



ADMISSIONS HANDBOOK

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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Admissions Requirements

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 be of foreign nationality;
- 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 U.S. overseas school this restriction does not apply to U.S. citizens. Candidates who are otherwise eligible but whose application would exceed this level would be offered a place on the waiting list.

We offer a rolling admissions process and accept applications throughout the year and offer places to students deemed admissible in accordance with our admissions policy. We also recommend new students start with their peers in August or at the start of the second semester in January. However, we do understand that families move throughout the academic year and we do our best to make these transitions as smooth as possible.

Requirements Relevant to Other Policies

There are many factors that will influence student admissions into IICS including:

[Inclusion Handbook](#): IICS values its truly diverse international student body. In order to retain this diversity, nationality quotas have been applied to our admissions process.

[Language Handbook](#): We offer support for non-native English speakers at varying levels dependent upon the grade level and we have quotas for the number of EAL (English as an Additional Language) students in each grade.

Learning Support ([Inclusion Handbook](#)): We successfully serve a managed number of students presenting with mild and moderate learning differences and accept students who we believe can be

successful in the daily programme at IICS. Each application will be reviewed on an individual basis to determine if a child's learning support needs can be supported by the programme.

Admissions Placement

Decisions regarding acceptance and placement of students are made by the Admissions Team. The Admissions Team is headed by the relevant Principal and may include the School Counselor, the IB Coordinators, the Support Team Leader and the Vice Principal, as necessary.

Please review our [IICS School Age Placement Guide](#) to understand the grade for which your child will be considered. We understand that moving between international school systems can be a complicated process. In our experience, students excel when grouped with those of a similar age and this is especially true for our Lower Elementary classrooms.

Age Placement

Please review our [IICS School Age Placement Guide](#) to understand the grade for which your child will be considered. We understand that moving between international school systems can be a complicated process. In our experience, students excel when grouped with those of a similar age. and this is especially true for our Lower Elementary classrooms.

IICS will also strive to place each child in the age appropriate grade level. Exceptions can be made at the discretion of the Divisional Principals and / or the admissions committee. The team will review each case thoroughly and will consider information such as the type of curriculum experienced, discussions with parents and the former school, school reports regarding English proficiency, maturity, academic level and IICS assessments.

- In the admissions age placement review case, further investigation and consideration will be taken to determine the most beneficial placement for the child. The type of curriculum experienced, discussions with parents and the former school, school reports regarding English proficiency, maturity, academic level and IICS assessments are considered.
- Exceptions can be considered for application to EY5 to Grade 12 if the child is born between Sept 1 - Nov 1st and if the child has successfully completed all or part of the equivalent grade level. In either case, further investigation and consideration by the School will be taken to determine the most beneficial placement for the child.

Placement from Schools with a Different Calendar Year

The IICS academic year starts in August and ends in June. A gap in education is not supported by IICS. Final grade placement decisions for students who apply from schools or educational systems

with a different school calendar, such as those commonly found in Korea, Japan, or Australia, will be based on a combination of factors including the:

- Student's age
- Percentage of the school year the student has completed in his/her last school
- Percentage of the school year remaining in our school calendar
- Student academic performance
- Social and emotional development
- IICS assessments with the admissions committee

When a child enrolls mid year the child will continue the completed grade until the end of the IICS academic year.

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.

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

Homeroom placement

- Students are allocated to homeroom groups by the Divisional Principals. 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.

Step One

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

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.

Online Application and required documents checklist:

Please open an online application account from our website:

<https://www.iics.k12.tr/online-application/>

Online Application requirements:

1. Copy of passport – uploaded to OA
2. IICS Health Form - Please also include the vaccination record if possible
3. Reference form(s) - for primary one reference
for secondary 3 (Math, English teachers and Counselor/Principal).
4. Past 3 years of school reports and transcript for grade 9 and above (Original Copies and English translation is necessary)
5. Financial Obligation form / Contract
6. Students with learning differences, all tests and reports
7. English writing assessments need to be scheduled for students applying for Grades 6-12.
8. Receipt for the Application Fee

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 in a timely manner. 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 Divisional Principals reserve the right to refuse admission to a student if:

- It is determined that the student is unable to access the academic school programs; either with or without additional student support
- It is determined that the student's social and emotional record is deemed unsuitable for the IICS school community;
- The student does not reside with a parent or recognized legal guardian; and/or

All cases where an applicant will be refused admission or a student will be offered a conditional enrollment, will be reviewed by the respective Divisional Principal and the Head of School. The Head of School decision will be final.

Learning Differences

Students with learning differences may be admitted provided that the School can provide the necessary environment and support for the student to be successful. The Admissions Team reviewing these applications would include IICS' Support Team. For the best interests of and outcomes for the student, parents are required to share all reports and documentation regarding the special needs of the student. The Admissions Team may also need to discuss the placement with the student's current and/or previous school. In certain circumstances, an agreement between the School and the parents

of the student is entered into relating to the special needs requirements of the student and the support the School can provide to cater for such requirements.

Academic Requirements and Assessment

IICS welcomes students of all academic abilities. Our program is flexible and personalised 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 or may be admitted with a conditional acceptance if the view of the Admissions Committee is that their needs cannot be adequately met by the school program.

Students are assessed for suitability for the school 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. Child safeguarding forms are required to be completed by the student's previous school.

Academic Requirements for application

Grades EY3 - Grade 1

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

Grade 2 - Grade 5

In order to get to know our students best, IICS will request work samples from the child's current school. The past 3 years (where possible) of school reports and the teacher questionnaire included in the application form.

Grades 6 - 12

The applicants will need to submit the following documents for evaluation: 3 teacher references (Maths, English and Principal or Counselor), past 3 years of school reports, a high school transcript, if in grade 9 or above, and a secondary questionnaire included in the application form. In some instances, an additional writing task may be requested for some applicants. This will be determined on a case by case basis.

Age placement review for Primary Applications

The Primary school age placement review will include the following Primary school baseline assessments. This file review will be shared with the teachers upon entry to the school.

EY5 to Grade 1:

1. Grade placement appropriate Heggerty (phonemic awareness)
2. Concepts of Print
3. Drawing/writing sample (name writing, pencil grip, mark making)
4. Social and emotional observation/interview during placement review
5. Number interview (if appropriate)

Lower Primary (1-5):

1. Number interview
 2. Writing Sample (5-10 minutes)
 3. Core Phonics Survey (based on grade)
 4. PM Reading Running Record
 5. Social and emotional observation/interview during placement review
- *Possible contact with the previous teacher

Upper Primary:

1. PROBE or PM Running Record
2. Writing Sample (10-15 minutes)
3. GloSS Math interview
4. Social and emotional observation during placement review

*Possible contact with the previous teacher

Student with Exceptionalities

Students with exceptionalities may be admitted provided that the school can provide the necessary environment and support for the student to be successful. The Admissions Committee reviewing these applications would include the IICS' Student Support Team. For the best interests of and outcomes for the child, parents are required to share all reports, IEPs and documentation. The Admissions Team may also need to discuss the placement with the student's former school.

The Student support team will collate a Student File Review Form to bring to the admissions committee to review. This file review will be shared with the teachers upon entry to the school.

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. The school has an established EAL Programme in grades 1 - 10, which is aimed at developing English language proficiency to support effective learning.

EY 3 - Grade 5

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

Grade 6 - 12

Students applying to the Secondary School who are not native English speakers will be assessed for English proficiency through an online writing test. In addition, they will participate in an online interview conducted by the Secondary Principal.

To be accepted, students must demonstrate that their level of English is sufficient to successfully access the academic programs offered by the school. Admission to any of our High School programs requires an appropriate level of English proficiency due to the rigorous nature of these programs. This will be reviewed by the Divisional Principal and the Student Support Services (SSS) Team.

Class Sizes

Class sizes generally do not exceed 20 students. Under extenuating circumstances or in the event a place is needed for a US Consulate child, the Head of School may exceed a maximum class size by 2, if the School is able to provide sufficient support (e.g. Additional full or part-time Teacher Assistant) to accommodate the needs of the class.

As regards the Marmara Campus, any request to further increase the class size must be approved by the Board.

The Hisar Campus class sizes may not be smaller due to space limitations and smaller classroom sizes.

The class sizes are determined as below:

Marmara:

- EY3-4: 18 students per class.
- EY 5- Grade 12: 20 (+2) students per class. The number of classes will vary from year to year.

Hisar:

- EY 3 – EY 4: 15 students per class.
- EY 5 – Grade 3: 17 students per class. The number of classes will vary from year to year.

Once a grade level has been filled to its capacity, qualified applicants are placed on a waiting list as of the date of completing all required documents including payment of the application fee. As soon as a place becomes available it can be offered to a child on the waiting list.

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

Registration Fee for IICS Teachers

Starting from the 2024–2025 academic year, all IICS teachers enrolling their children at the school are required to pay the **annual registration fee**. This fee applies each academic year as part of the enrollment or re-enrollment process. The registration fee is **non-refundable**.