



International School Dhaka

Admissions Policy



(Reviewed: August 2019)

GUIDING STATEMENTS

ISD Mission Statement and Philosophy:

We are building a community of responsible and compassionate life-long learners who are committed to a sustainable future.

Values and Objectives:

We value the concepts of:

- Holistic well-being
- Sustainability
- Responsibility
- Compassion
- International mindedness

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.” (Mission, IBO)

ISD Definition of Learning

Learning at International School Dhaka fosters curiosity, engagement, and innovation which develops conceptual understanding and critical thinking skills, to create reflective life-long learners.

ISD Philosophy of Admission

International School Dhaka primarily serves the educational needs of the international and local communities in Dhaka. Admission to the school is open on a continuous basis to all students who belong to these communities and who meet the set of criteria. The school wishes to accept all qualified applicants and shall make every effort to provide facilities needed for the expected enrollment. Admission shall not be denied because of nationality, race, or creed. Applicants shall be accepted for admission unless there is reason to believe that admission is not in the best interest of the applicant or the school. Admissions decisions should be reached as a consensus by all staff involved in the admissions process. The Director has final discretion for all admissions decisions. All offers of admission are conditional upon compliance with school policies, processes and academic/behavioral expectations.

Language Requirements

English

All new applicants will be assessed on their English language proficiency during the admissions process, initially using MAP Reading and Language Use assessments. A follow up WIDA assessment, may be additionally used to determine the level of proficiency in the four language domains. Applicants need to have reached a level of English proficiency that enables them to work in an academic setting. Based on the language assessment data, a recommendation is made to the relevant Principal to determine class placement. In Primary, students are generally placed in the homeroom class and in Secondary, students are placed in the appropriate Language Acquisition or Language & Literature course.

Applicants who are not proficient in English, but have a high potential to increase their proficiency to the necessary level within one academic year, can be admitted, if sufficient EAL (English as an Additional Language) resources are available at the school, for an additional fee.

Mother Tongue & Bengali

Bengali as a mother tongue programme is offered at the school and students who are proficient in the language will be placed in an appropriate class determined by an assessment conducted by the Bengali teachers. The following options for study of Bengali exists in each of the school divisions. In primary a Bengali Beginner/ host country course and a more advanced course is offered to students. In Secondary, students may be placed either in a Bengali Language Acquisition (Phase 3-5) or Bengali Language & Literature course based on proficiency. At DP, the school offers Bengali as a Literature course and through this the option to obtain a Bilingual IB Diploma.

Students whose Mother Tongue is not Bengali, are provided instruction in Bengali as a beginner or host country language in Primary. An option to study their mother tongue is possible, in

consultation with the school and where necessary support and resource persons can be identified. At Secondary, students have the option to study Bengali as a Language Acquisition or Literature course based on proficiency. Students in the DP programme have further provision to opt for a self taught language, for which a suitable tutor will need to be identified by the parent. The school will provide IB material and allocated time for study only.

Specific language proficiency expectations would be communicated to parents and the applicant and further details can be found in the ISD Language Policy.

Admission for Playgroup through Grade 12

The following information is provided in the application (if applicable):

- Name, address, email and phone number of both parents
- Copy of passport or birth certificate of applicant
- Copy of passport or national ID of parents
- Immunization records of applicant
- Previous two years of school records or exams of the applicant
- Information about English language proficiency
- Disclosure of any suspected or known special learning needs or disabilities and documentation or reports
- Principal/Teacher Recommendation Form from previous school (Grade 1-12)

After the complete application is submitted, an offer of admission is determined by:

1. Age
2. Previous school grade level and reports
3. Academic level
4. English proficiency and potential
5. Social skills and behavioral considerations

Based on the points above, the likely grade level is determined by the School Principal. Next, the assessments below are used to evaluate whether the applicant is an appropriate fit for the proposed grade level and the school overall. The standardized academic assessments used are the MAP (Measures of Academic Progress) test and WIDA assessments for English language learners.

- **Playgroup:** the applicant and parents have an interview with the Primary School Principal.
- **Nursery, Pre-Kindergarten and Kindergarten:** the applicant is placed in the classroom and the teacher completes an observation assessment form.
- **Grades 1-5:** the applicant completes a standardized academic assessment and is placed in the classroom, and the teacher completes an observation assessment form.
- **Grades 6-12:** the applicant completes a standardized academic assessment.
 - For Grades 9-10, the Secondary School Principal and/or the Middle Years Programme Coordinator will evaluate the previous school transcripts for completion of necessary coursework in order to enter the available courses at ISD and the ability to achieve the high school diploma or the full International Baccalaureate Diploma Programme.
 - For Grades 11-12, the Secondary School Principal and/or the Diploma Programme Coordinator will evaluate the previous school transcripts for completion of necessary coursework in order to enter the available courses at ISD and the ability to achieve the high school diploma or the full International Baccalaureate Diploma Programme.

After assessments are complete, the School Principal, Admissions Director and other members of the school staff meet to discuss all information available on the applicant. The appropriate grade level, language classes and any specific needed services or course selections are determined.

The last step of the admissions process is a group meeting with the School Principal, the applicant, parent(s)/guardian(s), the Admissions Director and any other appropriate members of the school staff to discuss information from the application, the assessment results, grade level offered for admission, course selection (grades 6-12), and support services that may be provided.

When a family accepts an offer of admission, they must complete the following before enrolling:

- Student health information
- Required vaccinations
- Media Consent Form
- Parent Agreement

All applicants for the Nursery grade level and above must be able to eat solid food and use the toilet independently without the use of diapers.

Student Support Services

As an inclusive school, International School Dhaka aims to acknowledge, embrace and effectively manage learning differences at an individual and group level, so that learning opportunities are enriched for all members of the community. Student support services are available for English as an Additional Language (EAL), special education needs (SEN), academic support/counseling, and social/emotional counseling. However, there are limits to all available resources and priority is given to students already enrolled at the school. If a student would need specific services and the school does not have the capacity to provide that service, admission may not be granted. EAL and SEN services may require an additional fee.

All children applying to enter International School Dhaka (ISD) will, at the time of admissions, be screened for the possibility of any individual educational needs through the use of specific assessment tools. All relevant documentation regarding additional needs must be submitted before the admissions process can be completed. In the event, that a learning need is identified, the approval of the Advancement Centre Leader is required for admission to be granted. For further details refer to the school Inclusion Policy.

Course Selection for Grades 6-10

After an applicant has been approved for admission into Grade 6-10, the Secondary School Principal will consult with the Middle Years Program Coordinator, and will then meet with the student and parents to determine course selection. The Secondary School Principal will determine the course options based on the students' academic records, credits completed, post-high school plans, and information collected during the admissions process. This will involve placement in language classes. Where an applicant's mother tongue is Bengali, it will be offered either as a Language and Literature course or a language Acquisition course (Ph 3-5) based on the students' level of proficiency. Students whose Mother tongue is not Bengali have the option to study an additional language in the form of French.

From the options identified by the Secondary School Principal, the student and their parents will decide which courses they will select. No courses are guaranteed to be offered, even if they are available for other students.

Course Selection for Grades 11 & 12

After an applicant has been approved for admission into Grade 11 or 12, the Secondary School Principal will determine if the student is eligible for the Diploma Program based on their academic records, credits completed, post-high school plans and information collected during

the admissions process. If the student is eligible for the Diploma Program and the family wants to pursue it, then a meeting with the Diploma Program Coordinator will be scheduled prior to enrollment to discuss course selection and Diploma Program requirements.

The IB Diploma

Students in Grades 11 and 12 may pursue the IB Diploma which requires them to complete studies in languages and literature, language acquisition, individuals and societies, sciences, and mathematics, with the option of studying the arts. Across these subject groups, students must complete three courses at higher level and three courses at standard level. Students must complete the Diploma Program core requirements: the Theory of Knowledge (TOK) course, the Extended Essay (EE), and Creativity, Activity, and Service (CAS).

All students intending to enter the full IB Diploma Program must fulfill the following requirements:

- Minimum Middle Years Program grade: 32 out of 56 for 8 subjects
- Successful completion of the Personal Project

ISD High School Diploma

The ISD Diploma is accredited in the United States by the New England Association of Schools and Colleges. To earn the ISD Diploma, students must complete 12 academic years of study and achieve 24 credits in Grades 9 through 12.

Credit requirements for the ISD High School Diploma include:

- 4 credits of English
- 3 credits of Mathematics
- 3 credits of Humanities
- 3 credits of Sciences
- 2 credits of languages other than English
- 9 credits of electives

ISD Certificate of Achievement

The ISD Certificate of Achievement is designed for students who study in a modified program due to special circumstances. These students do not meet the ISD Diploma requirements.

Applicant Priority and Waitlist Process

When there is space available in any grade level, applicants will be given priority for scheduling assessments based on the date the application is complete with the application fee paid. There are specific times available for assessments and the subsequent meeting with the School Principal, and therefore the date the application was complete and the availability of the applicant and their parents will determine when they complete the process and are offered a date to enroll.

ISD was primarily established to serve the transient global community of expatriate families. While the school welcomes local Bangladeshi families who share our beliefs and values about education, we reserve the right to give admission priority to expatriate families over those with a viable local alternative. Every effort will be made to accept students applying to the school. Waitlists will be developed only as a last resort at the discretion of the Director. When a child is placed on a waitlist, parents will be advised as to the possibility of a place becoming available or an additional class formed. If a waitlist is in effect, applicants will be given priority in this order:

1. Students of transient international families with English as the language of instruction in educational background
2. Students of transient international families without English as the language of instruction in educational background
3. Siblings of currently enrolled ISD students not currently attending another local school
4. Siblings of currently enrolled ISD students currently attending another local school
5. Students whose family member is currently attending ISD
6. Students whose family member formerly attended ISD
7. Students of Bangladeshi national families with English as the language of instruction in educational background
8. Students of Bangladeshi national families without English as the language of instruction in educational background

Withdrawal Procedure

In order to withdraw, parents must complete the Withdrawal Form and if the student is in Dhaka, they must complete the Withdrawal Checklist from the Primary or Secondary School Office. After all steps are complete and all remaining debts have been paid to the school, the Admissions Office will provide a Transfer Certificate and school transcript or reports to the parents upon request, and the Finance Office will return any remaining funds of the security deposit.