

# European Azerbaijan School



## Admission policy

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## **EAS Mission Statement**

The European Azerbaijan School provides each student with a diverse and vibrant education in a compassionate and supportive environment which promotes respect, innovation, creativity, intercultural understanding and critical thinking. This enables students to become reflective and respectful international citizens who, as empowered lifelong learners, can flourish globally and contribute fully and meaningfully to their community and create a more peaceful and inclusive society.

## **Rationale**

The European Azerbaijan School seeks to admit suitably-qualified students of all nationalities whose families want their children to be educated in a school community that represents our multicultural world. Students should have the aptitude to succeed in a rigorous academic environment, while developing the necessary skills and competencies to be active, compassionate learners, and engaged global citizens. The school's admissions policy outlines how the school will conduct its admissions on a fair and non-discriminatory basis, adhering to the admissions' criteria.

EAS seeks to create balanced social and learning groups characterized by diversity. Our learning community is united by a common goal of developing the attitudes and interpersonal skills required for successful International Baccalaureate learners worldwide, that is students who possess the appropriate level of academic readiness, are collaborative, internationally minded and able to engage meaningfully in independent inquiry.

## **Admissions Criteria**

The Board holds the Director accountable for defining the academic, physical, emotional, social and behavioural criteria candidates must meet for the acceptance into EAS. The Director has the right to refuse admission to any candidate who does not meet any of the criteria.

The School Director and the two Principals:

- will enforce the assessment criteria for admissions;
- will ensure that each candidate is considered fairly;
- may vary the selection process in order to optimize the benefit to the

school. The preliminary assessment of eligibility is:

1. sufficient English language proficiency, according to the needs for each grade level;
2. CAT4 test for the Primary and Secondary sections;
3. a positive attitude towards learning, which shows a positive work ethic;
4. a willingness to be collaborative and develop an internationally-minded approach to learning;
5. the ability to engage meaningfully in independent and group learning and inquiry;
6. an appreciation of the value of learning additional languages;

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7. the student and the family will embrace the school's mission, vision and values.

In addition:

- The school will endeavour to provide EAL support in the mainstream, as necessary
- Applicants for whom there has not been a full and accurate disclosure of educational records, will not be considered for admission

Parents/Students wishing to apply for admission to EAS can gain information about the school and its programs from the school's website and/or through email and telephone contact with the Admissions Head/Sales representative. When requested, a pre-admissions meeting and school tour with an Admissions team member can be arranged.

No official decision on an application is given until all the following relevant documents have been received:

- All completed application documents
- Non-refundable registration fee
- Any additional supporting information requested by the school
- Any additional information transcripts, tests, examination, results, individual educational plans (SEN students) that inform or support the student's application

Upon receipt of all the application materials, which includes the student entrance exam, the admissions office will carefully review the application against our published admissions criteria. Final decisions for admission are based on the evidence outlined above, which serves to demonstrate whether the applicant meets all of the admissions criteria. Decisions on admission are determined by the Director, whose decision is final. Payment of the application fee is not a guarantee of admission.

Once an offer has been made, a confirmation email on the acceptance will be sent to the parents/guardians and the phone call is made to the parents.

## **Registration Process**

The registration process for coming academic year starts every year on the 1st working day of March. During the second week the school begins the examination procedures and informs the parents about the selection process. The completed application pack is handed to the EAS Admissions Office by or on April 15th.

The Admissions Office informs parents/guardians of the school's decision from

either:

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1. Accept, 2. Accept conditionally, 3. Decline, 4. Waiting List

## Admissions Examination

Exams are taken in English and Mathematics (international CAT4 test). An Azerbaijani Language test is given to all candidates with Azerbaijani citizenship; psychological interviews are conducted by school counselors.

## Age Appropriate Table

Enrolling families may come from and go to a variety of educational systems that may or may not be similar to the grade name, curriculum and instruction they will encounter at EAS. Appropriate grade placement beyond a student's chronological age might be necessary to insure adequate academic rigor for the students. Regardless of the month of enrolment, the student must have reached the required age for his or her intended entry grade on or before December 31<sup>st</sup> of the school calendar year.

<b>For Child Enrolling In:</b>	<b>Age Guidelines</b>	<b>On or Before *</b>
ELC 3/ 4/ 5	3-5 years	December 31 <sup>st</sup>
Primary Grades: 1- 4	6-10 years	December 31 <sup>st</sup>

## **EAS Admission Comparative Class Numbering (for international students)**

<b>Age</b>  (by December 31)	<b>UK</b>	<b>Scotland</b>	<b>US / Canada</b>	<b>EAS</b>
5	Year 1	P1	Kindergarten	ELC 5
6	Year 2	P2	Grade 1	Grade 1
7	Year 3	P3	Grade 2	Grade 2

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8	Year 4	P4	Grade 3	Grade 3
9	Year 5	P5	Grade 4	Grade 4

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10	Year 6	P6	Grade 5	Grade 5
11	Year 7	P7	Grade 6	Grade 6
12	Year 8	S1	Grade 7	Grade 7
13	Year 9	S2	Grade 8	Grade 8
14	Year 10	S3	Grade 9	Grade 9
15	Year 11	S4	Grade 10	Grade 10
16	Year 12	S5	Grade 11	Grade 11
17	Year 13	S6	Grade 12	Grade 12 (optional)

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## Early Learning Centre

EAS Early Learning Centre specify that children are eligible for ELC based on their age. To be eligible for 3-4-5-years-old, a child must be at the expected age by December 31<sup>st</sup>. The child turning the expected age after that date will be accepted with condition to repeat the class in the next academic year.

The assessor (teacher) is going to understand, during the selection process, if a child demonstrates **social, emotional, physical, and mental** maturity normally expected for successful participation in ELC. The following procedures may be considered:

1. An assessment of the child's potential to benefit from early admission to ELC considering emotional stability, social and mental maturity, and physical health;
2. A meeting held with the parents to consider the appropriateness of entrance into ELC. If/when required, the assessor and the Primary Principal has the right to hold an extra interview with the parent.
3. The teacher will monitor the child's ability in independent reading, problem solving skills, vocabulary and some writing fluency as an indication of the learning process.
4. The student will be observed daily (separated from the parents) to determine social interaction, language development, vocabulary, spatial relations and cognitive skills.

## Primary Education (Grades 1- 4)

### **Admission to the Grade 1:**

Students who turn 6 by the 31<sup>th</sup> of December of each year and have mentally and physically developed at age appropriate level can start the admission process to the 1<sup>st</sup> Grade.

Students are admitted to the school through an informal test that include some elements of psychological and social-emotional aptitude as well as general motor skill development which show his/her preparedness for school.

Preparedness for school includes the following:

1. Knowledge, awareness and skills about the environment (family, city, country, nature, etc.)
2. Formation of psychological processes (attention, memory, perception), a knowledge of English language, a skill to understand and fulfil a given task, social and emotional skills;
3. An ability to hold and draw with a pencil and to work with different shaped objects

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## **Student admission entry to grades 2-4:**

A student's English language and Math level will be checked against the four components(reading, writing, speaking and listening) of the CAT4 online testing programme.

EAS has the right not to admit those students to the school whose test results are not appropriate to the education program or to admit them conditionally dependant on the level of CAT 4 testing results.

If a student's test results are close to satisfactory and the selection process show that the student has potential to improve, then a parent receives a notification about the student's admission to the school with the condition of he/her showing an improvement during the first semester. A student's development will be evaluated and his/her achievements will be analysed during the first semester.

A contract will be signed by both parties and the school fees are paid according to the required financial procedures. An additional fee will be requested if the student needs extra support as EAL or SEN.

## **The following documents are required for students who are being admitted to Grades 1-4 at EAS:**

- A parent's (legal representative's) application;
- A passport sized Photo;
- Original and copy of the national ID for Azerbaijani citizens; a copy of the passport or residency card for international students;
- Personal file of a student (for Azerbaijani students); transfer certificate and transcript from the previous school for international students (except for the 1<sup>st</sup> grade);
- Medical certificate about a child health (form 26U)

## **MYP (grades 5-9) student entry admissions**

Students are tested to identify their Mathematics and logical thinking skills. A student's English language and Math level is tested through the international CAT4 testing system. An interview in Azerbaijani allows the teacher to identify the Azerbaijani proficiency and skills to Azerbaijani citizens.

EAS has the right not to admit those students whose test results are not appropriate with the education programme.

If a student's test results are close to satisfactory and the selection process show that the student has potential to improve then a parent receives a notification about the student's admission to the school with the condition of he/her showing an improvement during the first semester. A student's development will be evaluated and his/her achievements will be analysed during the first semester.

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The following documents are required for students who are being admitted to grades 5-9 at EAS:

- A parent's (legal representative's) application;
- A passport size Photo;
- Original and copy of the national ID for Azerbaijanis, copy of the passport or residency card for international students;
- Personal file of a student for Azerbaijani citizens; transfer certificate and transcript from the previous school for international students;
- Medical certificate about a child's health (form 26U)

## DP (grades 10-11)

### Entry requirements from MYP to DP

In order to advance to the Diploma Programme MYP5 students need to:

- Have gained a total grade of at least 36 points from the eight IB MYP subject groups and the personal project combined, out of 63.
- Have gained at least a grade 3 in the different subjects
- In the subjects chosen for Higher Level at the Diploma Programme, a minimum of grade 5 is strongly recommended

### Entry Requirements for external DP1 and DP2 applicants.

EAS admit students to Grade 11 only if the student comes from a previous Grade 11 IB world school (12 years IB school)

EAS admit students to Grade 11 only if the student comes from a previous Grade 10 IB world school (11 years IB school)

- **Application**  
Interested students complete an application to the programme and submit to the DP Coordinator (DPC) by the given deadline.
- **Essay**  
Students who have applied to the IBDP are required to write an essay, in English, about why they wish to be an IBDP student.
- **Interview**  
The DPC reads the applications and essays, looking for sufficient evidence of the candidate's motivation, character, language proficiency, and intellectual aptitude. Teacher references are sought and academic records examined. The DPC meets with each candidate to discuss his/her academic and career goals, and how the IBDP may fit in with these. The DPC also discusses the student's essay, academic record, and teacher references.
- **Approval**  
The DPC presents his findings and makes recommendations to the secondary principal, which then decides whether or not to accept each candidate.

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## **Notification**

The DPC meets with each student to discuss the results.

- Students who are dissatisfied with the decision may appeal within 5 school days.
- The Director, secondary principal and the DPC will examine each appeal and decide within 5 school days.
- **Assessment**  
Students may be further assessed as needed for optimum placement in mathematics and language courses

If a student's test results are close to satisfactory and the selection process show that the student has potential to improve then a parent receives a notification about a student's admission to the school with the condition of he/her showing an improvement during the first semester. A student's development will be evaluated and his/her achievements will be analysed during the first semester.

## **The following documents are required for students who are being admitted to grade 10 at EAS:**

- A parent's (legal representative's) application;
- Passport sized photo;
- Original and copy of the national ID for Azerbaijani citizens; a copy of the passport or residency card for international students;
- Certificate of general education for Azerbaijani citizens; transfer certificate and transcript from previous school for international students;
- Medical certificate about a child's health (form 26U)
- Transcripts from the previous school

Once the student is admitted (both Azerbaijani and international) to the school, parents have to follow the instructions by visiting the student transfer link of the Ministry of Education as below:

<https://sy.edu.az/login>

## **Psychological assessment (ELC, Primary, Secondary)**

A psychological assessment measures the way students think, learn, behaviour, creativity, and act. The evaluation may include interviews, assessments and consultations with other professionals involved in the care of the child. The assessment covers activities related to puzzles, drawing and games, creativity, IQ, aggressiveness. The appraisal encompasses a number of areas of competence, such as general intellectual level, vocabulary, memory and understanding, problem-solving, motor abilities, tactile spatial skills and academic skills (reading, arithmetic, spelling and writing).

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The psychological assessment is the following:

- ELC - students are observed in the classroom during the games and group work (communication, aggression, behaviour).
- Grade 1 – the entrance exam paper includes psychological questions, and behaviour, creativity tests (communication, aggression, behaviour).
- Grades 2-4 - based on individual cases (attention, communication, behaviour issues).
- All other grades - group work on project and logical, creative, and behavioural tests (communication, aggression, behaviour).
- A questionnaire is going to be use to collect initial information about the student.

A diagnostic assessment is provided for each student during the 1st week of school, in all subjects. Each semester, an evaluation will be developed to analyse and monitor the progress of each student with all the previous results.

## **Appendix**

### **ELC Form**

- <https://eas.openapply.com/>

### **Primary Form**

- <https://eas.openapply.com/>

### **Secondary Form**

- <https://eas.openapply.com/>