

International School of Schaffhausen Admission Policy

ISSH Mission Statement

Be Unique + Achieve Potential + Take Responsibility

The International School of Schaffhausen provides quality education in a nurturing and inclusive environment. We are an internationally minded community which fosters intercultural understanding and respect.

We develop responsible global citizens

- by inspiring learners to discover, unlock and develop their potential
- by providing a challenging curriculum that stimulates critical and creative thinking
- by promoting active, life-long learning
- by applying a holistic and balanced approach to all areas of school life
- by encouraging responsibility for self, others and the environment

We know that every student is unique and

“Each mind has its own method”

(Ralph Waldo Emerson)

Table of Contents

ISSH Philosophy on Access and/or Admission	4
Trial Period	4
Placement Tests / Admission Tests	4
English Language Requirements	4
Special Learning Needs	5
ISSH Scholarship and Financial Assistance	5
Compliance	5
Non-compliance	5

ISSH Philosophy on Access and/or Admission

At ISSH we believe that every child is unique and has the right to the best education we as a school can offer. Children should be able to go to a school that encourages and supports them in their learning and best develops them so that they can achieve their full potential. At ISSH we accept students who would benefit from an education at our school and abide by our school's values of achieving potential, taking responsibility and being unique.

Trial Period

In the interest of both the family and the school there is a 4 week trial period. During this period teachers determine whether the students can cope with the academic expectations, they assess the amount of support the student might need, they see if the student shows the appropriate attitude towards learning and meets the behaviour expectations. The trial period applies for both parties- family and school. Upon request from either party it may be extended further.

Placement Tests / Admission Tests

Decisions with respect to initial grade placement, promotion, retention and continued attendance are determined by criteria specific to age and development of the student. These decisions will be made by the school.

The High School section of the school administers placement tests (English, Maths, if appropriate German and French) upon application. The results provide the departments with information on where to best place the student. For admission into the DP programme (Grade 11) ISSH requires entrance examinations for both external candidates and for internal candidates who do not meet the necessary requirements by the end of Grade 10. Students who do not meet the requirements for the full DP programme follow the IB-DP course programme. See [ISSH IB-DP Admission Guidance](#) for further details.

English Language Requirements

Students who have little or no knowledge of English are accepted on the understanding that they will strive to learn English. Students of primary age or younger can be admitted with no prior knowledge of English. Older students wishing to enter higher grades will need to show increasingly substantial grounding in and/or motivation to learn English. The level of prior English knowledge required will depend on factors determined at the time of application. Students with limited or no English Language skills are required to enter the EAL programme for a minimum of six months. Further participation in the EAL programme will depend on their progress and can be required up to 18 months. The EAL programme is provided at extra cost. See [ISSH Language Policy](#) for further details.

Special Learning Needs

Parents are required to inform the school of any special learning needs their child has been identified as having and records pertaining to such must be made available in English. Such records are to be handed in to the admission office or to be uploaded on OpenApply.

Decisions on acceptance will be made in consultation with the Head of School and the Principal of each section and appropriate members of staff. Each case will be decided on its merits and students who are able to benefit from being placed at ISSH will be accepted as long as the school is able to facilitate the child's further development through appropriate staffing and facilities.

ISSH is able to admit and serve a limited number of students with learning difficulties. Students with special learning needs must demonstrate the ability to access and benefit from our regular curriculum and programme with some assistance from the in-house Learning Support Department. SEN services are at extra cost.

If a student requires additional support including but not limited to external assessments, occupational therapy, speech and language therapy, a personal assistant or tutors for example, services are at the parents' expense. See [ISSH Inclusion Policy](#) for further details.

ISSH Scholarship and Financial Assistance

ISSH offers a number of scholarships and reduced fees packages each academic year. The different types are each granted under specific conditions. ISSH Scholarships are assessed on merit and need basis. See the [ISSH Scholarships/Reduced Fees](#). All funds are controlled by the ISSH Board.

Compliance

Students applying for a place at ISSH will be accepted on their individual ability to cope with, and benefit from, admission to the school. This will be determined by the Head of School, Section Principal and other members of staff as appropriate. In order to make this decision, applicants must submit previous school reports and any other relevant documentation and sit entrance examinations (IB DP) or may sit placement tests in Middle School. Once admission is approved, this documentation will be stored in the individual student file (paper file in office) and in an electronic file (OpenApply) for future reference. Students at ISSH are expected to show effort and determination in progressing in their learning at each level and, as such, are expected to meet certain standards.

Non-compliance

ISSH reserves the right to exclude a student if:

- the student's behaviour is deemed to jeopardise the welfare of other students or of the school community
- grade level academic expectations are not at a satisfactory level
- educationally significant information has been withheld from the school see [Inclusion Policy](#)
- the student's best interests and needs cannot be met
- school fees are not paid in accordance with the ISSH Financial Regulations.

Policy revised during the 2022-2023 school year

Next policy review June 2024