



INTERNATIONAL SCHOOL
RIJNLANDS LYCEUM OEGSTGEEST

IB Middle Years Programme
IB Diploma Programme

ADMISSIONS POLICY

ISRLO provides high-quality, internationally minded education to all nationalities living in the Netherlands who are seeking to achieve their full potential in a safe learning and working environment. ISRLO is an International Baccalaureate (IB) World School and offers the IB Middle Years Programme (for students aged 11-16 years old) and the IB Diploma Programme (for those 16-19 years old), with the target language being English. Both of these programmes are academic and rigorous as well as rich and rewarding. They have a strong focus on languages and ultimately aim to prepare students for entry into university (or equivalent) education. Furthermore, ISRLO only offers these programmes in their entirety: a student applying to the DP is not allowed to just follow individual courses and end of IBMYP eAssessments are a requirement of all MYP5 students

ISRLO aims to be a non-discriminatory, open enrollment school which accepts students with a wide range of learning abilities and differences. As such, we work with the applicant and their family to ensure that our school is the best possible fit. To this end, we support students joining the Middle Years Programme, who may not be academically suited for the Diploma Programme, to prepare for post-16 vocational courses in the Netherlands, or for the IB's Careers Programme offered at another local IB world school.

ISRLO is a member of the group of Dutch International Secondary Schools (DISS), each of which are closely connected to a Dutch school foundation. ISRLO is part of the Foundation 'Stichting Rijnlands Lyceum'. As the Dutch authorities contribute to the costs involved in running Dutch international secondary schools, there is legislation in place which provides conditions for who may be admitted to ISRLO. As such a child may be considered for admission to ISRLO if at least one of the following criteria applies:

- 1) The child is a foreign passport holder and at least one parent / guardian is employed in the Netherlands, or close to the border of the Netherlands, for a limited period of time
- 2) The child has Dutch nationality and has been educated outside of the Netherlands for two years or longer, because at least one parent / guardian worked abroad temporarily
- 3) The child has Dutch nationality and at least one parent / guardian, within the next two years, will be employed (according to a written employer's declaration) outside of the Netherlands for two years or longer

Additionally:

For admission to the IB MYP the child must be 11 years old by the end of August in the year in which they join the school. Alternatively, the child should have completed group 7 in a Dutch primary school (*basisschool*).

For admission to the IB DP the child must have successfully completed the IB MYP or the equivalent and have completed sufficient education to be able to meet the expectations of the IB DP.

Furthermore:

It is possible for a child living in the Netherlands, who doesn't meet any of the three criteria outlined above, to be admitted to the IB DP as long as they have a high level of proficiency in English and have either gained the HAVO diploma or have evidence to show a good academic level

that would allow entry to the 5th year of an educational course that prepares the student for university education (e.g. the Dutch VWO). In this case, if the child only has Dutch nationality, then they must follow Dutch (at the appropriate level) as part of their DP subject package.

Application procedure

Applications to join ISRLO are only accepted through the Open Apply portal (isrlo.openapply.com). The school does not consider a telephone call, a visit to school or email correspondence as an application.

Before an application for admission is considered, the required non-refundable registration fee of 300 euros must be paid and all requirements of the application must be completed honestly and accurately. Failure to disclose information or providing inaccurate information at the time of admission will jeopardize their child's school placement.

In addition to general information the application requires:

- the last 3 years of the applicant's school reports (translated into English if necessary).
- the completion of a student questionnaire and (for DP only) a DP specific self-evaluation
- the completion of an academic reference by a member of staff at the applicants' current school
- a completed subjected choice form (if applicable)
- specific information, plus any supporting documentation, with regard to any medical, psychological or educational need that will require the school to provide inclusive arrangements

If, after reviewing all the documentation provided, the admissions team have additional questions, the school may, with the family's permission, contact the student's current school to request further information. The applicant may also be invited for an interview either online or in person (when possible).

Applications are reviewed by the following members of staff:

Applications to MP1: Head, International school; MYP Coordinator; MP1 tutor

Applications to MP2 / 3: Head, International school; MYP Coordinator;

Applications to MP4 / 5: Head, International school; MYP and DP Coordinators; Careers Counsellor

Applications to DP1 / 2: Head, International school; DP Coordinator; Careers Counsellor

Applications are considered in order of the date they were completed and submitted for review. Each reviewer considers all provided information and reports internally on the degree to which they believe the applicant can succeed and thrive in the educational programme to which they are applying. Based on this feedback, the Head, International School decides whether a place will be offered and instructs the admissions team to communicate the application decision.

In addition to the criteria set by Dutch law, the following are key considerations when making a decision on the suitability of the applicant:

- Family

We endeavour to support families where one or more siblings are already registered at the school, although it is not guaranteed that a sibling will automatically be admitted.

- Age and educational background

Applying to a new international school can often cause uncertainty, especially when an applicant has been following their education in another country's education system. At ISRLO we admit students according to their *current* year level, and we are guided by the table below when determining in which year group a student should be placed. This table gives comparisons to UK, US, Dutch and other educational programmes.

When considering applicants to MP5 we are mindful of the challenge a new student would face if they have not had any previous experience of the IB MYP.

Usual Entry Age	ISRLO	School Year	NL	School Year	UK	School Year	US	School Year	Usual Entry Age		
4				Groep 1		Reception		Kindergarten 1	4		
5				Groep 2		Year 1		Kindergarten 2	5		
6			Basisschool	Groep 3	Primary School	Year 2	Elementary School	Grade 1	6		
7		Groep 4		Year 3		Grade 2		7			
8		Groep 5		Year 4		Grade 3		8			
9		Groep 6		Year 5		Grade 4		9			
10		Groep 7		Year 6		Grade 5		10			
11	Middle Years Programme	MP1		Groep 8		Secondary School		Year 7	Middle School	Grade 6	11
12		MP2		Brugklas				Year 8		Grade 7	12
13		MP3		2e jaar				Year 9		Grade 8	13
14		MP4	Middelbaarschool	3e jaar	GCSE	Year 10	High School	Grade 9	14		
15		MP5		4e jaar		Year 11		Grade 10	15		
16	International Baccalaureate	DP1		5e jaar VWO		A levels		Year 12	Grade 11	16	
17		DP2		6e jaar VWO				Year 13	Grade 12	17	

The table is used as a guide in the cases of students who join ISRLO mid-year.

In addition to the start of the academic year there are set dates in the calendar when a student may be admitted to the MYP: the beginning of Term 2 in early November, the beginning of Term 3, end January and (in exceptional cases) the beginning of Term 4, mid-April. A student joining DP1 after the beginning of the academic year may not start any later than the beginning of term 2 in early November, unless they have already been studying the IB Diploma Programme at their current school. In this case, a student may transfer to ISRLO as long as it is possible for the school to viably support the student to continue with their subject package. The latest an IBDP student can transfer to ISRLO to complete their studies, is at the end of the first year of the programme.

- Academic potential

Academic reports provided upon application should indicate whether the applicant has the potential to access and cope with the expectations of the MYP or DP, with the aim to complete their schooling at ISRLO with a recognized qualification.

Extra care is taken to ensure that students admitted to MYP 4 through DP1 have the potential to be successful in the subsequent school year. Prospective students considered for the Diploma Programme must be motivated and have evidence in their academic reports of good results in their current and previous school years, which can be aligned and considered equivalent to the grades required to meet the school's promotion criteria.

While prospective students are expected to submit subject choices as part of the application procedure, the school may set limitations to this package depending on the academic reports provided as well as availability of places in the subject.

- Language proficiency

The school does not expect fluency in English, which is the language of instruction for both the MYP and IBDP. The school supports the development of English throughout all year levels of the MYP, however the school's language policy guides any decision made regarding admission, based on English language proficiency. Students must have a high degree of proficiency in English to be able to access and be successful in MYP 4 and higher. In the Diploma Programme, the applicant must be proficient enough to access and succeed in English B HL and be able to (self) study another language A course in order to be admitted.

All students admitted to school in the MYP are required by Dutch Law to follow a course in Dutch Language at an appropriate level.

- Inclusive needs

In line with our school mission where we aim to offer students the best possible opportunities for their individual development, ISRLO admits students with a wide range of learning abilities and differences. To this end, during the admission process, parents must provide documentation that informs the school about the child's background regarding any special education needs which must be met by the school. In the rare case that a student's needs cannot be appropriately supported by the school and, in the best interests of the student, the student will not be admitted.

To support new students in their transition to ISRLO, there is a comprehensive induction programme in the first week of school and a 'Buddy Programme', in which student ambassadors provide support to our new students for as long as it is deemed beneficial. When a new student joins later in the school year, there is an introduction programme with a member of the admissions team, a scaled down version of the induction programme.

- Class size

In MP1 the upper limit is +/- 25 students, whilst in MP2-5 currently the average number of students per class is 26. DP students are usually taught in groups of 20 maximum. When the number of places in a class is limited priority will be in the order of:

- siblings of current or already accepted students
- timing of completion of application

If necessary, a waiting list is implemented should numbers for a particular year level be exceeded. For DP applicants it may still be possible to offer a place based on an alternative subject package.

- Residency status

In all cases, applicants and their families must have the necessary legal paperwork to satisfy the Dutch authorities before they may join the school.

Timing

Applications to ISRLO are considered throughout the year on a rolling basis. It is also possible to apply for deferred entry to the following academic year. The school aims to review and respond to a completed and submitted application ***within 4 school working weeks***, either to accept or decline admission, or to seek further information. Applications completed in the last weeks of the school year may not be considered until the start of the following academic year.

Once admitted to school, enrolment can only be confirmed following payment of the €500 deposit and the first instalment of the annual school fee, as per the terms and conditions in the School Fee Agreement.

Class allocation

In order to meet student needs, keep groups balanced, manage scheduling requirements and control class size, we work hard to place students in the most appropriate tutor group for their year level. We do not take requests to place students in specific tutor groups.

From MYP 2 onwards, class allocation is determined by subject choice. If there is a question about the most appropriate Maths and/ or language level class a placement test is conducted.

Admission to the following year

A student admitted to ISRLO is expected to be able to progress through the school from one year to the next. At the end of each academic year student's academic attainment is measured against the school's published promotion criteria. In rare cases, it may be considered to be in the best interest of the student for the school year to be repeated should the expected progress not be made. This decision is only made following close communication with the parent(s)/ guardian(s).

In very rare situations, the school can decide, at an earlier stage in the academic year, to move the student to either the year above or the year below in order to give the student the best opportunity to develop academically. Such a move is only made after very careful discussion with the parent(s) / guardian(s) and the student's subject teachers.

Re-enrolment / leaving school

Each year, in the month of April, the school requests all families of students enrolled at ISRLO to register their intentions in OpenApply for the following academic year. For students to be re-enrolled, the first instalment for the next academic year's fees must be made before the beginning of June.

For students choosing to leave school, it is necessary for the school to be informed, no later than 1st June, via the re-enrolment page in Open Apply. The school's administration team will then ensure the student is de-registered at the appropriate time in order for the student to join a new school and will arrange for the deposit to be repaid, as long as all financial matters have been completed and books/resources lent to the student are returned.

The school will always do its best to support the student in their transfer to a new school.

Confidentiality

In accordance with Global Data Protection Regulations, as part of the application process, families are asked for consent for the school to use photos of their child engaged in school activities and events. If consent is not granted then photos of the child(ren) will not appear in any external publication or the school website, press releases or advertising. If the consent form is not returned to the school, it is assumed that permission *has* been granted.

Parents accept that it is the school's legal responsibility to provide information to government authorities. Note, this information is generally confined to the age and nationality of the child.

This admissions policy is reviewed bi-annually in April by the following ISRLO community members:

Head of International department

DP Coordinator

MYP Coordinator

Careers Counselor

Next review: April 2024