



ISTANBUL  
**INTERNATIONAL**  
COMMUNITY  
SCHOOL

# Admissions Policy

## ADMISSIONS POLICY

Last updated Aug 2017

# Introduction

## Mission Statement

Through its challenging curriculum and strong staff-student relationships, IICS provides a caring environment that inspires each student to excel and to be inquisitive, creative, compassionate, balanced and internationally-minded.

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# IICS Admissions Policy

In keeping with our Mission and Vision the IICS admissions policy seeks to ensure the student body is a diverse and international community of learners who are able to access and benefit fully from the program of education offered.

Candidates will be eligible for admission based on:

- The potential of the candidate to benefit from the educational program offered
- The capacity of the school to meet the needs of the candidate
- The extent to which the student's admission will enable the school to maintain diversity and the integrity of the English language learning environment

## **Nationality Requirements**

Candidates must hold a non-Turkish passport.

No nationality, culture or mother tongue speakers other than English, may make up more than 30% of enrolment at any grade level. Owing to our status as a US overseas school this restriction does not apply to United States citizens. Candidates who are otherwise eligible whose application would exceed this level would be offered a place on the waiting list.

## **Academic Requirements**

IICS welcomes students of all academic abilities. Our program is flexible and personalized but may not be appropriate for some students.

Students who are performing significantly below expected levels for their age or those with moderate to severe special needs may not be admitted if the view of the admissions committee is that their needs cannot be adequately met by the IICS program.

## **Assessment**

Students are assessed for suitability for IICS through evaluation of their prior academic record evidenced through school reports and character references. The Admissions team may contact the school for further information and may recommend additional testing or evidence of achievement. From grade 7 additional testing is administered by IICS for all students.

## **Grades EY3- 6**

Applications are evaluated by the application documents requested. These documents are: on-line application form, prior school reports, school work samples and a classroom teacher reference.

## **Grades 7-12**

All secondary student applicants are required to be tested. A standardized test, including questions of language, reading and maths, and additionally a brief essay is requested. This is followed by an interview with an IICS English teacher. The applicants will also need to submit the following documents for evaluation: 3 teacher references (Maths, English and Principal or Counselor), past 3 years of school reports and a secondary questionnaire included in the application form.

## **English language proficiency requirements**

In order to maintain the integrity of our English speaking environment, non-English speakers are limited to not more than 30% of the grade level from Grade 2 upwards.

### **EY 3 - Grade 7**

Students are accepted with no English and appropriate programs are provided.

### **Grade 8**

All students applying for grade 8 or higher who are not native speakers must be tested for English proficiency. Students are expected to be at a level equivalent to MYP Phase 2.

### **Grade 9 & 10**

Students are expected to be at a level equivalent to MYP phase 3. All students are tested for English proficiency.

### **Grades 11- 12**

Students are accepted if they can show evidence that their English language level allows them to successfully access the academic programs of the school. Students will be tested by IICS language department for English proficiency. For acceptance into the IBDP program a high level of English proficiency is required owing to the challenging nature of the program.

### **Special Needs**

Students with special needs may be admitted provided the school can provide the necessary environment and support for the student to be successful. The admissions committee reviewing these applications would include the school's support team. For the best interests of and outcomes for the child, parents are required to share all reports and documentation. The Admissions team may also need to discuss the placement with the child's former school.

# Student Placement

Decisions, regarding acceptance and placement of students, are made by a flexible committee. This always includes the relevant Principal and may include the school counselor, support team leader, Vice Principal and Head of School, as necessary.

## **Age Placement**

IICS adheres to a policy of age-appropriate placement. The nature of our program accommodates the varying abilities and experiences of our students. The 'cut off' date used is September 1st. School system chart attached.

## **Permissible exceptions:**

### **EY 3, EY 4, EY 5**

No exceptions considered.

### **Grades 1-8**

Exceptions can be considered if the child's birthday falls within one month of the cut off date (September 1<sup>st</sup>). In this case, further investigation and consideration will be taken to determine the most beneficial placement for the child. Type of curriculum experienced, discussion with parents and former school, reports regarding English proficiency, maturity and academic level are considered.

English proficiency standardized test will be administered to students applying for grade 7 and above.

### **Grades 9-12**

Exceptions can be considered based on English language level, prior program, systems and course of study experienced, past performance and future plans. English proficiency standardized test will be administered.

# Homeroom Placement

Students are allocated to homeroom groups by the Principal. A best-fit approach is taken to achieve a balance of gender, nationality, English proficiency and ability. Parents are not offered the choice of placement for their children nor the choice of homeroom teacher.

## Wait lists

### Class sizes

Marmara

EY 3-4: 16 students

EY 5: 20 students

Grades 1-12: 20 students per class groups. Number of class groups will vary from year to year.

Hisar

EY 4: 15 students

EY 5 – Grade 3: 18 students per class groups. Number of class groups will vary from year to year.

An additional 1 place is provided in grades 1-12 if, during the academic year, a place is needed for an US consulate child.

Once a grade level has filled to this capacity, qualified applicants are placed on a wait list as of the date of completing all required documents including payment of the application fee. This is refundable, if a place is not offered by the school, within 2 academic years. As soon as a place becomes available it can be offered to a child on the wait list.

Date of application is only used as a deciding factor if two candidates have a similar profile.

### Priority placement is offered to:

- Dependent children of US consulate families, eligible dependents of IICS faculty and faculty of Robert college
- Siblings of children already admitted to IICS

# Admissions Process

Our admissions process aims to help families determine the best school placement for their children in Istanbul. We aim to communicate a full picture of IICS, its ethos, community and educational program.

We hope that you will find us a great match for your children but if not, or we cannot offer a place we will advise on alternatives.

## Step One

Contact our Admissions team – arrange an opportunity for a visit to the school if at all possible or a Skype conversation.

## Step Two

Review the admissions policy and document checklist accessible from our website. If any of the required documents are not in English please obtain an English translation.

Complete the online application. In the meantime a standardized test will be administered to students applying for secondary school.

## Step Three

When all the documentation has been received the application will be reviewed by the school admissions committee. This process would normally be completed within a week. Occasionally, further communication may take place to clarify specific information in which case the process may take a little longer.

A formal offer, of a place for the child, will be made by the Director of Admissions.

Parents will also be informed by the Director of Admissions, if a place has not been offered.

If the application is accepted but there is no available place the child will be placed on the waiting list and parents informed.

### **The Head of School reserves the right to refuse admission to a student if:**

- It is determined that the student would not benefit academically from the school's programs;
- It is determined that the student's scholastic/behavioral record is deemed unsuitable for the IICS school community;
- it is determined that the student might negatively impact the learning of other IICS students
- The student does not reside with a parent or recognized adult guardian; and/or
- The student cannot meet the credit requirements for an IICS diploma by the end of Grade 12 due to their previous courses of study (for students applying after the start of Grade 9).

IICS deems it unethical to accept any student whose educational, social, or emotional needs cannot be adequately met by the school's program.

### **Online Application and required documents checklist:**

Please open an online application account from our website:

<http://www.iics-k12.net/admissions/apply>

### **Online Application requirements:**

- 1) Complete application form
- 2) Upload photo and copy of passport
- 3) Secondary students need to complete the secondary questionnaire

Note: Please make sure to save after each page has been completed. Once completed make sure to press the submit button.

**Email to Admissions:** ([sgurkan@iics.k12.tr](mailto:sgurkan@iics.k12.tr) or [alagus@iics.k12.tr](mailto:alagus@iics.k12.tr) )

- 1) Past 3 years of school reports
- 2) Teacher reference (forms may be found on the online application)
  - Primary: 1 reference from current teacher
  - Secondary: Math, English and Counselor
- 3) Health Form: form may be found on application. Please also include the vaccination record if possible.