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# Admissions Policy

# Table of Contents

## **International Section Admissions**

[International Admissions Criteria](#)

## **International Admissions: Frequently Asked Questions**

[What is the best way to demonstrate that I meet the Criteria and gain admission to ISGR?](#)

[What should I do if my application is declined?](#)

[How is grade level placement determined?](#)

[In my home country students begin school a year earlier than at ISGR, how do you accommodate this?](#)

[How many students are in each class?](#)

[My children have very limited English, how will they cope?](#)

[Does ISGR have a gifted and talented program?](#)

[How does ISGR cater for Special Needs students?](#)

[Does ISGR undertake any standardised testing?](#)

[How easily do children make the transition to ISGR?](#)

[How is the school year organised at ISGR?](#)

[When can a place be obtained?](#)

[Can students enroll mid-term?](#)

[What are the conditions for commencing in a place at ISGR?](#)

[What is the minimum duration for a placement at ISGR?](#)

[What is the policy for Leave of Absence?](#)

[How many students currently attend ISGR?](#)

[What is the difference between the Swedish Section and the International Section?](#)

[Why does the school have two programs?](#)

[Why isn't ISGR a private school like some other International Schools?](#)

[What is the School Fee for attending the international section at ISGR?](#)

[Where do the expatriate families live?](#)

[Do the students travel on school buses?](#)

[How can parents be involved at ISGR?](#)

## **Application Information**

[Admission Requirements](#)

[Offer of place](#)

[Waiting List](#)

[Acceptance of a place and Fee payment](#)

[Registration requirements](#)

## **Fees & Government Subsidy**

[Tuition Fees](#)

[Government Subsidies](#)

## **Swedish Personal Numbers**

[Terms & Conditions for Admission to ISGR](#)

[Re-Enrollment of a place at ISGR](#)

[Withdrawal of a place at ISGR](#)

[Compulsory Schooling \('Skolplikt'\) & Authorised Absence](#)

## International Section Admissions

ISGR's international section comprises a Primary Years Programme (PYP) and a Middle Years Programme (MYP), which are part of the International Baccalaureate Organisation (IB).

Families meeting our International Criteria can apply for a place in the International Section of the school, following the IB framework taught in English.

Applications must be fully completed with all required documentation uploaded via the Online Form, in order to be considered for a place.

Please read our Frequently Asked Questions (below) for further information.

### International Admissions Criteria

The criteria for admission are set by the Swedish Education Act, Chapter 24 § 4. The students are prioritised in the following order:

**1. Child of an incoming family moving to Sweden, whose parent has been given an international or local assignment with a company or organisation in the Gothenburg Region due to the parent's specific expertise. The intention is for limited contracts. The workplace must provide a certificate of employment.**

If places are available in a particular grade level, then applicants meeting the following criteria will be considered:

2. Students of families moving to the Gothenburg Region who have attended an international school abroad for the major part of their education and therefore have a reason to fulfil their education in an international school.

3. Families who have a confirmed move abroad on a work contract with a fixed date of departure within 12-18 months and need their children prepared for entering a recognised international school abroad.

4. Students permanently living in the Gothenburg Region who have English as a mother tongue i.e. speak it on a daily basis with one or both guardians AND who have sufficient knowledge of the English language to follow and participate in the teaching and learning.

## International Admissions: Frequently Asked Questions

### **What is the best way to demonstrate that I meet the criteria and gain admission to ISGR?**

Successful applications include an official letter from the Gothenburg Region-based company transferring the employee, signed and issued in advance of (generally 10 weeks before) the work placement commencing. The letter confirms that the employee is moving from abroad to the Gothenburg Region, together with his or her family, and supports the need for a place at ISGR during the work assignment period. Start and end dates should be provided based on the initial employment period or the timeframe of a project on which the employee will work. The student should be ready to start in reasonable alignment with the start date of the work assignment (generally not more than one month before or after).

*Important! Please do not upload work contracts as they will be deleted from the system. We only accept letters of employment.*

### **What should I do if my application is declined?**

Applications are declined when they are incomplete, incorrect or not eligible under our criteria open at the time. It may be that we were unable to classify you as 'incoming' to Sweden for an international work assignment or confirm that the intention was for a 'limited' period of time. Unsuccessful applicants should contact their local municipality school for a place as school is compulsory in Sweden for children from the age of six.

### **How is grade placement determined?**

Our policy is to place students in their age-appropriate grade level. In some cases, we also take into consideration a student's previous school experience. We do not have an entrance test but assess students in their initial weeks on a range of measures to ensure they are fitting into the program.

- **IMPORTANT:** Our international programme starts earlier than some other school programmes. PYP0 Foundation is the first year of formal schooling in the IB system. Children born between September 1st, 2018 and August 31st, 2019 are of the right age to start school in August 2024 (upcoming academic year).
- August 31st determines the student's grade level.
- Students entering PYP0 must be five years old by the 31st of August of the year of entry, for PYP1 they must be six years old by 31st August of the year of entry and so on.
- Students entering PYP1 must have previous formal schooling.
- Students entering MYP10 are required to have previous MYP school experience, which is essential in completing the Personal Project and completing the demands of the MYP10 program. The Pre-IB option is for those who do not meet this requirement and is offered through IHS.

**In my home country students begin school a year earlier than at ISGR, how do you accommodate this?**

At ISGR we have students who come from all over the world with a wide range of school experiences. We aim to differentiate the academic level of the work within the class to meet the needs of the individual.

**How many students are in each class?**

In the early grades we endeavour to keep class sizes to around 24 students with one teacher and one classroom assistant where necessary. For later years, numbers can increase to approximately 26.

At times when we have high demand for places, class sizes may increase in order to accommodate the needs of moving families. In these cases, the increase will be met with additional resources, including teaching assistants where appropriate.

**My children have very limited English. How will they cope?**

We have an English as an Additional Language program at ISGR where specialist teachers take small groups of students for tuition in English. When the students are proficient in English then they will remain with their class the whole time. Students receiving English Language support will be exempt from other language classes.

**Does ISGR have a gifted or gifted and talented program?**

We do not have a special program for gifted and talented students. Our teachers focus on differentiation in the classroom to meet the needs of the students within the class.

**How does ISGR cater for special needs students?**

ISGR has a dedicated Student Support Team, consisting of a School Nurse, Counsellor, Psychologist, School Doctor, Principal, and Learning Support Teacher. The team meets weekly to evaluate the needs of individual students. Students can be seen by different specialists depending on their needs.

Further information is provided on our Student Health & Well-Being page.

**Does ISGR undertake any standardised testing?**

In February each year, our international section students undertake the International Schools' Assessment (ISA) standardised test, which is designed specifically for students in Grades 3–10 in international schools.

The National section follows the Swedish national test programme.

### **How easily do children make the transition to ISGR?**

The school aims to make the transition as smooth as possible for students. Each new student is assigned a buddy to guide them around the school and help explain school routines. Every student at ISGR knows what it is like to be a new student and so is very helpful to newcomers.

### **How is the school year organised at ISGR?**

In Sweden, the academic year starts in August and ends in June. The academic year is divided into two terms: the autumn term (mid-August to December) and the spring term (January to mid-June). Please see the School Calendar for key dates and holidays.

### **When can a place be obtained?**

International work assignments can occur at any time depending on the particular needs of organisations. ISGR tries to meet the needs of all students when they arrive, however applications should be submitted well in advance of their arrival in Sweden, and places should not be expected less than 10 weeks after submission of a fully completed application meeting our criteria.

### **Can students enrol mid-term?**

The majority of new students arrive at the beginning of our terms in either August or January. We do however accept students arriving during the term, if planned well in advance. The time it takes to enrol a student will depend on class sizes and available resources. It may sometimes be necessary to defer the offer of a place until the student can be appropriately accommodated, but you will be advised of this at the earliest opportunity. It is not possible to start students at the end of term in December or June.

### **What are the conditions for commencing in a place at ISGR?**

Once a place is offered and accepted, the student must commence in reasonable alignment with the start date of the work assignment (generally not more than one month before or after). If the place is not taken up in this timeframe it will expire and be offered to another student. The School Fee applies upon acceptance of a place regardless of whether it is taken up.

### **What is the minimum duration for a placement at ISGR?**

International work assignments can be short notice and short term. ISGR therefore accepts students for periods as short as three months duration. It is not feasible for the school nor academically productive for the student, to accept students for shorter periods of time. Parents (or the company commissioning the short-term placement) will need to pay the full term School Fee to cover the necessary resources for the placement and privation of the Government Subsidy.

### **What is the policy for Leave of Absence?**

School in Sweden is compulsory for school-aged children ('skolplikt'), which means that they must fully participate in the learning programme provided by their school. If you wish to take your child out of school during term then you will need to apply for Leave of Absence in accordance with the Student Leave of Absence Policy. If a student is absent without approval, then they may be automatically withdrawn from the school. Parents will need to reapply and demonstrate that they still meet the Admissions Criteria if they wish to return to ISGR.

### **How many students currently attend ISGR?**

As of the 2023/2024 academic year we have around 700 students in our PYP and MYP programs.

### **What is the difference between the Swedish National Section and the International Section?**

The students attending the Swedish National Section are all permanent residents in Sweden and receive the Swedish National Curriculum. The International Students follow the International Baccalaureate Program.

### **Why does the school have two programs?**

When ISGR began in 1997 there were a relatively small number of students in the International Section. Having a National Section gives the school stability as its student numbers do not fluctuate and also increases the school's cultural diversity.

### **Why isn't ISGR a private school like some other International Schools?**

When the school was set up by GR (Gothenburg Region), our owners, they decided that it would be formed as a Swedish school offering an international program. Skolverket gave permission for ISGR to charge a 'reasonable' School Fee to their international students to meet the higher costs of education and resources incurred for offering an International Education. Any change in the level of fee must be agreed by our Board.

### **What is the School Fee for attending the international section at ISGR?**

Information on the School Fee that Parents must pay and the contribution made by the Swedish Government is available on the page: Fees and Government Subsidy.

### **Where do the expatriate families live?**

Our families live in all areas of the Gothenburg Region (GR). Most areas within the Gothenburg Region have good public transport systems to the two ISGR campuses. It is a requirement that our students are registered in a Gothenburg Region municipality with the Swedish Tax Office ("Skatteverket").



## **Do the students travel on school buses?**

There are no specific school buses. However, once students are properly registered at the Swedish Tax Office and have provided the School with their Swedish personal number for registration within the school system, they may be eligible to receive a bus/tram card from the municipality in which they live. Students living in Gothenburg City will be automatically sent a bus/tram card upon successful registration, as this is the municipality in which the school is located. Students living in other Gothenburg Region municipalities will need to contact their municipality directly to see if that particular municipality will provide a bus/tram card.

## **How can parents be involved at ISGR?**

ISGR recognizes that the education of their students is a partnership between, the school, the parents and the students and therefore actively encourages parental involvement at the school. There is an active PTA and a host of volunteers involved in social and fund-raising, helping in the library, with crafts, EAL and listening to students read. Further information is available on the ISGR PTA page.

## **Application Information**

### **Admission Requirements**

In order to process your application we require the following forms completed online in accordance with the Admissions Criteria:

1. Application Form, including uploads of the following documentation:
  - (a) Scan of student's passport/national ID (only the relevant pages with personal details and photo),
  - (b) Student's school reports for previous two years,
  - (c) A letter from your company or organisation confirming your move to Gothenburg, Sweden for a time-limited work or study assignment based in the Gothenburg Region.

***Important! Please do not upload your work contract including i.e. your job responsibilities or your salary. We only accept letters of employment confirming the dates of your assignment.***

2. Language Form.
3. Learning Support Form (to be completed only if applicable).

*All documents must be uploaded directly under your application. Please do not send any application-related documents via email.*

### **Offer of place**

Once we have received your completed application (including all documentation listed above) we will assess your eligibility for admission against our criteria (detailed in [Frequently Asked Questions](#)). If eligible, we will offer you a place as soon as the student can be accommodated. The time it takes to provide a place will depend on the available resources and capacity in the relevant class.

## Waiting List

We do not usually operate a waiting list and every effort is made to provide a place for all those students who meet the [admissions criteria and requirements](#). However, it may sometimes be necessary to defer the offer of a place due to class sizes and available resources, but you will be advised of this at the earliest opportunity.

## Acceptance of a place and Fee payment

An offer letter advising of a place at ISGR will be emailed to successful applicants with details including a start date, grade level placement and fee payment instructions. The School Fee must be paid as part of the acceptance process and an invoice will be sent for your attention. The [School Fee](#) is an annual fee which is payable in full regardless of when a student starts school, it is also non-refundable should a student leave mid-term.

## Registration requirements

A [Swedish Personal Number](#) (or evidence that it has been applied for) along with the student's registered residential address in the Gothenburg Region, must be provided before starting at the School.

## Fees & Government Subsidy

### School Fees

The School Fee is adjusted yearly according to a Board decision and indexation used by the Gothenburg Region (GR). The [School Fee Policy](#) is updated on a yearly basis. The School Fee Policy for the following year is published by March 31st each year.

For families with more than two children, there is a 50% reduction in the fees for the third and fourth child.

The School Fee must be paid in accordance with conditions in the [SCHOOL FEE POLICY](#). The full term fee must be paid even if a student only attends part of the term and a Late Withdrawal / Initial Enrollment Fee applies if a formal Withdrawal Form is not submitted 30 days before the student's last day of school if leaving during a term, or prior to the final withdrawal notice date (by 31 October or 30 April) if leaving at the end of a term. Please contact the Business Office for further information about invoicing.

### Government Subsidies

Each municipality makes a financial contribution towards the education of students residing in their area. In order for us to receive the financial contribution, we need to provide the municipality with the student's name, registered address and [Swedish personal number](#). This information is therefore compulsory. If you are not correctly registered at the Tax Office, with a residential address in a Gothenburg Region municipality, you will be personally liable for costs incurred by the School and your place will be Withdrawn.

## Swedish Personal Numbers

Your child must have a Swedish Personal Number [personnummer] before starting at ISGR. This is required for the School to receive municipality funding for your child's place. You get a Swedish Personal Number when you register with the Tax Agency [[Skatteverket](#)]. You will

need to be staying in Sweden for at least one year to be eligible for a Swedish Personal Number. You register at the Tax Office where you live, which must be within the Gothenburg Region in order to attend ISGR.

Please submit your child's Swedish Personal Number to ISGR via the online form as soon as you obtain it.

If your child's Swedish Personal Number is not available at the time of starting, we require evidence that you have applied for it. If the Swedish Personal Number is not obtained (or if the relevant municipality does not agree to fund the place) then your place at the school will be Withdrawn and you will be personally liable for costs incurred by the School. If you are not correctly registered at the Tax Office, with a residential address in a Gothenburg Region municipality, you will also be personally liable for costs incurred by the School and your place will be Withdrawn.

## Terms & Conditions for Admission to ISGR

By Accepting a place at ISGR, parents agree to the following:

- I support the school's [GUIDING STATEMENTS](#) (including upholding the VALUES of ISGR) and will support my child in following teaching & learning practices at ISGR
- I have read the school's [HANDBOOKS](#) and understand the school's policies & procedures
- From the ENROLMENT START DATE I will ensure my child attends school according to Swedish school regulations and acknowledge that unapproved leave may result in withdrawal of a place at ISGR
- I take ultimate responsibility for payment of the SCHOOL FEE with yearly adjustments directed by the School Board I will ensure all fees are paid in accordance with conditions in the annually updated School Fee Payment Policy:

### SCHOOL FEE POLICY

- By Accepting the Offered place I am obligated to pay an Initial Enrollment Fee (as listed [School Fee Policy](#)) if I do not take up the Accepted place.
- I understand that failure to meet payments will result in penalty fees or withdrawal of a place.
- I am aware that a place in the international section at ISGR is subject to an annual RE-ENROLLMENT process and formal WITHDRAWAL procedure.

Review ISGR POLICIES including the School Fee Policy: [Click here](#)

## Re-Enrollment of a place at ISGR

The Re-enrollment process occurs each year in April to confirm places at ISGR for the following academic year. The Re-enrollment process starts on April 15th and ends on April 30th, which is also the last day to Withdraw without incurring a Late Withdrawal Fee.

The process is as follows:

1. On April 15th you will receive a re-enrollment notification prompting you to log into the Admissions platform, OpenApply.
2. You will be given 2 options: to 'accept' or to 'decline' a place. If you 'accept' a place for next year, you will be asked to submit the re-enrollment form to confirm that you accept our updated [Terms & Conditions](#), including the updated School Fee Policy.

b) If you 'decline' a place, you will be prompted to submit an online Withdrawal Form. If you have already submitted the Withdrawal Form via OpenApply, you should disregard this step.

Any applications with 'undecided' status after April 30th, will be considered 'withdrawing' and the place for the next academic year will be automatically cancelled. Please also be informed that any cancelled places without a Withdrawal Form submitted by the deadline on April 30th, will incur a Late Withdrawal Fee as per our current year School Fee Policy.

The re-enrollment process closes on April 30th.

Should you decide to cancel the accepted place after April 30th, the school will charge the Initial Enrollment Fee as per the School Fee Policy for the upcoming academic year.

Should you decide to revoke the cancelled place after April 30th, you will be requested to re-apply and to demonstrate that you meet our international criteria for a new place at ISGR (evidence of a new international assignment would be required).

## Withdrawal of a place at ISGR

If you are withdrawing students from ISGR a [Withdrawal Form](#) must be submitted via the student's [OpenApply](#) account by the following dates:

Students leaving in the middle of a term	Students leaving at the end of Autumn Term (December 2024)*	Students leaving at the end of Spring Term (June 2025)*
Withdrawal forms must be submitted 30 days before the student's last day of attendance at school	Withdrawal forms must be submitted by 31 October, 2024 <i>*If the last day of attendance is between 1 December and the last day of the term</i>	Withdrawal forms must be submitted by 30 April, 2025 <i>*If the last day of attendance is between 1 June and the last day of the term</i>

**Fee Payment when Withdrawing:** For students withdrawn during a term, the full School Fee for that term must be paid before the student's last day of school.

**Late Withdrawal:** Families that do not submit a Withdrawal Form by the due date will be charged a fee for the provisional enrollment according to the School Fee Policy for the year applicable.

## Compulsory Schooling ('Skolplikt') & Authorised Absence

School in Sweden is compulsory for school-aged children ('Skolplikt'), which means that they must fully participate in the learning programme provided by their school. Students must be present in class from their Enrollment Start Date and absence is only permitted for authorised reasons.

- For absence due to illness, parents must report their child's absence in our registry system (called SchoolSoft) before 7.45 a.m. each day that the child is sick.
- For other authorised absences, an application must be made by completing the Leave of Absence form at least 14 days in advance of the requested leave. Principals may grant up to 5 days leave from school for authorised reasons. In exceptional circumstances, the Principal may grant an additional 5 days.

Further information on compulsory schooling in Sweden and what constitutes an authorised absence, is available in the [Student Leave of Absence Policy](#). Application forms for Student Leave of Absence for each section of ISGR can be found on the website under Documents>Forms at the following link: <https://isgr.se/documents>

If your child does not arrive at school and no absence report has been received nor any leave approved, then the school will contact the parent or guardian to confirm the situation.

If a student is absent without approval, then they may be automatically Withdrawn from ISGR. Parents will need to re-apply and demonstrate that they still meet the Admissions Criteria if they wish to return to ISGR.