

# ADMISSION POLICY AND PLACEMENT OF STUDENTS

## INTRODUCTION

At ANTON BRUCKNER INTERNATIONAL SCHOOL, we recognise that the choice of school is one of the most important aspects of an international move and we endeavour to provide confirmation of the application outcome as soon as possible. Admissions are accepted and welcomed throughout the year, contingent on space being available and students meeting the entry requirements for the school. Parents are advised to initiate the formal admission process at the earliest opportunity by contacting the school office at: [office@antonbruckner-is.at](mailto:office@antonbruckner-is.at)

As soon as the admissions process is completed and a place has been offered, a mutually agreeable start date will be chosen. Depending on the grade of entry, it may be preferred that students enter the school at the start of a semester or the start of an academic year. We accept students without discrimination of gender, religion, race or nationality.

By signing the Application of Admission Form, parents agree to the stated terms and conditions of ABIS Admissions Policy and Financial Regulations. There is an application fee to be paid of € 100 per student. This application fee is non-refundable. The application fee and all application forms and documentation must be received by the school office before any application is processed.

From PYP2 onwards, the students will be screened before a school place can be offered.

For ELC, PYP and MYP admissions, as soon as you are notified that we are able to offer your child a place at ABIS, an enrollment fee of € 500 per student is payable within two weeks of the notification, otherwise your child will lose the place at ABIS. The enrollment fee is non-refundable.

Please note that MYP 4 and MYP 5 students are required to transfer from an IB MYP school to enter MYP4 and 5 (grades 9 and 10).

Once placement is decided, students will be invited to attend school for 2 trial days after which a final placement decision is made. All students will undergo a six week observation period in order to confirm the placement.

# **ADMISSION REQUIREMENTS**

## **ENTRANCE CRITERIA**

Admission is dependent on:

- Meeting all admissions procedures and qualifications.
- Meeting all financial obligations.
- ABIS screening results.
- Availability of space in appropriate classes and programmes.
- MYP 4 and MYP 5 students are required to transfer from an IB MYP school to enter MYP4 and 5 (grades 9 and 10).

In the event of a shortage of spaces, priority will be given to:

- International students arriving from abroad.
- Austrian students who shall be prepared for a stay abroad.
- Austrian students who have attended school abroad and will return to Upper Austria.
- International students who are already visiting another primary school in Austria.
- Any remaining spaces will be given to Austrian students who do not fulfill any of the above-mentioned criteria.

In case there is no space available at the time of your application, we can put your child on the waiting list and we will contact you, should a space become available.

## ENTRANCE AGE

A student may be accepted if s/he is of age by September 1st. Grade ages for placement are:

<b>Anton Bruckner- IS</b>	<b>UK Equivalent</b>	<b>Age</b>
<b>Early Learning Center</b>		
ELC 1	Early Years Foundation Stage	3 to 4.5 years old
ELC 2	Reception to Year 1	4.5 to 6/7 years old
<b>Primary School</b>		
PYP 1 /Grade 1	Year 2	6 to 7 years old
PYP 2/ Grade 2	Year 3	7 to 8 years old
PYP 3/Grade 3	Year 4	8 to 9 years old
PYP 4/ Grade 4	Year 5	9 to 10 years old
PYP 5/Grade 5	Year 6	10 to 11 years old
<b>Secondary School</b>		
MYP 1/Grade 6	Year 7	11 to 12 years old
MYP 2/Grade 7	Year 8	12 to 13 years old
MYP 3/ Grade 8	Year 9	13 to 14 years old
MYP 4/Grade 9	Year 10	14 to 15 years old
MYP 5/Grade 10	Year 11	15 to 16 years old

## LEVEL OF ENGLISH

New students of PYP1 are not required to have prior knowledge of English. Students from PYP 2 to MYP 2, who are unable to access the curriculum, due to inadequate English, are required to undertake an individualized ESOL programme. Students' English skills will be ascertained/ determined by an English Proficiency Test in all four domains: listening, speaking, writing and reading. The main purpose of the test is to determine their levels of proficiency in the language and this in turn will help the school determine the type and degree of support students will require if they fall within the English Learners category. For students with little or no English the school provides extra ESOL support for the required time.

Please see the fee structure for extra ESOL support below:

Grade	Fees*
ELC & PYP 1	No additional fees
PYP 2, PYP 3 & PYP 4	€ 150 per month
PYP 5 & MYP 1	€ 200 per month
MYP 2 & MYP 3	€ 300 per month

\* Fees may be amended at the school's discretion.

For admissions into MYP 3 (Grade 8) and onwards, students must demonstrate that they are able to cope with the level of academic English required. They must also possess basic skills and knowledge in other core subject areas like Math and the Sciences. The final decision is made by the ABIS leadership team. The school board retains the right to refuse admission.

## **PHYSICAL DISABILITIES**

ABIS is not equipped to deal with students with severe physical disabilities.

## **LEARNING SUPPORT**

We are able to offer learning support to students with mild learning difficulties. In order to be accepted to ABIS a student must be able to learn and progress academically, emotionally and socially from the mainstream classes on offer. If prior reports or assessment indicate learning difficulties, a Learning Support teacher will interview and/or formally assess the student and advise whether ABIS is the correct placement for the student and whether we can adequately support the student's needs.

Please note: if any additional support is required other than what is offered by Anton Bruckner International School, it is the financial responsibility of the parents, e.g. out-of-school dyslexia and dyscalculia training.

ABIS offers modified grades, but cannot provide physical or occupational therapy services.

## **BEHAVIOURAL AND ACADEMIC ISSUES**

If previous reports indicate behavioural and/or academic issues, the previous school will be contacted in order to seek clarification and further information. A probationary period may be offered before a student can be formally admitted to ABIS.

## **CODE OF CONDUCT**

The intention of a Code of Conduct is to establish expectations and to provide guidance regarding behaviour within the ABIS community. ABIS students are expected to act and behave in a manner that is suitable to an international school environment and in accordance with certain basic principles of conduct and community rights. Our school is embedded with a culture of positive language and values:

## THE FIVE VALUES OF RESPECT

- Respect for Self and Others
- Respect for Learning
- Respect for the Planet and its Environment
- Respect for Leadership
- Respect for Other Cultures and Languages

## ADMISSIONS APPLICATION BY SCHOOL SECTION

### a) Early Learning Centre

- Payment of € 100 application fee per student\*
- Payment of € 500 enrollment fee per student\* upon confirmation of the school place within two weeks
- Application for Admission Form (one per student) including a passport sized photo
- Contract of Education
- SEPA form with an Austrian bank account number
- A copy of the student's passport/ID
- Results of any educational or psychological test (if applicable)\*\*

### b) Primary School (PYP1 – PYP 5)

- Payment of € 100 application fee per student\*
- Payment of € 500 enrollment fee per student\* upon confirmation of the school place within two weeks
- Application for Admission Form (one per student) including a passport sized photo
- Application for Enrollment Form to be filled in by current school - if applicable
- Applicant Statement to be filled in by the student - if applicable
- An official copy of the last TWO reports and any test results or grades – if applicable.\*\*

- Contract of Education
- SEPA form with an Austrian bank account number
- A copy of the student's passport/ID
- Results of any educational or psychological test - if applicable\*\*

c) Secondary School (MYP 1 – MYP 5)

- Payment of € 100 application fee per student\*
- Payment of € 500 enrollment fee per student\* upon confirmation of the school place within two weeks
- Application for Admission Form (one per student) including a passport sized photo
- Application for Enrollment Form to be filled in by current school - if applicable
- Applicant Statement to be filled in by the student - if applicable
- An official copy of the last TWO reports and any test results or grades – if applicable\*\*
- Contract of Education
- SEPA form with an Austrian bank account number
- A copy of the student's passport/ID
- Results of any educational or psychological test - if applicable \*\*

\*A one-time Application Fee of € 100 per student is payable upon submission of the application forms. Re-entries and re-applicants are also obliged to pay this fee after an absence of one school year or longer. Applications will only be processed after receipt of the Application fee in full. The Application Fee is non-refundable, even in case we do not accept your child at ABIS.

As soon as you are notified that we are able to offer your child a place at ABIS, an enrollment fee of € 500 per student is payable within two weeks of the notification, otherwise your child will lose the place at ABIS. The enrollment fee is non-refundable.

\*\* All reports in English or German, otherwise an official translation is required.

Please do not hesitate to contact the school office if you have any questions regarding the admissions procedure.

You may wish to contact the school office in the following ways:

Email: [office@antonbruckner-is.at](mailto:office@antonbruckner-is.at)

Phone: +43 (0) 732 711691