



Приложение № 2
к приказу Директора
ОАНО «Школа «ЛЕТОВО»
от 30.03.2018 № 13

IB DP ADMISSION POLICY IN OANO «LETOVO» SCHOOL»

Version 1 – May 2018

Next review period – May 2021

Development team – Pedagogical Leadership Team with Heads of Departments and DP teachers
Communication – Published to the community on English version of school website

1. General provisions

1.1. The International Baccalaureate's Diploma Programme (IB DP) gives the Foundation of International Education the opportunity to offer a continuum of IB programmes from the Middle Years Programme (MYP) and on to the Diploma Programme (DP).

1.2. The International Baccalaureate (IB) Diploma Programme at Letovo school is available to all 9th-grade students, who are interested in pursuing a rigorous pre-university course of study.

1.3. Letovo school has a policy of conditional entry designed to support academic success, to ensure that students are placed into courses which are both challenging and manageable, and to allow access to the Diploma programme for students coming from other educational systems.

1.4. IB Diploma Programme Admission Policy Entry into the Letovo Diploma Programme is based on:

- The student's ability to meet the entry requirements
- The potential of the student to benefit from the course(s) offered.

1.5. Before students can make a choice about the Diploma Programme an orientation session is held for existing students and parents. Stakeholders are informed about the requirements and expectations of the programme.

Information about the following is disseminated

- Prior learning [if any] that is required
- Challenging nature of the programme
- Subjects offered
- Course expectations
- CORE requirements [including CAS]
- Outline of syllabus and assessment
- Trans disciplinary skills and attitudes that need to be developed
- Time management skills that need to be developed over the duration of the course
- Academic Honesty
- College Counselling Programme

1.6. Students are given the admission and subject choice forms and are counseled [by Academic Head, IB DP Coordinator and teachers] about the choices they can make.

1.7. Students who wish to enroll in the IB Diploma Programme at Letovo also need to meet the requirements as outlined below and are expected to commit to the school's philosophy and values.

2. Requirements for candidates

2.1. Required documents

Students who move from other schools need to provide the following documents:

IB DP completed application form, Middle school completion certificate or equivalent.

2.2. Entrance tests

All interested students are required to take entrance tests in Mathematics and English.

2.3. Choice of Course of study

2.3.1. Having considered test results, Letovo academic team will recommend a rigorous programme to each student. The choice of the programme module is held in presence of a student and his/her parents. Students may be admitted to the full Diploma programme or advised to follow a Certificate programme that is tailored to their needs and ability.

2.3.2. Students admitted into the full Diploma Programme or into the Certificate Programme are requested to indicate their subject preferences by completing the Subject Preferences Form.

2.3.3. Admission to the Diploma Programme may be denied if a candidate's command of the English language is considered insufficient for the student to successfully fulfill the requirements of the programme.

2.4. Transfer students

2.4.1. Letovo school admits students who started the Diploma Programme at other IB schools on condition that Letovo currently offers subjects they studied in their previous school.

2.4.2. Transfer students are exempt from entrance tests. However, the transfer student needs to submit reports and/or a letter from their previous school which confirms that he/she was enrolled in the IB Diploma Programme.

2.4.3. Students who wish to carry over any Internal Assessment tasks from their previous school need to ensure that all required IB forms have been completed and signed by their supervisor. It is of paramount importance that all Group 4 lab work (including evidence of the Group 4 Project) is documented and the documents are signed by the previous teacher.

2.5. Contract

Parents are required to read and sign the school contract. By signing the document, parents indicate that they accept the terms and conditions for their child to be considered for admission to the Diploma Programme at Letovo school. Contracts are signed and new the Diploma Programme student is enrolled.

3. **Procedure for the creation, approval and revision of the Admission policy**

- 3.1 The admission policy of the school is developed by the Pedagogical Leadership Team, discussed with Heads of Departments and all Diploma Teachers and approved by the Director. The Committee encourages the participation of all members of the school community in the development and revision of this policy.
- 3.2 The policy is reviewed on a regular basis, every three (3) years.