



Verdala
INTERNATIONAL SCHOOL

Verdala International School

Admissions Policy 2021

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Standards of Admissions

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

VIS seeks to enroll students who will:

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

VIS expects families and guardians to support and actively engage with the School's Vision, Mission, Guiding Statements, and school ethos. Parents will be required to annually sign the Parent Code of Conduct.

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, behavioral, 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 take into consideration the following factors:

- best meet the student characteristics listed above.
- already have siblings enrolled at the School;
- have parents employed at Diplomatic Missions, European Commission bodies and any associated organizations located in Malta;
- are transferring from other International or American Schools or are transferring from schools where the medium of instruction is English;
- face compelling extenuating circumstances
- are children of the Head of School, Principals or teachers employed at the School as per the Fees for Staff Dependents Policy
- other aspects to ensure an appropriate balance within the year group.
- School Policies:
 - Class Size Policy
 - Special Educational Needs Policy
 - Language Policy

Data Protection

By submitting an application to the school, the parents/guardians are hereby giving their consent to Verdala International School to process data about the applicant for the purpose of admitting the applicant to the School. This data may also be shared internally at any time throughout their enrolment at the school for the purpose of supporting the applicant's education. VIS shall not use said data for any other purpose prior to receiving a fresh specific consent from the parents/guardians. Please refer to the VIS GDPR Policy Chapter for further GDPR details.

Admissions Process

Upon receipt of application, parents are informed about actual placement availability and offered to wait list if the class is full. For the application to be considered further, parents are required to pay the 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 to determine the ability of the student to perform satisfactorily in that grade level or programme.

The following will be part of the process:

- Admissions assessments
- Interviews with the parent/guardian(s) and student
- EAL or SEN needs reviewed
- If required, a trial day in school

Students will normally be placed in accordance with their age on August 31, as per the table outlined in the Admissions documentation.

If a place is offered the Head of School will sign off on the offer letter which will outline the necessary financial obligations and a starting date (which will be at least two full working days after the financial obligations or any other requirements have been met). All registration fees must be paid in accordance with the conditions outlined in the offer letter. All financial obligations must be met before the student starts school.

Vaccination Policy

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 the Maltese Legislation.

These legally required vaccinations as per the Prevention of Disease Ordinance (CAP 36 - article 57) are as follows:

- 3 doses of Diphtheria, Tetanus and Polio for all children.
- 1 dose of Rubella for all girls by the age of 13 years old.

VIS admissions has the right to refuse any application based on their inability to provide a copy of the vaccination document. As a school, we have the obligation to provide a report to the Department of Health Promotion and Disease Prevention stating the immunisation status of our newly admitted students.

Admissions to the Grade 11 & 12 Programme

In Grade 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 in regards to their suitability for either the IBDP or IBCP course, as long they demonstrate the potential to be successful within either programme.

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 IBDP Handbook.

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

Conditional and Probationary Acceptances

There are cases in which a conditional or probationary offer of a place at the school may be made. These may include:

- Unclear educational backgrounds
- Insufficient documentation
- Learning, emotional, medical and behavioral details, including also EAL
- Mid-year transfers

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

Admission & Re-enrollment Restrictions

Admission/Re-enrollment will be restricted in that the School shall not 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 behavioral details, including also EAL needs for which the school is not equipped which may include: physical, neurological, and/or psychological/emotional disorders (see SEN 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 from other schools, or who wish to return to VIS, who have not done well in these schools (either academically, behaviorally, socially) unless testing and interviews result in evidence of a strong potential for success.

Repeating students

The school reserves the right, after ongoing communication with parents, to require a student to repeat the grade if it is in the student's best interest for academic, social or emotional reasons.

Conditional enrollment

Conditional re-enrollment may be offered to students

- who fail to meet academic or behavioral standards.
- who fail to meet minimum attendance expectations as outlined in section handbooks

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 year. Students who are readmitted after more than one year shall pay the full registration fee as per the Registration Fee policy.

Disenrollment

After school personnel have made best efforts to remediate problems, and after ongoing communication with parents, enrollment shall be revoked for any of the following reasons:

- Family provided inaccurate or incomplete information on the admissions application or as part of the application process.
- Student exhibits challenges and individual needs which the school cannot address
- Failure to meet academic, behavioral or attendance standards
- Failure to meet financial obligations to the school
- Parents do not respond to requests or recommendations from school personnel: i.e. attendance at meetings with staff, recommended counseling and testing, etc.

Exit Processes

Parents are expected to advise the school by a certain date of their intention to leave the school. Failure to abide by this expectation will result in retention of any deposit paid.

Data Protection

The school keeps documentation and provides references (subject to consent from the alumni or family in the case of a minor) up to 7 years beyond the student's departure from the school.

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