PREMJERS
international school

ADMISSIONS POLICY

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IB MISSION STATEMENT

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.
To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

INTERNATIONAL SCHOOL PREMJERS MISSION STATEMENT

At International School Premjers, we are committed to providing a comprehensive and rigorous education that nurtures inquiring, knowledgeable, and compassionate young people.
Our mission is to help our students grow into lifelong learners who embrace intercultural understanding, reflect on themselves, and strive to create a more just and inclusive world. Through academic excellence and personal development, we empower them to overcome challenges, respect diverse perspectives, and actively contribute to a humane and equitable global community.

VISION

We are able to contribute to the diversity and peace in the world as responsible global citizens equipped with good knowledge, showing care and compassion, promoting innovative ideas and committed to making a difference.

CORE VALUES

To envision and to accomplish the mission of our school, we have our core values:
- open-mindedness
- collaboration
- respect
- taking action
- appreciation

INTRODUCTION

International School Premjers is the IB continuum World School authorized to offer the IB Primary Years Programme (PYP), the IB Middle Years Programme (MYP) and the IB Diploma Programme (DP).

International School Premjers adheres to an inclusive admissions policy. As a school community, according to our mission statement, we welcome students with diverse backgrounds and a range of talents, abilities, and educational needs. We do not allow discrimination based on religion, race, sex, gender, national origin, culture, or any other form of discrimination.

Families are asked to share information that helps identify the appropriate services, inclusive access arrangements, and reasonable adjustments needed to support students effectively. The school is not equipped to educate children with moderate-to-severe learning or physical handicaps.

The application process takes place yearly starting in April for September enrollment; the school year runs from September 1 to May 31. Applicants are required to take entry tests in Mathematics and English, which are administered on-site by the School. Through entry tests in English and Mathematics, the School becomes informed about student levels and can begin preparing to welcome students based on their needs. Students who in their language assessment have not yet reached the age-appropriate English level will be required to receive extra English tutoring. Parents need to be aware that this will be at their expense. Students can be admitted to the School at any point during the academic year, with decisions based on the student's previous school records (where applicable) and the results of entry tests.

The School reserves the right to refuse admission since the student's success in the programme may be compromised. A final decision on admission is taken by the Programme Coordinator and the Head of School.

Admissions process

1. Completing and submitting a registration form on International School Premjers website www.ispremjers.lv. On receiving the registration form, the School's representative contacts the applicant to arrange a meeting and entry tests time.
2. Meeting with the Programme Coordinator to discuss the School's educational offerings and visiting the school.
3. Trial day (where appropriate) and/or entry tests.
4. Decision on admission by the Educational Leadership Team.
5. Invitation to enroll or be placed on a waiting list.
6. To enroll, families will need to provide supporting documents:

    i. an application form by parents (filled out on-site);

    ii. a birth certificate copy and/or a copy of the applicant's passport identification page;

    iii. a proof of enrollment from a previous nursery, or preschool (if applicable, for students entering Grade 1 only);

    iv. a copy of the document certifying previously acquired education or partial acquisition of education (report cards), presenting the original (for students entering Grades 2 - 11);

    v. a copy of the residence permit (for foreign citizens);

    vi. a student's medical card (form No. 026/u).

7. Any decisions regarding admission to school must be approved by the student's parents/legal guardians, who sign the agreement with International School Premjers and pay the required fees according to the agreement.

**All required application supporting documents originally produced in a language other than English or Latvian should be accompanied by a certified English translation. The School reserves the right to contact previous schools for verification of information.*

Consideration for acceptance

Admissions offers are based on the school's professional assessment of a student's potential to excel within the educational environment of International School Premjers.

Thus, the later the stage in a student's education when an application is made, the more likely it is that a higher level of proficiency in spoken and written English will be required.

Applicants may be admitted into any appropriate year group provided a place is available. The following factors may additionally be considered when making admissions decisions:

- Evidence of previous academic performance and the applicant's ability to succeed in the course of study at International School Premjers.
- Foreign applicants, who cannot access the Latvian school system due to a language barrier.
- Applicants with siblings currently attending International School Premjers.

Ultimately, an applicant's admission to International School Premjers is subject to the selection process for the appropriate year group and the availability of places in that year group. Failure to provide accurate information or disclose a known learning disability may result in an admissions refusal or the subsequent removal from a place.

Consideration for grade placement

Children who turn 6 years old by the end of August are eligible for admission to Grade 1 of the **IB PYP** programme in the following academic year. The admission criteria follow the preschool curriculum (see Annex 1).

From Grade 2 (**PYP**) to Grade 9 (**MYP**) the placement is based on the previous educational experience, including the grade completed and the curriculum requirements for the previous grade. For example, if a student has not completed Grade 1 in any school system, the student starts with Grade 1. In cases where applicants apply from a different education system or country, grade placement will be considered sequentially according to the programme in which they are currently enrolled or have last completed.

An applicant would only be placed in a grade higher or lower in exceptional cases after a conversation with family. Factors considered for such an exception might include:

- The child's successful completion of the equivalent grade elsewhere.
- A report card from the previous year demonstrating exceptional academic performance and social skills.
- An applicant may have fallen behind in their education due to illness, time spent abroad, etc.

Applicants to Grade 10 (**DP**) must demonstrate a certain level of academic capacity having successfully completed the IB MYP or other types of middle school education and meeting the following requirements:

1. Internal and External MYP students
   - A minimum final grade of 4 is achieved in all the subjects taken by a student
   - Course results certify successful completion of the Personal Project

2. External non-MYP students
   - A student's academic achievements reflected in the grades transcript from prior educational institution correspond to the IB MYP a minimum final grade of 4. The

grades transcript provided must reflect the student's academic achievements in the last year of middle school education

3. All applicants:
   • Entry tests in Mathematics and the English language administered by International School Premjers must be successfully passed

4. Interview:
   Applicants are interviewed by the DP coordinator or the English language teacher to assure the applicants' communicative skills in English are sufficient for enrolling in the IB DP. The sufficient level corresponds to the B1+/B2 level of proficiency. The content of the interview includes general questions on applicants' academic, non-academic and extra-curricular experiences, personal motivation to join the International Baccalaureate's Diploma Programme and familiarity with the IB Learner Profile. The length of the interview is approximately 15 minutes.

The final decision on grade placement will be made by the Programme Coordinator and the Head of School based on all the information gathered through the application process. This policy is for guidance and will be adapted by the School as circumstances require.

Special education needs

International School Premjers has limited facilities to accommodate students with learning disabilities or severe physical handicap needs. Such cases are reviewed on an individual basis and the School will do all that is reasonably possible to comply with its moral imperative and legal responsibilities under Latvian law.
Where the School agrees to support the provision of additional services, such as the use of additional staff or physical resources, an applicant's parent(s)/guardian(s) will be charged an additional fee that reasonably reflects the cost to the School for providing those services.

Refusal of admission

Admission to the school may be refused for reasons which include but may not be limited to the following:

- Insufficient evidence of the applicant's ability to follow International School Premjers programme of study.
- The inability of International School Premjers to provide a suitable programme or facilities for the applicant.
- Dismissal under less than honourable circumstances from a previous school, or evidence of a poor disciplinary record at a previous school.
- A criminal record.

Bibliography:

Primary Years Programme: From principles into practice. IBO, 2018.
Middle Years Programme: From principles into practice. IBO, 2014.
Diploma Programme: From principles into practice. IBO, 2015.
Learning and teaching. IBO, 2018.
Programme Standards and Practices. IBO, 2018.

Annex 1

Admission Criteria for IB PYP Grade 1

The admission criteria follow the preschool curriculum:

Perception:

- a child can identify and name basic colours and shapes;
- visual and audio perception is a prerequisite for learning to read and write, a child is able to identify the same and similar shapes;
- level of audio word analysis – a child can distinguish the first and last sounds in the word and give examples of the words that begin with the same sound.

Graphomotor skills:

- a child has the correct pencil and a pen grip;
- can draw so that the lines are solid and not shaky;
- can copy different simple objects and signs (square, circle, points on a cube etc.);
- can cut out a simple shape (with the guiding lines) using the scissors; can draw a human body with all the basic features; prefers one hand when drawing.

Cognitive skills:

- a child starts using analytical thinking,
- uses basic concepts to make a comparative judgment and to identify the differences;
- starts to understand the relationships, correlations, causes and effects;
- can say their name, surname and address;
- can say nursery rhymes and sing songs;
- mathematical skills (uses basic concepts for ordering, can count and add objects up to five);
- know the spatial positioning and directing words (right, left, up, down, in front of, behind, between, the first, the last ...).

Social skills:

- can focus on a play or other activity for about 15-20 minutes;
- can finish work or a game (without running off and changing the activity);
- can adapt to a new environment and new people without major difficulties;
- can forge relationships with peers and does not avoid their company;
- can resolve disputes peacefully without using physical force, verbal aggression, or defiance;
- should accept the adult authority.

All parts of the admission process are in the language of instruction - English. The selection procedure assesses the child's listening comprehension with an emphasis on knowledge acquired in kindergarten; the child's visual memory level and analyticalsynthetic level of expertise, their mathematical-logical reasoning, and ability to understand instructions and express themselves in English.