



DELEDDA INTERNATIONAL SCHOOL

ADMISSIONS POLICY

The DIS Admissions policy was initially created in 2015 by Alberto Damiano, Head of School, Mark Ebury, MYP coordinator, and Giovanna Rampone, DP coordinator. The policy is reviewed annually. The Admissions policy was revised and updated by Chiara Colucci (MYP coordinator), Marta Camarda (Primary coordinator) and Liz Rice (Head of School and DP Coordinator).

The policy was most recently approved by MYP & DP Teachers and Consiglio di Istituto on September, 2022.

Deledda International School Mission statement

Deledda International School provides an international education that fosters academic growth within a caring community for students.

The School promotes the appreciation of the diversity of people and cultures, provides an environment conducive for learning and teaching, and offers a rigorous international curriculum that, in the lower years, is blended with the national Italian Curriculum.

GOALS:

- To inspire and motivate students to become life-long learners and to achieve their individual potential in all areas: intellectual, ethical, emotional, creative and physical.
- To co-exist respectfully in a multi-cultural environment that supports all students to acquire the knowledge, skills and values to be self-sufficient individuals in our global society.
- To maintain a highly-qualified staff of committed teachers who are encouraged to be innovative and responsive to our student body with all their various needs and requirements.
- To promote an ordered and structured code of conduct in which self-discipline is encouraged and integrity is paramount.

- To foster compassion and develop an active social conscience within the student body through an awareness of and participation in social and environmental programs.
- To prepare students for entry to institutions of tertiary level education both locally and around the world.
- To facilitate the ongoing and integrated use of information technology.

At DIS we value honesty and academic integrity as means whereby students become well-rounded caring citizens and life-long learners as stated in our mission statement and aligned with the IBO mission statement.

It is therefore important that the whole school community understands and follows the Academic Honesty Policy to ensure academic integrity.

At Deledda International School we recruit, inform and admit new, qualified students, and we aim to ensure that prospective families understand the DIS and IB mission statements, philosophy and our IB community. We also make a great effort to give them a good overview of the IB programmes we offer.

It is possible to enrol in our school from the first grade of the Primary School (Year 1) to the first year of our Diploma Programme (DP1, Year 11). Enrolment is subject to passing an admissions test. No requests for enrolment in DP2 (Year 12) are accepted. To enrol, it is necessary to do the following.

DIS rejects any discrimination based on one's ethnic group, political and/or religious convictions, gender and sexual orientation, and nationality. DIS accepts and appreciates differences as an integral part of its character as an International School. Students with SEN should submit official documentation so that during the Admissions process at all year levels, all necessary accommodations can occur (additional time, use of a computer, etc.)

The number of new classes to be formed every year will be determined based on the number of students admitted. Every class will normally be composed of no less than 17 students. The following rules are valid for new enrolments in DIS. Rules that apply to the passage from one class to the other are mentioned further on in this document.

Rules for admission to the primary school

Families may apply for pre-enrolment in all years of the primary school through our website. Applications for admission will be evaluated depending on the day and time of submission, on a first come-first served basis, depending on availability. Normally, enrolment contracts for the following year are sent in May. Any pre-enrolments exceeding availability will be left pending on a wait list, and these applications will be retrieved in case somebody who has the right to enrol eventually renounces enrolling.

Rules for admission to MYP1, corresponding to the first year of the Italian middle school

After applying for pre-enrolment within the school due deadline, students are required to take a selection test. The exam aims at testing the candidate's skills in Italian, Maths and English; it also gives the opportunity to observe the candidate's behaviour; at times, the previous school career will be taken into account as well. Grading is carried out by a committee made up of teachers from the school. We use KET exams as a tool for assessment, but the results are analyzed case by case.

Rules for admission to MYP4 (First year of High School)

1 Selection for admission comprises of an Italian test and a Maths test (Italian and Maths tests are structured according to the Invalsi tests in the third year of the Italian middle school) for MYP4;

2 the English test is replaced by the B2 certificate (just IELTS and Cambridge certificates are accepted) which the family will have to send to the school by the enrolment deadline;

3 in any case, written tests will be followed by an oral interview which may be a factor for precedence, depending on the school's judgment. The interview will be in Italian and in English.

Admission to other classes is evaluated case by case, but the required level of English must reflect our internal standards and Formal Certificates by IELTS or Cambridge are required. No admission to DP2, the last year of the Diploma Programme, as the DP is a two year academic programme.

ADMISSION TO THE DIPLOMA PROGRAMME (YEAR 11)

Enrolment in the first year of the Diploma Programme (Year 11) can only be granted to those students who have either successfully completed 10 years of education in an international school system or for those coming from the Italian system students who have successfully completed the third year of high school.

At DIS, all of our students complete the full Diploma Programme, therefore, it is not possible to take individual Diploma Programme courses.

We do not accept any students into DP2, as it is the second and final year of the Diploma Programme.

For year 11 (DP1), in addition to the submission of an appropriate level of a recognized English certificate, as mentioned above, the student and family are encouraged to attend our MYP5 orientation in the spring before the Diploma Programme, if this is not possible, then an individual consultation occurs with the Head of School or DP coordinator for advice on which track and which subjects are best for the student. We have created an IB Diploma Programme Handbook to help students and their parents when selecting the track and subject and level. We have a form students and their families fill out to indicate the requested track, courses and levels. Based on the results of the admissions tests, which consist of a review of progress reports from former school(s), the actual test, which is used to determine a student's ability in Math and Italian, as these subjects are required in the DP. As we require a recognized certificate of English, this too

helps us place the student in the appropriate level of English. On our website there are guidelines as to what the tests will comprise of and the Math and Italian teachers will evaluate the results based on assessment criteria of our current MYP5 student levels as the new students would be joining those students. The results of the admissions test are shared with the student and family, and if the student is admitted to the first year of the DP, the Head of School and/or the DP coordinator explains the Diploma Programme and works with the student and family to choose the track, subjects and levels to ensure a successful academic programme.

Deadlines for pre-enrolments and selection dates for all classes

Applications for selections will normally be accepted by February 28. Enrolment applications sent after that date will be considered based on availability at that time, and after evaluating the candidates' previous academic career. Selections will take place on the days following such a date. No repeating students from other schools can be admitted. By "repeating students" we mean anyone who has repeated even just one of the school years preceding the one for which the application is submitted.

Further information can be requested from the DIS Office, at the following times:

Monday and Tuesday from 10:30 to 11:30 am and from 1:30 to 2:30 pm;

Wednesday, Thursday and Friday from 1:30 pm to 2:30 pm.

The complete text of the general admission guidelines, with rules concerning the enrolment contract, tuition and attendance, is available on www.genoaschool.eu under *Admissions*.

ADMISSION PROCEDURES

STEP 1 Pre-enrollment and Admissions fee payment

To apply to enrol for the entry test, go to the school website (www.genoaschool.eu) and fill in the pre-enrolment form (<http://disgenoa.openapply.com>), following the instructions.

To fill in the form, you need to create an account on our OpenApply system. It is important to save the credentials in order to access further information and move ahead with the procedure.

NOTE: You will have to pay a non-refundable Admissions fee of 50 euros to the school's bank account, and you will be requested to upload a file containing a copy of the child's vaccinations. In addition, school transcripts need to be submitted for admissions review.

STEP 2 The Admission test

The School will notify you by email when to come and take the test. The test will take place in our school and, unless difficulties arise, by means of a computer. Italian and English tests will be in the respective language. The Maths test will be in Italian, unless the family specifically requests that the student take the test in English (this request can be specified when filling in the pre-enrolment form indicated in Step 1). Normally, tests take place in March, but the School may arrange for certain tests, pertaining to specific grades, to be taken at different times. As for DP1, the Maths test will be in English as our DP Maths courses are taught in English.

STEP 3 Results

After taking the written tests, students who pass all sections of the written test will be sent a notification from the School and will be called for an interview, both in English and in Italian, which may also revolve around the topics of the tests. All others will receive a non-admission notification from the School. Admission to the oral tests does not necessarily result in an acceptance. Some students may be asked to take one or more tests again, at the examiners' discretion, at a later time. Once the oral tests are completed, the rankings of all those who qualify, with reported grades, will be made public. Based on class availability, students ranking the highest will gain admittance.

Please note that availability may be determined, for existing classes, only after the grading meetings in June, and also depends on the Governing Board's decision as to the formation of new classes. Any students included in the ranking list, but not admitted due to a lack of availability, will only be admitted if any admitted students subsequently renounce. It is our right to deny entry into the school on the basis of our professional judgment. In particular, students who do not respect the rules during the tests, or who are caught cheating, will be excluded from the selection. Our decision is unquestionable and final, as is our assessment of the tests. The final decision on all applications rests with the Head of School. **The admissions procedure is not active during the month of August.**

STEP 4 Enrolment

Admitted students are invited to enrol in the School by submitting the following: A signed copy of the contract that will be sent to the family by email after the ranking list is published. A copy of the receipt confirming that payment for the enrolment has been made (the amount will be specified in the contract).

IMPORTANT, starting this year, the English language test is necessary only to enter MYP1. For all other classes, students are required to obtain a certificate for the minimum standard of achievement levels for English before the date of enrolment. Therefore, for candidates for classes MYP2 and higher, no English test is arranged by the School; rather, for admission, students need to submit a certificate issued by a recognised institution (Cambridge English Exams, Trinity, etc.). If you have any doubts, please contact the DIS Office.

NOTE: All candidates to MYP4 (the first year of the Italian high school system) are required first to pre-enrol in a state school as well, in the manner indicated by the Italian Ministry of Education.

For a description of the content of the admission tests, please consult our school website under **ADMISSIONS** where we indicated specific stated criteria used for admissions.

Policy Alignment

The DIS Admissions policy aligns with the IB, our mission statement and our policies as indicated below:

... to the IB Learner Profile

Several of the IB Learner Profile attributes are being **principled, open-minded and communicators** and we as a school strive to keep an open mind and be objective in our admissions assessment regarding our own students and prospective students when assessing their abilities and to communicate the results to students and parents quickly and objectively.

... to the school's Mission Statement

Part of our mission statement is "our school provides an international education that emphasizes academic excellence within a caring community for students."

By emphasizing academic excellence and publishing admissions standards and the results of our students and prospective students allows us to create a caring community.

...to the school's Academic Honesty Policy

From the moment a student enters our school we expect academic integrity, especially during our admissions exams.

...to the school's Language Policy

Our admissions policy aligns with our language policy as it clearly outlines the achievement standards which we expect from our students and prospective students at each year level.

...to the school's Inclusion Policy

As stated in our Admissions policy, our Inclusion Policy is in effect during the admissions process for those students with special needs.