



Verdala
INTERNATIONAL SCHOOL

Verdala International School

Admissions Policy

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Standards of Admissions

Admission to Verdala International School ('VIS' or 'School') shall be open to elementary and secondary level students of any gender, nationality, creed and ethnicity.

VIS seeks to enrol students who will:

- Embrace the VIS Vision, Student Profiles, and School ethos.
- Be positive and contributing members of a diverse international community.
- Embrace the academic programmes which we offer.
- Have the requisite academic and English language skills.
- Embrace the arts, physical activity and community service.
- Honour the School's behavioural policies and behavioural expectations.

VIS expects families and guardians to support and actively engage with the school's [Guiding Statements](#). Following enrolment of the student(s), parents/guardians are required to sign the Parent Code of Conduct annually.

Applications Procedures

Admission enquiries and applications are only accepted through VIS's Open Apply portal, available through the School's website. All relevant documentation must be submitted through this portal as outlined below; further documentation may be required at the discretion of the School. All documentation must be provided in English. Translations must be certified by a recognised authority.

The following documentation must be provided:

- Grade reports, transcripts, and/or other records from previous schools.
- Recommendations from teachers and/or principals from previous schools.
- Educational psychologist reports or any other report pertaining to an applicant's individual needs e.g. learning, behavioural, emotional, medical.

Failure to provide documentation or disclose any individual needs as required may jeopardise the application process or enrolment.

Preference is given to US Embassy children. However, all student applications are evaluated by taking into consideration various factors, including:

- Applications that best meet the student attributes listed above;
- Whether the prospective student(s) already has/have siblings enrolled at the School;
- Whether the parents/guardians are employed at Diplomatic Missions, European Commission bodies and/or any associated organisations located in Malta;
- Whether the prospective student(s) is/are being transferred from other international schools or being transferred from schools where the primary language of instruction is English;
- Whether the prospective student(s) is/are facing compelling and/or extenuating circumstances;
- Whether the prospective student(s) is/are closely related to a member of staff (in line with internal policies on the matter such as the Fees for Staff Dependents Policy);
- Other aspects to ensure an appropriate balance within the year group; and
- Other School Policies such as:
 - Class Size Policy;
 - Inclusion Policy;
 - Language Policy.

Data Protection Notice

We at Verdala International School (VIS) of Fort Pembroke, Pembroke PBK1641, Malta, as a data controller, take our student's privacy very seriously. Parents are required to read through the information below before submitting any applications containing personal data.

WHY DO WE NEED YOUR PERSONAL DATA? – We need your and/or your child's personal data (the information you may include in the admissions application form and/or which you may otherwise provide as part of the admissions procedure, that identifies you and/or your child as an individual) to provide you and/or your child with the requested services, namely to evaluate your application as part of our admissions procedure and, in due course, inform you whether your child has been accepted for enrolment at VIS, to process and/or provide you with information concerning your and/or your child's application status and/or admission requirements, and also for the assessment of the said application and related documentation. Therefore, in this case, our **legal basis** for processing the said personal data is **necessary for the performance of a contract with you or in order to take steps at your request before entering into any such contract, necessary for compliance with our legal obligations** as well as **specific grounds under the Processing of Personal Data (Education Sector) Regulations (S.L. 586.07)**.

Any health data and/or other sensitive personal data we collected from you and/or your child (and/or in connection therewith) will be processed based on your and/or your child's explicit consent (provided to us in the admissions application itself or otherwise). **YOUR CONSENT CAN BE WITHDRAWN AT ANY TIME** by contacting us as explained below. However, do note that withdrawing consent may lead to the admissions application not being further processed and/or even terminating services you may expect from us if the application is processed successfully (including your and/or your child's enrolment with our School).

WHO DO WE SHARE YOUR PERSONAL DATA WITH? – Your and/or your child's personal data will be made available to those people in our organisation who need it to carry out their duties and provide you with the services you expect from us. We also share personal data with regulatory and/or official authorities in all instances where we are compelled to do so by law. We will not disclose your personal data to any other persons besides those mentioned here unless we are required to do so by law. Unless we tell you otherwise, your and/or your child's data will at all times remain within the EU/EEA.

FOR HOW LONG WILL WE KEEP YOUR PERSONAL DATA? - We will keep your personal data only for as long as necessary. Necessity depends on the legal obligations we may have. For example, if any personal data can be deemed as records of 'income and expenditure', we are obliged by Maltese tax laws to keep those data for nine [9] years after completion of transactions, acts or operations to which they relate. We are also entitled to retain personal data in some cases (as opposed to being obliged to do so). For example, when we believe that the personal data are necessary for us to defend ourselves against civil claims that may be brought against us, we are allowed to keep the data for as long as that risk subsists (this is usually five [5] years from the end of our contractual relationship with you or two [2] years from the date of a relevant incident if no such contractual relationship exists). With your and/or the student(s)' consent (if the student attains the age of consent) we may process the student's personal data for periods longer than five (5) years following the end of our contractual relationship. This is normally done to assist the student with references and/or retention of academic records.

WHAT ARE YOUR DATA PROTECTION RIGHTS? – You (and/or your child), as a 'data subject' as understood under applicable data protection laws, have several rights that are applicable **under certain conditions and in certain circumstances**, including your:

- **Right of access** to your personal data processed by us;



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- **Right to ask us to rectify** inaccurate personal data concerning you;
- Right to have us erase your personal data (**'right to be forgotten'**);
- **Right to ask us to restrict** (that is, store but not further process) Your personal data;
- Right to ask us to provide Your personal data to You in a structured, commonly used, machine-readable format, or (where technically feasible) to have it 'ported' directly to another data controller (**'right to data portability'**)
- **RIGHT TO WITHDRAW ANY CONSENT YOU MAY HAVE GIVEN US AT ANY TIME (for example consent you may provide in the admissions application to process health data)** subject to the consequences described above;
- **Right to object** to our processing your personal data (where we process personal data on the basis of our legitimate interests and/or the public interest);
- **Right to lodge a complaint** with the relevant supervisory authority (in Malta, the Office of the Information and Data Protection Commissioner, 'IDPC').

WHERE CAN YOU READ OUR FULL PRIVACY POLICY? - This section represents a **condensed** explanation of how we use your and/or your child's personal data. For more information including more detail on your rights, we strongly recommend you read our user-friendly and layered **Master Privacy Policy**, available here: <https://www.verdala.org/en/privacy-policy>. You can ask us for a paper copy of the Master Privacy Policy at any time, by contacting us at gdpr@verdala.org.

You may also contact us by writing to us at **Verdala International School Foundation**, Fort Pembroke, Pembroke PBK1641, Malta or calling us on +356 21 375 133 or visiting our offices.

Admissions Process

Upon our receipt of the duly complete admissions application, parents/guardians shall be informed about actual placement availability and offered to join a waiting list if the relevant class in question is full. For the application to be considered further, parents/guardians are required to pay the indicated administration fee.

Applicants are considered for admittance as spaces become available. Each application is considered in light of the range of factors outlined above and at the discretion of the admissions team. A key determining factor is the ability of the student(s) to perform satisfactorily in the relevant grade level or programme.

The following will be part of the evaluation process:

- Admissions assessments;
- Interviews with the parent/guardian(s) and student(s);
- English language or learning needs reviewed;
- If required, a trial day at the School.

VIS is an inclusive school. Therefore, Elementary and MYP applicants are considered subject to meeting the above criteria, the availability of places and standards of admissions.

In Grades 11 & 12 we offer the IB Diploma or IB Career-Related Programme and the VIS High School Diploma, equivalent to a US High School Diploma. All students admitted to Grade 11 will normally be expected to be eligible for the VIS HS Diploma. The School counsels all students regarding their suitability for either the IBDP or IBCP course.

Various factors including prior academic performance are used as benchmarks to determine the likelihood of a student being able to meet the demands of the IBDP. For further details, see the IB DP Programme Performance Expectations, found in the VIS IB Brochure available on the website.



The IBCP is also outlined in the VIS IB Brochure, as an alternative pathway for students who wish to pursue a more focused vocational course.

Students will normally be placed in accordance with their age group on August 31, as per the Placement Policy included in Appendix 1 of this document.

If a place is offered, the Head of School will sign the offer & acceptance letter which will outline the necessary financial and other obligations as well as other details such as the starting date (which will be at least two full working days after the financial obligations and/or any other requirements have been met). The offer & acceptance letter must be countersigned by the authorised parent(s)/guardian(s) and will constitute a contract between the said parent(s)/guardian(s) and VIS.

All registration fees must be paid in accordance with the conditions outlined in the offer & acceptance letter. Fees are annually reviewed and posted on the School website.

All financial obligations must be met before the student(s) start(s) school and are outlined in the Finance Policy available on the School website.

Vaccination Requirements

As part of our admission process, parents/guardians must submit the prospective student's vaccination records/documents. All students are required to have the minimum (all up-to-date) number of vaccinations required by applicable Maltese Legislation.

These legally required vaccinations as per the Prevention of Disease Ordinance (Article 57 of Chapter 36 of the Laws of Malta) are as follows:

- 3 doses of Diphtheria, Tetanus and Polio for all children.
- Children 16 or more years old require a Diphtheria, Tetanus and Polio boost
- 1 dose of Rubella for all girls by the age of 13 years old.
- BCG (Tuberculosis) booster for all students 12-14 years old.

Vaccinations are compulsory by law for all Maltese children. Parents are subject to being fined if they do not comply.

Since we understand that different countries have different vaccination protocols, children who are missing vaccinations can go to Floriana Health Centre whose staff will make sure they are compliant with Maltese regulations.

VIS has the right to refuse any application based on the parent(s)/guardian(s)' inability to provide a copy of the relevant vaccination documentation. As a school, we have the obligation to provide a report to the Health Promotion and Disease Prevention Directorate stating the immunisation status of our newly admitted students.

Conditional and Probationary Acceptances

There are cases in which a conditional or probationary place at the School may be offered. These may include the following scenarios:

- Unclear educational backgrounds
- Insufficient documentation

- Learning, emotional, medical and behavioural details, including also EAL
- Mid-year transfers.

When a conditional or probationary offer is made, the terms would be clearly outlined in the offer & acceptance letter, including the review date.

Residency

Students and/or their parent(s)/guardian(s) must be able to provide the required documentation demonstrating the student's legal residency status in Malta for the duration of their time at the School.

Students are not permitted to live in Malta unaccompanied by a parent or guardian.

Parentship/Guardianship

When submitting the admissions application (and/or subsequent documentation as required, including but not limited to the Offer & Acceptance letter, as applicable), VIS may accept the signature of one parent/guardian provided that the signatory confirms that he/she is duly authorised to sign alone and that he/she presents all necessary documentation as may be required.

In some cases, the signature of both parents/guardians may be required, for example, in the case of Court-mandated joint custody. In such cases, the relevant legal documentation must be presented to VIS for the application (and/or subsequent documentation) to be deemed valid.

For the avoidance of all doubt, in those cases where the signature of both parents/guardians is required, it is incumbent upon the applicant(s) to inform VIS and present all necessary legal documentation. If one parent/guardian whose signature is legally required disagrees or is not informed about the admissions application by the other parent/guardian and/or has not given consent/authorisation (where this is legally required), the application and/or any related or subsequent documentation will be deemed **invalid**. If this emerges when the student has already been enrolled and/or commenced studies at VIS, VIS hereby reserves the right to terminate the contractual relationship between the parties and suspend/expel the student(s) as required, as well as all VIS' rights at law.

The signatory/ies are obliged to immediately inform VIS of any changes to custody arrangements that may be in place affecting any student(s) enrolled at VIS (even if such changes occur after the said enrolment process).

Admission & Re-Enrolment Restrictions

Admission/Re-enrolment will be restricted in that, to the fullest extent permitted by law, VIS shall not, in its sole and absolute discretion, admit students:

- to Pre-Kindergarten 1 who are not at least 3 years old by 31st August of the School year of entry; or to Pre-Kindergarten 2 who are not at least 4 years old by 31st August of the School year of entry.
- who will be over the age of 20 upon completion of studies
- who have learning, emotional, medical and/or behavioural problems, including also EAL needs, for which the School is not equipped (or well-equipped) which problems or needs may include: physical, neurological, and/or psychological/emotional disorders (see Inclusion Policy)
- who have inadequacies in English which would preclude the student from studying in classes during the last two years of High School – grades 11 and 12. (See Language Policy)



- who desire to transfer to VIS for the first time or who wish to return to VIS from other schools but who have not done well in these schools (either academically, behaviourally, or socially) unless any VIS testing and interviews result in evidence of a strong potential for success.

Repeating Students

The School reserves the right, after communicating with parents/guardians, to require a student to repeat the grade if it would be in the student's best interest to do so and this is for academic, social and/or emotional reasons.

Conditional Enrolment

Conditional enrolment or re-enrolment may, at VIS' sole and exclusive discretion be offered to students:

- who fail to meet academic and/or behavioural standards.
- who fail to meet minimum attendance expectations as outlined in VIS Academic Master Policy which is available on the school's website.

Readmission of Students

Students who are readmitted after a period away will not be charged the registration fee if they have been away no longer than one academic year. Students who are readmitted after more than one year away shall pay the full registration fee as per the Registration Fee policy, provided the student(s) meet(s) all entry requirements and that all required documentation is in place.

Disenrollment By VIS

Enrolment of (a) student(s) may, in the School's sole and absolute discretion, be revoked for any of the following reasons:

- Parent(s)/guardian(s) provided inaccurate or incomplete information in the admissions application and/or as part of the application process (for example, legal documentation proving authorisation to sign alone and/or jointly with another parent/guardian, where required);
- Student exhibits challenges and/or individual needs which the School cannot address;
- Failure to meet academic, behavioural, or attendance standards;
- Failure to meet financial obligations to the School;
- Failure to comply with any legal or contractual obligations;
- Parents/guardians do not respond to requests or recommendations from School personnel: i.e. attendance at meetings with staff, recommended counselling and testing, etc.

Wherever possible, School personnel shall use their best endeavours to attempt to remediate any problems mentioned above, and shall, wherever possible, communicate frequently with parents/guardians.

Exit Process/Disenrollment by Parents/Guardians

Following the successful enrolment of a student for a scholastic year (or part thereof), each subsequent scholastic year shall require re-enrolment prior to the commencement thereof. At that re-enrolment stage (subject to terms of this policy), parents/guardians will be given the opportunity to disenrol the student.



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Disenrolment must take place **not later than thirty (30) days before the beginning of the next applicable scholastic year**. Failing to submit such notice within such timeframe will result in the forfeiture of any applicable deposit(s) and/or fees paid unless the Head of School in his/her sole and exclusive discretion determines that there is a justifiable reason and/or extenuating circumstance(s) for such forfeiture to be waived.

Following successful enrolment of the student(s) and once the relevant scholastic year commences, the authorised parent or guardian may disenroll the said student by submitting a written notice to this effect (which must include the student's departure date) to the VIS admissions office by **not later than thirty (30) running days before the start of the next applicable school term**. Failing to submit such notice within such timeframe will result in the forfeiture of any applicable deposit(s) paid unless the Head of School in his/her sole and exclusive discretion determines that there is a justifiable reason and/or extenuating circumstance(s) for such forfeiture to be waived.



Appendix 1: VIS Placement Policy

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|---------------------|---|
| PK1 | students must be 3 years before 31 st August and turning 4 during the year |
| PK2 | students are 4 before 31 st August and turning 5 during the year |
| Kindergarten | students are 5 before 31 st August and turning 6 during the year |
| Grade 1 | students are 6 before 31 st August and turning 7 during the the year |
| Grade 2 | students are 7 before 31 st August and turning 8 during the year |
| Grade 3 | students are 8 before 31 st August and turning 9 during the year |
| Grade 4 | students are 9 before 31 st August and turning 10 during the year year |
| Grade 5 | students are 10 before 31 st August and turning 11 during the year year |
| Grade 6 | students are 11 before 31 st August and turning 12 during the year year |
| Grade 7 | students are 12 before 31 st August and turning 13 during the year year |
| Grade 8 | students are 13 before 31 st August and turning 14 during the year year |
| Grade 9 | students are 14 before 31 st August and turning 15 during the year year |
| Grade10 | students are 15 before 31 st August and turning 16 during the year year |
| Grade 11 | students are 16 before 31 st August and turning 17 during the year year |
| Grade 12 | students are 17 before 31 st August and turning 18 during the year year |

Grade Comparison

| Verdala Int' School | U.S.A. | U.K. | Malta | Spain | France | Sweden | Germany | Russia | Italy |
|----------------------------|---------------|-------------|----------------------|----------------|---------------|---------------|----------------|------------------------|-------------------|
| Pre-K 1 | Nursery | Nursery | Kinder 1 | Infantil | PS | Förskola | K | Pre-K | Asilo |
| Pre-K 2 | Pre-K | Reception | Kinder 2 | Infantil | MS | Förskola | K | Pre-K | Scuola d'infanzia |
| Kinder | Kinder | Year 1 | Year 1 | Infantil | GS | Årskurs F | K | Kinder | Scuola d'infanzia |
| Grade 1 | Grade 1 | Year 2 | Year 2 | Primaria 1 | CP | Årskurs 1 | Klasse 1 | Kinder | 1 E |
| Grade 2 | Grade 2 | Year 3 | Year 3 | Primaria 2 | CE1 | Årskurs 2 | Klasse 2 | 1 st grade | 2 E |
| Grade 3 | Grade 3 | Year 4 | Year 4 | Primaria 3 | CE2 | Årskurs 3 | Klasse 3 | 2 nd grade | 3 E |
| Grade 4 | Grade 4 | Year 5 | Year 5 | Primaria 4 | CM1 | Årskurs 4 | Klasse 4 | 3 rd grade | 4 E |
| Grade 5 | Grade 5 | Year 6 | Year 6 | Primaria 5 | CM2 | Årskurs 5 | Klasse 5 | 4 th grade | 5 E |
| Grade 6 | Grade 6 | Year 7 | Form 1 | Primaria 6 | 6 ème | Årskurs 6 | Klasse 6 | 5 th grade | 1a media |
| Grade 7 | Grade 7 | Year 8 | Form 2 | ESO 1 | 5 ème | Årskurs 7 | Klasse 7 | 6 th grade | 2a media |
| Grade 8 | Grade 8 | Year 9 | Form 3 | ESO 2 | 4 ème | Årskurs 8 | Klasse 8 | 7 th grade | 3a media |
| Grade 9 | Grade 9 | Year 10 | Form 4 | ESO 3 | 3 ème | Årskurs 9 | Klasse 9 | 8 th grade | 1 superiore |
| Grade 10 | Grade 10 | Year 11 | Form 5 | ESO 4 | 2 ème | GY1 | Klasse 10 | 9 th grade | 2 superiore |
| Grade 11 | Grade 11 | Year 12 | 6 th Form | Bachillerato 1 | 1 ère | GY2 | Klasse 11 | 10 th grade | 3 superiore |
| Grade 12 | Grade 12 | Year 13 | 6 th Form | Bachillerato 2 | Terminale | GY3 | Klasse 12 | 11 th grade | 4 superiore |