

# ***Admissions Policy***



*The International School of Krakow is dedicated to excellence in the intellectual and personal development of tomorrow's world citizens.*

All student data referred to in this policy are maintained as per the ISK Data Protection Policy Statement.

**Our Admissions Policy (below) forms part of a larger school policy that is collectively referred to as “Students”, with numbered sections for each part of the policy. Policy numbers have been removed in order to simplify this excerpt. It specifically refers to [how admission is determined](#), [general admission requirements](#), and [admission to the IB program](#).**

## **Admission**

Admission to ISK shall be determined by professional staff. In the event of a limited amount of class space, students will be admitted according to a priority system as follows:

1. U.S. dependents of U.S. government direct-hire and/or contract employees
2. other native English speaking foreign nationals
3. non-native English speaking foreign nationals
4. other non-English speaking foreign nationals
5. host country citizens

Admission shall be based on data submitted as required by the professional staff to determine:

1. the potential of the applicant to benefit from the educational services available,
2. the capacity of the school to meet the educational needs of the applicant,
3. The capacity of the school to meet physical needs of the applicant (limited access for physically handicapped)

Admission shall not be denied because of nationality, race or creed except as noted in the priority system above. Admission of a student with a pre-existing Individual Learning Plan or a specific learning challenge is determined on a case-by-case basis depending on the applicant’s special needs and the services available in the school.

The school wishes to accept all qualified applicants and shall make every effort to provide facilities needed for the expected enrollment. ISK has very limited campus-wide access for the physically handicapped applicant.

Whenever all qualified applicants cannot be accommodated, all students enrolled as of the end of the previous school year shall automatically be enrolled for the following year. New applicants shall then be considered for admissions on the basis of the date the application is received in the office. If a waiting list is necessary, qualified applicants will be admitted on a "first come/first served" basis as space becomes available in accordance with the priority system and based on admission requirements.

Last updated June 2018

## Admission Requirements (Early Years – Grade 12)

The following admission requirements must be completed before a student may be officially enrolled at ISK:

1. The application form must be completed in full.
2. The health information form must be completed by a qualified physician and be on file.
3. Records from previous school(s) must be on file.
4. All appropriate fees must be paid in full.
5. MAP testing and/or English and math placement tests (dependent on age) must be completed.

When applying, students make a tentative language choice, but this can only be finalized once students are enrolled in classes. The language teachers use past records along with internal assessments conducted at the beginning of the school year to determine a student's language or language-readiness skills. The Principals and teachers are responsible for making the final decision as to which students participate in the native language program.

## Further Admissions Information (Grades 11-12)

ISK offers the International Baccalaureate Diploma Program for students in Grades 11 and 12. The IB program is open to all students, regardless of previous educational experience, and is an extension of ISK's mission to promote the development of world citizens.

Students may elect to participate in the IB program in one of three ways:

- as an IB Diploma candidate
- as an IB Course candidate
- as a non-examination (high school) student

Generally, it is recommended for students to elect the full IB Diploma, but the decision for which path (and courses) to take will be made in consultation with a student's parents, teachers, Head of Languages, school counselor and the DP Coordinator.

Although the full IB Diploma Program is one that everybody can benefit from, it is not necessarily one in which all students will automatically achieve success. In some instances, a student may be advised to withdraw from the full diploma program and pursue individual courses instead. The decision to do so is made in conjunction with a student's parents, teachers, Head of Languages, school counselor and the DP Coordinator.

More information about the IB program can be found in the [Secondary School Program of Studies](#) and on the [ISK website](#).

### All students who decide to enroll at ISK can expect to:

- strive for responsibility, respect and excellence
- demonstrate a positive approach to learning
- learn from fellow students as well as teachers
- share with, and contribute to, the community