8 during Year 2
- be 8 and turn 9 during Year 3
- be 9 and turn 10 during Year 4
- be 10 and turn 11 during Year 5
- be 11 and turn 12 during Year 6
- be 12 and turn 13 during Year 7
- be 13 and turn 14 during Year 8
- be 14 and turn 15 during Year 9
- be 15 and turn 16 during Year 10
- be 16 and turn 17 during Year 11
- be 17 and turn 18 during Year 12

Placement in any year level of a child at, or older than, the age reflected above is based on the academic potential of the student and the capacity of the school to meet the student educational requirements.

Data and student interview drives the decision made. Placement of a child younger than that stated above for any year level is not considered, irrespective of previous school achievement.

### **English Language Ability**

English is the language of instruction in all grades, and the ability to successfully access the curriculum within a reasonable time and to thrive in our English-language learning environment are the guiding principles for admission to the school. All ISS teachers are trained to support language acquisition and learning by non-native English speakers, and specialist English as an Additional Language (EAL) teachers provide additional support and instruction.

**Early Childhood and Primary School:** In the ECH and Primary school children are admitted regardless of their level of English language proficiency, providing there are no other additional learning needs. However, we do not advise mid-year admission for Year 5 students with minimal English ability.

**Middle School and High School:** Completion of tests in English and Mathematics is required as well as interview. An IELTS Level of 3 is suggested for entry into Year 9 or A2 level on the Oxford Placement Test and IELTS Level 5 for entry to Years 11 and 12.

### **Learning Needs**

We uphold the principles of a balanced education rooted in the firm belief in inclusion. High academic standards is reflected in our philosophy of supporting and celebrating the diversity of learning needs within the school community. We endeavor to accommodate students with diverse learning needs to achieve their highest potential while celebrating their unique learning strengths and needs. Applicants with mild social/emotional issues, learning differences or other learning needs are referred to our learning support staff for review. Our Inclusion Policy and Language Policy guides decisions regarding admission of students who may have specific language or learning support needs.

Please note that any learning needs or social/emotional, physical or behavioral issues must be fully disclosed and described in detail in the application for admission. Failure to fully disclose information at this time may result in withdrawal of admission or, if discovered after enrollment, require withdrawal from school. Should significant social/emotional/behavioral issues or learning differences become apparent following enrollment in the school, we reserve the right to review a student's progress and continued enrollment in the school. This review may require parents to obtain external assessments as requested by the school. If we determine that we are unable to accommodate a student's learning needs, or if parents are unwilling to obtain requested external assessments, the student will not be able to continue enrollment at ISS.

The procedural requirements for admission are that students complete an enrolment form, provide their latest school report, evidence of a valid visa (if the child is not a Fiji Citizen), evidence of date of birth (birth certificate or passport) and any evidence of tests completed by educational experts (where relevant).

### **Availability and Space in Classes**

It is possible to apply for enrolment at any time during the year; however, entry may be limited by current student numbers.

Entry is on a 'first come, first served basis' into the school. However students wishing to reserve and hold a place if they are arriving part way through a semester, may do so by completing entry requirements and paying a holding fee.

Students entering part way through an academic year may have restrictions placed on subject selection or completion of examination courses; particularly should a class be full. Course selection has to be approved by the Head of School and discussion is encouraged to ensure the student has courses that allow them to be as successful as possible.

Should classes become full students will be placed on a waitlist for a year level until space becomes available. Waitlists are prioritized by first come, to ensure a place on a waitlist all enrolment documentation and associated fees need to be paid.

### **Scholarship Applications**

Scholarships may be offered in Year 11 for a two year program, or Year 12 for completion of the final year of school. The number and dollar value for each scholarship can vary each year, however, at least two full scholarships are offered each year. Students who are the appropriate age for admission are encouraged to apply using the scholarship application form. The application must include the latest report and examination results, proof of birth and a written statement indicating reasons for application to ISS.

Applications are vetted and shortlisted students undergo formal in-school examinations assessing critical thinking, English and Mathematics skills. A short-list is derived and these students are interviewed by the Head of High School and the Year 11/ 12 Curriculum Coordinator. Selections are made on the basis on perceived future potential, academic performance in testing and best educational and social fit for the school. Students are screened carefully to ensure that their transition to ISS will be relatively smooth and with a high measure of personal success.

Once selected, the student is closely monitored. The Principal reserves the right to cancel a scholarship.

### **Temporary Admission**

There is opportunity for students to obtain temporary short-term admission to the school. This will be on a case by case basis and at the discretion of the Principal and Head of School with consideration of the current programs run and impact entry will have on the existing student body.

### **Admission to specific High School programs**

Students would normally transition from Year 6 to 10 having successfully completed the requirements for each year of the MYP program. Some students are able to be admitted into Year 10 but this remains at the discretion of the Head of School. In some cases, an unsatisfactory performance or identification of a specific need to do so, a student can be asked to repeat a year. Should this happen it would be in

consultation with teachers, informed by data and remains the prerogative of the Head of School in consultation with the Principal.

Admission of students into a program for Year 11 or 12 is contingent on:

- Students completing a subject choice form that indicates teachers have signed that a student is eligible for a particular program of study (HL / SL IBDP or ACT Senior Secondary Certificate and an overall program of study is approved by the Year 11/12 Curriculum Coordinator. The process is designed to initiate conversations about the program between staff and students.
- students attending relevant information evenings and mentor sessions
- students participating in additional academic counseling where relevant (which may include parents / guardians and involve the Head of School or Year 11/12 Curriculum Coordinator and Counselor).

### **International Baccalaureate Diploma**

- students are expected to enroll in the full Diploma Program.
- Where a student wishes to enroll in the School Supported Self-Taught program, or enroll in an online supported course, this is at the discretion of the Year 11/12 Coordinator and in consideration of the school being able to appropriately support their learning.
- Where students proceed with enrolment in the IB DP, they will do so on a probation basis for the first year. Continuance into the second year of the program is contingent on satisfactory performance in the first year, along with satisfying requirements for CAS, TOK and EE by the end of Year 11. Student movement out of the program can only occur at the end of Year 11. Should data, general performance and engagement of the student indicate that the IB DP is not the appropriate choice for the student, the Head of School reserves the right to move the student to another program or ask the student to take Certificates rather than the full Diploma. At such a time, all parties must be informed of the implications of the transfer.

Transfer into the program part way through the first year (for example in the case of a student transferring from the Northern Hemisphere) may be possible with consultation but is dependant on subjects already chosen at the previous school and compatibility with subjects offered at ISS. Transfer into the program in the second year is not possible.

### **ACT Senior Secondary Certificate and ATAR**

- Students are expected to take a minimum of five subjects and a maximum of six in any one year in a program of study that meets the BSSS regulations for completion of a required course of study over the two years. English and Mathematics are compulsory.
- Usually a student would be expected to adopt a T package leading to a Senior Secondary Certificate however, the school reserves the right to modify a course to A or M based on need. In such cases a student may not sit the AST examination and therefore would not receive an ATAR score.

- Admission to Australian Scaling Test is at the discretion of the school and identification of a student as being Linguistically Diverse for this test is in accordance with BSSS Policy and Procedures Manual and ISS Language Policy.

It is possible to enter the ACT Senior Secondary Certificate program in Year 12 and gain overseas recognition in subjects completed in Year 11 at other schools or within another program such as the first year of the IB DP, assuming that pre-requisites and Year 12 course availability satisfies completion requirements identified by the BSSS Policy. The course of study students are admitted to remains the final prerogative of the Head of School.

Students are expected to attempt to complete the Duke of Edinburgh's Award, either a Bronze or Silver (depending previous experience) in the two years.

### **School Based Program Year 11 -12**

Students are encouraged and supported to work towards completion of the program they have chosen (either the ACT or IB DP). That said, some students are academically unable to be admitted for either course. Where possible, students in this category may be able to complete the last two years of school doing a school-based course of study. Application for entry to this option is on a case-by-case basis and after significant consultation with students, parents and teachers.

### **Review of Policy**

This policy and procedures will be reviewed every two years and should be discussed by all stakeholders in the process.

### **Reference Documents**

IBO, 2009. The Diploma Programme: From Principles into Practice. IBO Cardiff (reference pages 20-3)

BSSS, 2019. Board of Senior Secondary Studies Policy and Procedures Manual 2019. ACT Government, Canberra.

ACT BSSS admission and courses <http://www.bsss.act.edu.au>

### **Allied ISS Policy Documents**

Language Policy  
Inclusion Policy

Last reviewed May 2021