

ISOP PRIMARY SCHOOL ADMISSIONS POLICY

ISOP is an IB World School committed to fostering an inclusive, diverse community. With a global vision grounded in local heritage, our Primary School aims to nurture responsible, lifelong learners who embrace intercultural understanding and respect. This policy outlines the criteria and admissions process to the Primary Years Programme (PYP) and Middle School (MS) at ISOP.

ISOP upholds a non-discriminatory admissions policy, welcoming students from all backgrounds, provided they meet the criteria to benefit from our educational offerings. We also seek to build lasting partnerships with families who share our educational philosophy and commitment to fostering international-mindedness, curiosity, and a love of learning in their children.

Since our educational program is predominantly conducted in English, it is important for students to have the required level of English proficiency to fully engage with the curriculum.

For detailed information on admission procedures, please visit our website: [ISOP Admissions](#). For direct inquiries, please contact the school office at admissions@isop.pl.

§1 ELIGIBILITY CRITERIA

Age Requirements: Students are generally placed in the grade corresponding to their age, alongside peers born in the same year. This approach supports the student's social, behavioural, and emotional development, allowing them to thrive within our rich curriculum. Exceptions to this guideline are made only after careful evaluation by the Admissions Team.

Language Proficiency: English is the primary language of instruction at ISOP, therefore it is essential for students to have the required level of English proficiency to fully benefit from the curriculum. English language proficiency is assessed for all applicants entering Grade 2 and above. Placement recommendations are made based on this assessment. For children applying to K1-K2 and G1, fluency in English is not mandatory but can be advantageous. Please refer to the ISOP Language Policy for more information.

Learning Support: ISOP is committed to providing reasonable accommodations for students with special educational needs, while maintaining the integrity of its academic programmes. Each application is reviewed individually to ensure that the student's needs can be met without



compromising academic standards. For more information, please refer to the ISOP Inclusion Policy.

§2 ADMISSIONS PROCESS

The admissions process is initiated based on the submission of a completed application form, which allows the Admissions Team to determine the availability of places in the target grade levels. Parents are encouraged to check with the admissions office for up-to-date availability. If a class is full and a place is unavailable in a certain grade, the child's application is placed on a waiting list. Parents are informed when a place becomes available.

Step 1: Application Submission

Parents are required to complete an application form and provide relevant documents such as previous school records (if applicable).

Step 2: Review Process

- **PYP K1-G1**
Parents may be asked to provide additional details about their child, and they will be invited to meet with the Admissions Team. Shortlisted G1 applicants will also participate in a readiness assessment conducted by a member of our student support team.
- **PYP G2-G5**
Additional information about the child may be requested. Parents may be invited to meet with the Admissions Team, and children will be invited to complete an assessment to help us better understand their proficiency in English and Math.
- **MS G6-G8**
Children will be asked to complete proficiency assessments in English, Math, and other relevant subjects as needed, to help us better understand their abilities. Both parents and children may also be invited to meet with the Admissions Team to discuss the process further.

Step 3: Decision

The school may accept or decline applicants based on an overall assessment of the child's and family's alignment with ISOP's philosophy, including academic readiness, language proficiency, and social-emotional development. Parents will be notified of the school's decision in writing. If a class is full, applicants who meet the criteria but cannot be admitted due to space limitations will be placed on a waiting list. Parents will be informed when a place becomes available.

§3 TRANSITIONS

From PYP to MS: The transition from PYP to Middle School at ISOP is guaranteed for current students, provided students successfully complete Grade 5. A supportive orientation process is provided to help students adapt to Middle School, with an emphasis on developing independence, personal responsibility, and critical thinking skills essential for success in the next stage of their education.

From MS to High School: ISOP Primary School graduates applying to continue their education in the ISOP High School section receive priority for admission, provided they meet the criteria listed in ISOP High School Admissions Policy.

§4 FINAL DECISION ON ACCEPTANCE

Upon reaching a decision regarding the application, the applicant's parent/guardian will receive an official notification via email from the Admissions Office. Upon acceptance into the International School of Poznan, the parent or guardian of the successful applicant will be provided with detailed instructions to facilitate the payment of the Enrolment Fee. The completion of this payment, alongside the return of the School Contract signed by all requisite parties before the stipulated deadline, marks the finalisation of the admissions process. With these steps duly completed, the applicant is officially recognized as a student of ISOP, marking the beginning of their educational journey with us.

§5 ADDITIONAL NOTICE

1. The School retains the right to decline admission if it is determined that a student's individual needs may not be adequately met within the School's educational services.
2. Admission procedures assume that to support the student's academic and emotional well-being, accurate and relevant information about an applicant is transparently shared with the school. In cases where essential information about an applicant is intentionally withheld or obscured, the School reserves the right to refuse admission or revoke an earlier acceptance decision.
3. The School adheres to a strict policy of maintaining the utmost confidentiality and ensuring compliance with privacy laws regarding all information shared about an applicant.



4. The admissions policy is reviewed annually to ensure its alignment with the school's mission, values, and best educational practices.