



# **ADMISSION POLICY**

## **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 any gender and welcome students of all races, sex, nationalities, religion, sexual orientation or ethnic origins. We do not discriminate in any aspect of our activities. For the purpose of this policy, references to “parents” include parents and legal guardians.

### **INTRODUCTION**

#### **1. SPECIAL EDUCATIONAL NEEDS, DISABILITIES AND MEDICAL CONDITIONS**

Parents or legal guardians must inform StGIS of any allergies, medical conditions, disabilities or special educational needs so StGIS can assess the applicant’s needs and what support is required. This ensures that their child can access the education and opportunities offered at StGIS and to ensure their health and safety as well as the health and safety of others (including staff and pupils). Where necessary, StGIS may request relevant medical, psychological or educational reports from parents. The cost of such reports will be the responsibility of the parent. In exceptional circumstances, where StGIS is unable to meet an applicant’s educational, medical or support needs, a place may not be offered.

#### **2. REASONABLE ADJUSTMENTS**

Parents should inform St Gilgen Int. School of any requirements affecting participation in Trial Days, interviews, activities or Placement Tests. Where reasonably possible, StGIS will make appropriate adjustments.



### **3. CHANGES IN CIRCUMSTANCES**

Parents must inform StGIS of any relevant changes to the applicant's educational, medical or other circumstances. Where necessary, StGIS may review whether it can continue to meet the student's needs.

### **4. ALLOCATION OF PLACES AND WAITING LIST**

If applications exceed the number of available places, StGIS may apply appropriate admissions criteria, including academic suitability, Placement Tests results, programme availability, sibling status, date of application and suitability for the relevant Grade or residential programme. Where no place is available, suitably qualified applicants may be placed on a waiting list. A placement on the waiting list does not guarantee that a place will become available or that an offer will be made.

### **5. ADMISSIONS DECISIONS**

StGIS will inform parents or legal guardians of the outcome of an application within a reasonable period. StGIS is not required to provide detailed reasons for an unsuccessful application.

### **6. WITHDRAWAL OF AN OFFER**

StGIS reserves the right to withdraw an offer if relevant information provided during the application process is found to be false, misleading or incomplete, or if essential information about the applicant's needs was not disclosed.

### **7. APPEAL & DATA PROTECTION**

Unless otherwise required by applicable law, there is no right to appeal a decision not to admit a pupil to the StGIS. The decision of the Head of School is final. Information provided during the admissions process will be handled in accordance with applicable data protection legislation and in accordance with the School's Data protection. Personal data will only be retained for as long as necessary.



## 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 required admissions documents including the payment of the application fee

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 can 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.

StGIS 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 31<sup>st</sup> 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 following academic year as published below.

| 2027 - 2028 Academic Year |                         |
|---------------------------|-------------------------|
| Grade                     | DOB                     |
| 5                         | 01/09/2016 - 31/08/2017 |
| 6                         | 01/09/2015 - 31/08/2016 |
| 7                         | 01/09/2014 - 31/08/2015 |
| 8                         | 01/09/2013 - 31/08/2014 |
| 9                         | 01/09/2012 - 31/08/2013 |
| 10                        | 01/09/2011 - 31/08/2012 |
| 11                        | 01/09/2010 - 31/08/2011 |
| 12                        | 01/09/2009 - 31/08/2010 |



## ADMISSION PLACEMENT TEST

All candidates from Grade 7 onwards will complete an English language diagnostic assessment and a mathematics test. This testing gives the school the best possibility to determine the academic placement.

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 5  |                      | Can begin with English Language Level A1     |
| Grade 6  |                      | English Language Level A2 and approaching B1 |
| Grade 7  |                      |                                              |
| Grade 8  | English B Pathway    | English Language Level A2 and approaching B2 |
| Grade 9  |                      |                                              |
| Grade 10 |                      |                                              |
| Grade 8  | English A SL Pathway | English Language Level B2 and approaching C1 |
| Grade 9  |                      |                                              |
| Grade 10 |                      |                                              |
| Grade 8  | English A HL Pathway | English Language Level C1 and approaching C2 |
| Grade 9  |                      |                                              |
| Grade 10 |                      |                                              |
| Grade 11 | English B Pathway    | English Language Level B2                    |
|          | English A SL Pathway | English Language Level C1                    |
|          | English A HL Pathway | 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 two languages in grades 11 and 12, one of which must be English. The additional language is selected based on the student's command over an additional language other than English. This could be a beginner's level course (Ab Initio) or a more intermediate course (language B), or an additional Mother-Tongue level course (language level C) if the student is equally proficient in the languages offered at the school. More details can be found in the Diploma Policy.



## THE APPLICATION PROCESS

### STAGE 1: MAKING THE APPLICATION

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

Please submit/upload your application documents online on our website: <https://stgis.openapply.com/> and have the following documents ready to upload:

- School Reports / Official Certified School Transcripts from the last three years (translated into English if required and certified as a correct translation)
- Handwritten letter of motivation from the student outlining "What do you expect from StGIS / What can StGIS expect from me"
- Copy of the student's passport
- Payment of the Application Fee (Euro 320,00)
- Additionally, we require **two** Letters of Recommendation (from the current school) – the online links should be sent to the English-or Math Teacher and/or the Head of School.
- Any supporting documents, such as certificates of achievement, may be submitted where relevant

Where an application is being made with or through an independent educational agency, this must be declared formally at the time of making the initial application. Later asserted agency linkages (either by parents or by an Agency) will not be accepted.

Should you have any questions, please feel free to get in touch with our Admission Office at: [admissions@stgis.at](mailto:admissions@stgis.at) or call +43 (0)6227 – 20259.



## **STAGE 2: COMPLETING A TRIAL DAY**

Following a review of the application materials, selected applicants will be invited to attend a trial day at StGIS. The trial day includes an interview with the Head of School, a Placement Test in Math and English (from Grade 7 onwards), as well as attendance of some classes and an overnight stay in the boarding house (for boarding applicants only). Students applying for the IB Diploma Programme (IBDP) will also meet with the IBDP Coordinator during their trial day. It is highly recommended, although not a mandatory requirement, for your child to attend this trial days as it will give them an insight of the StGIS community.

Where such a visit is not possible due to geographical location or other factors then alternative arrangements may be made. A visit to the school is to the benefit of all parties and remains our strong preference.

## **STAGE 3: OFFER OF A PLACE**

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](http://www.stgis.at)), accepted and understood by parents at this point.
- 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 (pupil 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.

To apply for a pupil visa at the Austrian embassy, parents will need to provide the following documents:

- signed school contract provided by school (StGIS) including Power of Attorney
- school attendance confirmation including proof of payment of the tuition fee, provided by school (StGIS)
- copy of a valid health insurance policy in Austria (we strongly recommend Allianz)
- valid passport (should not expire within one year)
- birth certificate, translated into either English or German and notarized
- passport pictures of student, according to EU guidelines and not older than 6 months
- official confirmation of custody (marriage- or divorce certificate) – translated into either English or German and notarized
- students aged 14 years and older are required to present a police clearance certificate (translated into either English or German and notarized)

## SCHOLARSHIPS

StGIS may consider granting a scholarship to a student who has demonstrated exceptional talent and outstanding potential. Scholarships will be reviewed annually. Scholarship applications for **Grade 8 and below** can only be accepted under extraordinary circumstances. Scholarship applications must reach us latest by end of February for the next academic year. Scholarships are only awarded upon entry to StGIS.

For more information, please refer to our Scholarship Policy.