



ADMISSION TO ST. GILGEN INTERNATIONAL SCHOOL

This policy sets out the measures taken to ensure excellence in the academics, attitudes and behaviours of our learners, as well as the balanced international nature of the school, through the careful selection of motivated and talented students. We admit suitably qualified students of either gender and welcome students of all races, nationalities and ethnic origins. We do not discriminate in any aspect of our activities.

ADMISSION REQUIREMENTS

In accepting a student to StGIS, we consider:

- commitment to the mission and values of St. Gilgen International School
- the personality and motivation to give one's best and a willingness to share experiences and talents with others
- the applicant's potential to succeed within the educational programme
- the capability of the school to meet the educational needs of the applicant, including linguistic ability in English
- the student's willingness to abide by school policies and expectations, as well as those mandated by Austrian law
- the family's fulfilment of the school's financial and medical requirements.

Although the ideal time to commence at StGIS is the start of the Academic Year, we operate a rolling admission policy whereby students may be enrolled throughout the school year. Most students join StGIS in September, but we are happy to admit students throughout the year provided that we have places available and we feel the applicant can cope academically and socially with late entry to the School.

The School provides appropriate assistance for students experiencing temporary challenges that require support, but it is not equipped to offer the longer-term professional help and support needed for children with serious learning difficulties and/or a history of behavioral problems.



ADMISSION FOR ALL GRADES

All applicants must have successfully completed the previous grade (or equivalent) in their current school, evidence of which must be provided in the form of a certified transcript/school report. Placement will be made in dialogue with parents and the student(s) and in the best developmental interest of the child. This will normally be in alignment with placing the student within the correct age cohort based on their date of birth with August 31st as the cut-off-date. Any placement outside of the age-cohort is strictly at the discretion of the Head of School. Dates for the current and following academic year are as published below.

2022- 2023 Academic Year	
Grade	DOB
4	01/09/2012 - 31/08/2013
5	01/09/2011 - 31/08/2012
6	01/09/2010 - 31/08/2011
7	01/09/2009 - 31/08/2010
8	01/09/2008 - 31/08/2009
9	01/09/2007 - 31/08/2008
10	01/09/2006 - 31/08/2007
11	01/09/2005 - 31/08/2006
12	01/09/2004 - 31/08/2005
2023 - 2024 Academic Year	
Grade	DOB
4	01/09/2013 - 31/08/2014
5	01/09/2012 - 31/08/2013
6	01/09/2011 - 31/08/2012
7	01/09/2010 - 31/08/2011
8	01/09/2009 - 31/08/2010



9	01/09/2008 - 31/08/2009
10	01/09/2007 - 31/08/2008
11	01/09/2006 - 31/08/2007
12	01/09/2005 - 31/08/2006

ADMISSION TESTS

All candidates will complete an English language ability assessment and a mathematics test. This testing gives the school the best possibility to determine the academic fit.

We align our English proficiency testing and decision making with the Common European Framework of Reference for Languages and generally expect our candidates' proficiency to match the English levels and pathways below.

Grade	Pathway	English Language Level Expectation
Grade 4 Grade 5		Can begin with English Language Level A1
Grade 6 Grade 7		English Language Level A2 and approaching B1
Grade 8 Grade 9 Grade 10	English B Pathway	English Language Level A2 and approaching B2
Grade 8 Grade 9 Grade 10	English A SL Pathway	English Language Level B2 and approaching C1



Grade 8 Grade 9 Grade 10	English A HL Pathway	English Language Level C1 and approaching C2
Grade 11	English B Pathway English A SL Pathway English A HL Pathway	English Language Level B2 English Language Level C1 English Language Level C2

Beginners of English, or students with limited English skills, are required to follow a programme of Intensive English (EAL) in coordination with the other academic subjects.

In order to ensure the best placement and course selection, all applicants will be personally interviewed by the Head of School (or a delegate).

The first term (or otherwise four months) is considered a probationary period for all students. If, in the School's view, the student is not thriving academically or socially then the student may have to change Grade, programme and/or Boarding House as deemed necessary by the School. The reasons for all such potential moves will be discussed with parents in advance.

ADMISSIONS FOR GRADES 11 AND 12

For the IB Diploma, a student must study at least two languages in Grades 11 and 12, including English. A second language at beginner's level (Ab Initio) will be required for students whose best language is English and who do not have command of a second language sufficient for success in IB examinations.



THE APPLICATION PROCESS

Making an application

The application form can be downloaded from the School website:

<https://www.stgis.at/en/admissions/>

Stage 1: Making the application

All documents should be submitted in English (the school's language of instruction).

Please submit the following:

- completed and signed Application for Admission form
- School Reports / Official Certified School Transcripts from the last three years (translated in to English if required and certified as a correct translation)
- a letter of recommendation written (in English) by a teacher at the student's current school outlining the which subjects the teacher has taught to the candidate, the strengths of the candidate and outlining any special challenges or accommodations that may be required to support the candidate in the studies
- a **hand written** letter of motivation from the student outlining the reasons he/she wishes to join the StGIS community
- a copy of the student's passport (the page with the photograph and personal details)
- € 250 application fee (please provide a copy of bank receipt)
- any other documentation deemed to be appropriate and helpful in support of the application e.g. copies of certificates of achievement in music, theatre, art, sports, outdoor education, leadership, service/charity work or similar.

Where an application is being made with or through an independent educational agency, or on the recommendation of a parent or member of staff, this must be declared formally at the time of making the first initial application. Later asserted agency linkages (either by an applicant's parents or by an Agency, by parents or by a staff member) will not be accepted.

Please send all requested documentation as a single PDF file (maximum size 5MB) by email to admissions@stgis.at



Stage 2: Completing a trial day

Following review of the application material you shortlisted candidates will be invited to attend a trial day at StGIS. The trial day includes an interview with the Head of School, a tour of the school, entrance examinations as well as attendance at some classes and a night in the boarding residence (for boarding applicants). It is highly recommended, although not a mandatory requirement, for your child to attend this trial period in lessons and in the boarding house.

Where such a visit is genuinely impossible due to geographical location or other factors then alternative arrangements may be made, but a visit to the school is to the benefit of all parties and remains our strong preference.

Stage 3: Offer of a place and school contractual documents

Following review of feedback from the trial period and assessment of the entrance examinations, selected candidates will receive an official offer letter including confirmation of the Grade and the residential arrangements.

The following documentation will be sent to you:

- School Contract and Power of Attorney that outlines the obligations of the school and of the student's parents (or legal guardians) is prepared for signature by all parties. The Parent and Student Handbook with current rules, expectations and agreements should be read (see www.stgis.at), accepted and understood by parents at this point.
- To supplement the medical details in the initial application, at this stage parents or legal guardians must complete and sign the medical consent to treatment forms. Evidence of medical insurance that complies with school requirements must also be provided at this stage. Both documents are mandatory.
- Invoice for the school enrolment fee and deposit.

Receipt of the documents noted above as well as the enrolment fee and deposit will secure the place in the School. Tuition fee invoices will be issued at a time commensurate with the agreed start date. Tuition fees must be paid before the student commences.



VISA REQUIREMENTS

Parents of students without an EU passport are responsible for arranging their own educational visa through their nearest Austrian Embassy. Please consider that this process may take a couple of months, depending on nationality. Please note that it is not the responsibility of the school to check eligibility for an EU Austrian Visa.

You will need to be in possession of the following documents:

- signed contract supplied by the school and Power of Attorney
- proof that the fees are paid
- copy of a valid health insurance policy in Austria
- valid passport
- birth certificate (translated into either English or German)
- photographs according to EU guidelines.

For further information, please contact Mrs. Pressinger (e.pressinger@stgis.at).

SCHOLARSHIPS

The School may consider granting a scholarship to a student who has clearly demonstrated extraordinary talent and potential. A scholarship is reviewed annually.

For scholarship applicants, we expect

- superb current academic credentials
- proven excellence in areas such as the arts, music, theatre, sports or outdoor adventure, leadership and service/charity work
- a willingness to contribute these talents to the life of the school

Scholarship applicants must note this at the outset in both the application form and within the letter of motivation. Scholarship applicants will then receive an additional financial declaration form which must be completed and assessed prior to advancement of the application.

Scholarships are strictly limited to only the most exceptional of potential students. Scholarships are only awarded on entry.



Appendix:

Descriptions

A = Basic User

A1 = Beginner

A2 = Elementary

B = Independent User

B1 = Intermediate

B2 = Upper intermediate

C = Proficient User

C1 = Advanced User

C2 = Mastery or proficiency