

ADMISSION PROCEDURES

The International School of Düsseldorf welcomes expatriate students and, if space allows, host country students who meet the school's standards and can benefit from the programme offered.

Provided space in the relevant classes is available, the main criterion for admission is the match between the candidate and the programme offered by ISD. Consequently, ISD is unable to offer places to children whose educational needs exceed what the school can accommodate.

Expatriate students

Admission discussions are held in English. The relevant admissions manager is Máire Reynolds.

- These students are currently attending schools in countries other than Germany. The language of instruction is a language other than German.
- Or they may be from expatriate families posted temporarily to Germany and attending a local pre-school.
- Or they may be from expatriate families posted temporarily to Germany and attending a school with instruction in a language other than German.

Host country students

Admission discussions may be held in German or English. The relevant admissions manager is Christine Proctor. These students speak native or near-native level German.

- They may be attending a school or pre-school, in Germany or elsewhere, where the language of instruction is German.
- Or they may be long-term residents attending a school within Germany with instruction in a language other than German.
- Or they may be returning to Germany after spending some time at a school abroad.

1. Timescale

Admission documents may be submitted at any time during the year. Newly-arrived expatriates will be prioritised.

For a start date part-way through the school year, places can only be awarded if space in the relevant classes is still available.

For a start date in August, decisions may not be made until May or June. Students wishing to transfer from local schools may need to wait until 30 June before receiving their decision.

2. Testing

Senior school candidates (entering grades 6 – 11) will take placement tests as appropriate in English/German/Mathematics/ French/Spanish. Most candidates take their tests in early August, one week before school begins, but tests may also be arranged at other times during the year.

Elementary school candidates may be invited for an assessment at the request of the principal.

3. Age placement

New students will normally be placed in their age-appropriate group based on a cut-off date of 1 September. For example:

Reception	4 before 1 September (and must be toilet-trained)
Preparatory	5 before 1 September
Grade 1	6 before 1 September
Grade 2	7 before 1 September
Grade 3	8 before 1 September
Grade 4	9 before 1 September
Grade 5	10 before 1 September

Senior school applicants should note that academic history is generally more useful than the student's age as a guide to placement. Account will be taken of each student's all-round general welfare and not just their academic performance. An ISD high school diploma requires four full years of education between grades 9 and 12. ISD does not normally accept students who will reach their 21st birthday before the date of their graduation.

4. English as an additional language (EAL)

Students for whom English is not the first language will normally be tested to establish their EAL requirements within the context of ISD. Students with no previous knowledge of English will not be admitted into grades 10 and above.

5. Learning support

ISD is able to offer some learning support to a limited number of students with mild special educational needs. Students must be able to function independently in a normal classroom environment. ISD reserves the right to assess students and to refuse admission:

- to any student deemed unlikely to benefit from the existing programme, or
- if the school's learning support resources are already fully used by existing students.

Students experiencing problems at school in their own native language and who have limited English will not normally be admitted.

6. Probation

A student may be admitted on academic probation if past academic performance indicates that the student may have difficulty meeting ISD's standards, or disciplinary probation if the previous behavioural record indicates cause for concern.

When probation is for academic reasons, ISD will commit to the student's education for two full semesters. During this time, the student's progress will be closely monitored, and parent support and teacher encouragement maximized. If, by the end of the second semester at ISD, the student's teachers establish that insufficient progress has been made or that the student is unlikely to be able to fulfil ISD's graduation requirements, parents will be asked to consider retention (repeating a year) or withdrawal of the student.

7. Continuing enrolment

Admission of a student does not guarantee continued enrolment or automatic progression from grade to grade, as these depend on the student demonstrating the ability to meet ISD's academic and behavioural standards. If ISD determines that it cannot meet the needs of any student, or if behavioural standards are not met, ISD reserves the right to discontinue enrolment of that student.

8. Professional recommendations

Counselling, testing or extra tutoring (at the parent's expense) may be recommended if a student has difficulty meeting ISD's academic or disciplinary standards. Parents will be expected to comply with such professional recommendations, which are made for the benefit of the student.

9. Falsification of documents/withholding of information

ISD will not accept students whose personal, academic, health or disciplinary records have been falsified, or where information regarding special needs, health or behaviour has been withheld. Students admitted on the basis of false information will not be allowed to continue at the school.

10. Returning students

An enrolled student will sometimes leave ISD temporarily to spend one or two semesters at another school, often overseas. We welcome students wishing to return to ISD, but we need to establish whether any issues have arisen that require attention. Please ensure you send us copies of all school reports and other relevant documentation issued during the period of absence, and also a new confidential school report (see admission documents) completed and signed by the current school. These must be received before re-admittance to ISD can be confirmed. It may also be necessary for placement or other tests to be taken to assist us in placing the returning student correctly.