



MATIJA GUBEC INTERNATIONAL SCHOOL

ADMISSION POLICY



IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Matija Gubec International School Mission Statement

Matija Gubec International School empowers students to reach their full potential in a supportive and challenging learning environment, preparing them for an active role as confident, caring, respectful and internationally-minded lifelong learners who are ready to make a positive contribution as global citizens in a changing world.

Eligibility Criteria for Admission

Applicants will be eligible for admission at MG International School based on:

- the potential of the applicant to benefit from the International Baccalaureate (IB) curriculum and our learning philosophy
- the capacity of the school to meet the needs of the student.

Admission Process

Students wishing to apply for admission to Matija Gubec International School can gain information about the school and its programs via the school's website and/or email and telephone contact with the School Principal, School Administration and programme coordinators.

Student may be considered for enrolment at Matija Gubec International School only after their application is complete. The following procedures are used to process the applications of prospective students:

Step 1 – Completing and sending the Application Form

Parents indicate interest in enrolling their child at Matija Gubec International School by submitting the *Application Form* that is available on the School website. Where possible, the applicant and his or her family can make an appointment for an interview and tour of the school to ensure an understanding of the school's philosophy and pedagogy.

Required Documents

The following documents must accompany the application for enrolment in Matija Gubec International School. A student cannot be officially accepted until the school has received all the documents listed below:

- original of the most recent report card
- court interpreter transcript of the applicant's latest report card in Croatian (if the applicant does not come from an IB school)
- certificate of a completed primary school year issued by the previous school
- copy of the applicant identification document, i.e. passport, showing the applicant's date of birth, nationality, residency status and the spelling of the full name – for foreign nationals only
- copy of the applicant's Certificate of Citizenship ("Domovnica") - for Croatian nationals only
- two photos (35 x 45 mm).

Step 2 – Recognition

Submit the *Request for recognition procedure for foreign education qualification*.

The recognition procedure is started at the request of the applicant who acquired foreign education qualification, or foreign document about finished or partly attended primary education. The request with the corresponding documentation is to be submitted to the Admission Team of the School.

Once the Admission Team has received a complete set of application paper, the admission process begins. Consequently parents receive a confirmation of receipt of application papers by email. If a place is available, the Admission Team will confirm shortly after. When the student's name is placed on the respective waiting list, the parents will be informed when/if a place is available.

Step 3 – Interview

Once all the necessary forms are received, the Principal will review the application information and then arrange an interview with the applicant and parents/guardians.

Step 4 – Testing in the PYP

Further academic evaluation of the student will be scheduled to best determine admission acceptance. We will assess student's eligibility for admission against our criteria.

Step 4 – Placement testing in the MYP

Further academic evaluation of the student will be scheduled to best determine admission acceptance and placement within the grade levels. For admission to the MYP, students must take a Math exam and an English language proficiency test, which measures their knowledge of vocabulary, reading comprehension, grammar and writing ability. The results of the admission test will be reviewed to determine whether admission is in the best interest of both the student and school and to determine the student's previous knowledge in the key subjects. The basic knowledge of English is an advantage. Based on placement test students are placed either in the English Language and Literature or English Language Acquisition class.

Step 5 – Decision on admission

The Admission Team takes the final decision on acceptance. The process of review usually takes a couple of days and once the decision is made the Admission Team contacts the parents.

Step 6 – Registration

After the admission approval by the Admission Team, the coordinator schedules a registration appointment. The following occurs at this time:

- Payment of the enrolment fee in the amount of HRK 3,000.00 (non-refundable/non-transferable)
- Sign the *Agreement on the Enrolment*

It is very important for the admission process that the application is complete with all necessary documents.

Placement

Students are placed in year groups according to age and previous school experience. Adjustments to placement can be made based on the level of academic ability combined with emotional and social maturity. However, due to the nature of the International Baccalaureate framework, it is fairly unusual for us to move children up or down in grade level, as there is great opportunity for individualised learning within each class. Please refer to the table of ages in relation to classes for placement information:

| Grade | Age by 31st March |
|-------|-------------------|
| PYP 0 | 5 years old |
| PYP 1 | 6 years old |
| PYP 2 | 7 years old |
| PYP 3 | 8 years old |
| PYP 4 | 9 years old |
| MYP 0 | 10 years old |
| MYP 1 | 11 years old |
| MYP 2 | 12 years old |
| MYP 3 | 13 years old |

Timeline

The school year starts in September and ends in June. Applicants for admission to Matija Gubec International School are strongly encouraged to apply as early as possible. The following chart outlines the official intake dates for completed applications according to projected enrolment dates:

| Projected enrolment date | Intake for completed applications |
|---|--|
| First day of school (first Monday in September) | Complete applications are recommended to be sent to the School between March 1 and June 20. |
| Mid-year transfer | Rolling (ongoing) intake. Complete applications are recommended to be sent to the School at least three weeks prior to the desired enrolment date. |
| January enrolment | Complete applications are recommended to be sent to the School between October 1 and December 1. |

Only complete applications are considered for admission. All applications are subject to place availability. This may mean that within a single family, Matija Gubec International School can accommodate one child and not have room for another. For this reason, it is best to inquire about available places at the student's grade level in advance of application.

The student will be accepted into the school if:

- the student is within the appropriate age range for the grade to which they are applying
- there is space available in the grade to which they are applying.

The School reserves the right to refuse admission to a student if:

- it is determined that the student would not benefit educationally from the school's programs
- the student has such a poor academic/behavioural record as to be deemed unsuitable for the MG school community
- the student does not reside with a parent or recognized adult guardian
- the special educational needs required by the student cannot be met by the school.

Languages

Based on placement test students are placed either in the English Language and Literature or English Language Acquisition class.

All Croatian nationals are obliged to attend the Croatian Language and Literature classes. Croatian nationals and students with prior knowledge of the language are enrolled either in Croatian Language and Literature or Croatian Language Acquisition classes according to the initial testing.

At the MYP level, students are obliged to choose one of the offered Language Acquisition courses: German, French, Italian and Chinese.

If there is a student whose level of English is not sufficient to follow regular classes, they could be excused from attending a second Language Acquisition class. In that case, they are obliged to attend English Language Support (ELS) classes. No student is excused from Croatian language acquisition (host language).

Waiting List

At MG International School we are committed to maintaining a low student-to-teacher ratio and a rate of growth that ensures a stable learning environment for our students. Because of this, some classes may have waiting lists. While we do our best to accommodate international families and siblings of current students, even this is not always possible.

In the case of a fully subscribed class, applicants will be placed on a waiting list. In this situation, priority will be given as follows:

Priority of enrollment are given to students as follows:

1. Siblings of current PYP and MYP students of MG International School
2. Foreign students whose parents have diplomatic status/businesslike obligations in Croatia, and do not have knowledge of Croatian language
3. Foreign students whose parents have diplomatic status/businesslike obligations in Croatia, and have basic knowledge of Croatian language (for example: one parent is foreign)
4. Students of parents who are returnees to Croatia, have lived and were schooled abroad in IB or other type international schools (with English as first language) most of their life, and have no/basic/advanced knowledge of Croatian language
5. Foreign and Croatian students living in Croatia, who are already in Croatia's school system, but would like to enroll to MG International School for justifiable reasons.

When the student's name is placed on the respective waiting list, the parents will be informed when/if a place is available.

Parental Consent Forms

Once your child becomes our student, you may need to sign the Parental Consent Forms:

- **Annual Parental Consent Form**
Annual Parental Consent Form includes student medical information, dietary requirements and enables parents to give their permission for their child to attend school approved field trips, educational visits and other activities that take place off the school premises during the current academic year
- **Consent Form for optional subject classes, extra classes and extracurricular activities**
- **Media Consent Form**
Media Consent Form is based on the General Data Protection Regulation and the Law on Data Protection and Privacy to have the student photographed and filmed, shown on video clips, have their first name and their class displayed on literary and art pieces of work on the

school web page and the space within the school building. It also refers to the student's exposure to media for educational purposes.

- **Pick Up List Form** – only for the PYP students
Pick Up List Form is a list of maximum four adults that are authorized to pick up the child from school.

All parental consent forms are to be signed by both parents.

Who Can Pick Up Your Child

Only adults 18 years of age and older listed on a child's Pick Up List will be able to take students from the school's premises. Relatives other than parents/legal guardians and other designated adults must be listed on the student's Pick Up List Form in order for us to allow the student to leave the premises with those persons. In case of a last-minute change or addition, please send an email the school office a signed and dated note authorizing your child's release to the new person and including the dates for which permission is given. Email authorization is accepted from a parent/guardian's email address that we already have on record. The school will not release students to anyone, under any circumstance, other than those stated above.

Summary of Enrolment Documents

A student cannot be officially accepted until the school has received all the documents listed below:

1. Application/Reapplication Form
2. Original of the most recent report card
3. Court interpreter transcript of the applicant's latest report card in Croatian (if the applicant does not come from an IB school)
4. Copy of the applicant identification document, i.e. passport, showing the applicant's date of birth, nationality, residency status and the spelling of the full name – for foreign nationals only
5. Copy of the applicant's Certificate of Citizenship ("Domovnica") - for Croatian nationals only
6. Two photos (35 x 45 mm).
7. Proof of payment of enrolment fee
8. Agreement on the Enrolment (Enrolment Contract)
9. Pick Up List – only for the PYP students

In cases of separation/divorce, the supporting documents which establishes that the person applying for enrolment has official parental authority over the child and if he/she is acting alone, that he/she has sole parental authority over the child, or that he/she is acting with the other legal representative's permission. Where appropriate, the judicial decision allowing the applicant to apply for the child's enrolment alone.

Re-Enrolment Process

Steps to Re-Enrol:

- 1) The *Reapplication Form* must be fully completed, signed by both parents and sent to the programme coordinator by 11 May.
- 2) Upon sending the Reapplication Form the Admission Team sends the *Decision on the Re-enrolment* by 1st June.
- 3) After the re-enrolment approval by the Admission Team, the School Accounting Office contacts the parents with the enrolment fee payment details.
- 4) The enrolment fee in the amount of 3.000,00 HRK is to be paid by 15 June.
- 5) Upon the payment regulation, parents are invited to sign the *Agreement on the Enrolment* for the next school year.

Communication of the Admission Policy

The Admission Policy is available on the School's website. The Admission Policy is approved by the School Board.