



Anton Bruckner International School
Linz, Austria



Anton Bruckner International School

Admission Policy



Contents

- 1. Introduction
- 2. Probationary Period
- 3. Admission Criteria
 - 3.1 Admission requirements
 - 3.2 Entrance age
 - 3.3 Selection Criteria
 - 3.4 Reserved spaces
- 4. Level of English
- 5. Physical Disabilities
- 6. Learning Support
- 7. The transition from ELC to PYP 1
 - 7.1 The transition from PYP 4 to PYP 5
- 8. Admission into MYP 4 and 5
- 9. Admissions by school section
 - 9.1 Early Learning Centre
 - 9.2 PYP and MYP

Admission Policy and Placement of Students

1. Introduction

At ABIS, 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.

All families applying to the school must agree to support and act in line with our guiding statements, policies and protocols. The school's Mission and Vision are further supported by the IB Learner Profile. ABIS is proud to be an IB World School and expects all members of the school community to embody its values. Details of our school and its ethos can be found in our different programme handbooks.

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: admissions@abis.school

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.

The ABIS board reserves the right to make the final decision on whether to accept a student or not. There is no scope for appeals once a decision has been made. We will, however, be transparent with parents about the reasons for our decision.

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 € 150 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.

For students entering PYP 1 and onwards, there will be a screening process before a school place can be offered. As a charter school, it is entirely at our discretion which students we accept to study at our school. This will always be done in a fair and transparent manner.

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 € 1000 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.](#)

2. Probationary Period

Accepted students will be offered a **conditional place** in the grade level for which they applied for one semester. During the first semester of enrollment, the ABIS team will monitor the child's English language acquisition as well as their academic, social, behavioral and emotional development. ABIS reserves the right to revoke admission at any time during the first semester of enrollment if it determines that the student requires more support than the ABIS programme can provide.

3. Admission Requirements - Entrance Criteria

3.1 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.
- Children must have reached their sixth birthday on or prior to September 1st of the current year to enter Grade 1. For students of all ages, in the vast majority of cases, students are put in the correct grade for their calendar age. However, if your child is born between September 2nd and December 31st, we have the possibility to screen your child according to their academic and developmental level and put them in a higher grade. However, we will only do this in exceptional cases. We may also offer a place in a lower grade if we feel it is in the student's best interests, socially, emotionally and academically, depending on particular circumstances.

3.2 Entrance age

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

ABIS	Age
Early Learning Center	
ELC	3 to 6 years old
Primary School	
PYP 1/Grade 1	6 to 7 years old
PYP 2/ Grade 2	7 to 8 years old

PYP 3/Grade 3	8 to 9 years old
PYP 4/ Grade 4	9 to 10 years old
PYP 5/Grade 5	10 to 11 years old
Secondary School	
MYP 1/Grade 6	11 to 12 years old
MYP 2/Grade 7	12 to 13 years old
MYP 3/ Grade 8	13 to 14 years old
MYP 4/Grade 9	14 to 15 years old
MYP 5/Grade 10	15 to 16 years old

3.3 Selection Criteria

If there are more applicants for a particular class than spaces available, ABIS must consider the following priorities when making admissions decisions:

- Are the parents working for an International company? Are the parents employed within the international business sector?
- Can the parents demonstrate that they expect to relocate to a non-German speaking country within the next few years? A confirmation letter will be needed.
- Are the children from an international family? Do the children have citizenship other than Austrian? Do the parents have different nationalities, or is the family multilingual?
- Are the children returning from abroad? Have the parents lived and worked outside Austria? Did the children attend an English Language School or IB School?
- Does the child already have siblings attending ABIS?
- Are the parents employed by companies who sponsor or support ABIS?
- In the case of none of the above criteria being met, families who can demonstrate that their child will be an asset to ABIS will also be considered for acceptance.

Upon availability: Families who do not meet the aforementioned criteria but can demonstrate that they would be an asset to ABIS.

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.

3.4 Reserved Spaces

As part of the contractual agreement between ABIS and its teaching staff, the right of admission is granted to children of faculty whose needs can be met by the available services.

4. Level of English

Students from PYP 1 to MYP 2, who are unable to access the curriculum, due to inadequate English skills, are required to undertake an individualised ESOL programme. (Additional costs apply - please see the fee structure below).

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.

Please see the fee structure for extra ESOL - English for Speakers of Other Languages - support below:

Grade	Fees*
ELC	No additional fees
PYP 1, PYP 2, PYP 3	€ 150 per month
PYP 4, 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 4 (Grade 9) and onwards, students must demonstrate that they are able to cope with the level of academic English required. They must possess a level of English to follow lessons in other core subject areas such as Math and the Sciences. The final decision on the necessity of ESOL classes is made by the ABIS leadership team.

5. Physical Disabilities

ABIS is open to students with some physical difficulties. However, in some cases we are not able to accommodate children with severe physical disabilities. All applications will be assessed on a case-by-case basis and we will give prospective parents an honest assessment of whether or not we are able to accommodate the specific needs of their child.

6. 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 assessments 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 internally by ABIS, e.g. dyslexia and dyscalculia support, it is the parents' financial responsibility. Dyslexia and dyscalculia training is offered by an external trainer at school (dependent on available spaces).

Parents of children with learning difficulties who are being considered for admission to ABIS must present a psycho-educational assessment which has been conducted by a licensed educational psychologist within the previous two years.

These results will determine the appropriateness of the child's enrollment in the school. ABIS requires that parents inform the school of any previous testing and disclose any information regarding **S**pecial **E**ducational **N**eeds (referred to as SEN) of their child or children.

Previously identified SEN or previously received support must be communicated at the time of application. In some cases, parents may be asked to commit to providing extra support for their child, which may include a financial contribution. The extra support may take the form of in-class support or out of school provisions, or a combination of the two. If it later transpired that the child had a previously diagnosed condition or that prior testing took place and the parents did not provide this information, the student's admission file and continued enrolment will be reviewed, with a final decision at the discretion of the ABIS Admissions Committee.

7. The transition from ELC to PYP 1

While we anticipate that most students who move through our Early Learning Centre will move on to join us in PYP1, we reserve the right to refuse entry to students who we feel will not thrive in the rest of the PYP. This will be done on the basis of recommendations from ELC teachers and as a result of the screening process. This will be discussed and explained on an individual basis to parents whose children are affected. All children in our ELC will take part in the same process of screening that is undertaken by external students. If we have concerns about a child's ability to continue in the PYP, we will alert the parents as soon as possible.

7.1 The transition from PYP 4 to PYP 5 and the MYP

We check the suitability of our students to progress from the PYP to the MYP. This check takes place in PYP 4, in order that students can move more easily into the Austrian system if necessary. This check will be done by the PYP 4 teachers, in conversation with school leadership. The parents of students who we feel will not thrive in the MYP will be informed of this before the end of the first semester in PYP 4. If students elect to stay with us into PYP 5 and the MYP and are offered a place, parents will be asked to pay **September's tuition fee of € 300 within two weeks after offering the school place.** This is non-refundable if the student does not take up their place in PYP 5.

8. Admission into MYP 4 and 5

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

9. Admissions Application by School Section

9.1 Early Learning Centre

- Payment of € 150 application fee per student
- Payment of € 1000 enrollment fee per student within two weeks
Upon offer of a school place
- Application for Admission Form (one per student) including a passport sized photo
- Letter of Motivation written by the parents
- Brief interview between parents and school principal.
- 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)*

9.2 Primary School (PYPI – PYP 5) & Secondary School (MYP 1 – MYP 5)

- Payment of € 150 application fee per student
- Payment of € 1000 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 (given out by the school office) to be filled in by the student - for PYP 2 and up
- Letter of Motivation written by the parents
- Brief interview between parents and school principal.
- **For PYP 1-5 and MYP only** 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**

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 €1000 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 must be in English or German, otherwise an official translation is required.**

Admissions applications will not be considered complete until all items of the application have been submitted. If necessary, families may be asked to provide further supporting documents to help facilitate the admissions decision-making process.

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

For any inquiries, please contact the school using the email address below:

admissions@abis.school

Reviewed: May 2023

To be reviewed: by May 2025