Admissions Policy ISGR International Section

Overall objective

To provide guidelines about the process of admitting a child to the International Section of ISGR, from the application to enrollment, and to inform about the withdrawal procedures.

Purpose

The Admissions Policy provides framework and sets guidelines as well as communicates expectations and procedures regarding the following:

- application process,
- student registration and enrollment,
- acceptance of a place and financial liability,
- student re-enrollment,
- student withdrawal procedure.

International Section Admissions / ISGR

ISGR's international section offers the International Baccalaureate (IB) Primary Years Programme (PYP) and Middle Years Programme (MYP), taught in English.

All families meeting the criteria may apply. In order for the application to be processed each section of the online application must be completed with the required documentation.

The school uses the OpenApply platform:

- to collect, review and monitor applications,
- to inform of admissions decisions,
- to collect additional student and parent information related to student registration and student support in the school (i.e. health information),
- to manage re-enrollment,
- to inform of important deadlines, including withdrawals, fee payments, etc.

- to collect withdrawal forms.

International Criteria

The criteria for admission are set by the Swedish Education Act, Chapter 24 § 3. The students are prioritised in the following order:

1. The student is a resident in the Gothenburg Region for a confirmed limited period of time; or
2. The student has attended school abroad for a major part of their education and therefore has a reason to fulfil their education in an international school in the Gothenburg Region; or
3. The student is currently living in the Gothenburg Region and there is a well-founded reason to believe that the family will relocate or reside abroad for an extended period. Documentation supporting the family's plans or international links must be submitted; or
4. The student is resident in the Gothenburg Region and speaks the language of the school daily with one or both parents/caretakers and has sufficient language skills to participate in the education.

Applying for Admission

The school uses the OpenApply platform to manage applications.

To apply, the following online forms must be completed, ensuring all information aligns with the admissions criteria:

Application Form: The following documents must be uploaded:

- Student's passport/national ID (photo and personal details pages only).
- Documents demonstrating that one of the 4 international criteria is met:

1. **Criterion 1:** Company/organisation letter confirming the time-limited work or study assignment in the Gothenburg Region. (The work contract and salary details should not be included. Only assignment dates should be stated.) + student's school reports from the past two years.
2. **Criterion 2:** School reports from the previous 2 years confirming studies at another international school.
3. **Criterion 3:** Company/organisation letter confirming relocation to a post abroad within the next 12-18 months + student's school reports from the past two years.

4. **Criterion 4:** School reports from the previous 2 years.

Language Form: is attached to the main application and needs to be submitted together with it.

Learning Support Form: is attached to the main application and needs to be completed if applicable.

All documents must be uploaded directly to the application and should not be emailed.

Application Review and Placement Process

Application Period

ISGR offers rolling admissions, which means that applications can be submitted and reviewed at any time throughout the year if applying for the current school year. It is recommended to submit applications as early as possible.

Application period for the following academic year opens on October 1st the year before.

Review Process and Offer of Place

The review process usually takes 2-3 weeks if applying during the term. *

If applying for the start of the upcoming term, we recommend applying by April 30th (application for the autumn term), and by October 31st (applications for the spring term). The applications are reviewed in order they are submitted, and the places are offered well in advance before the start of the new school term. *

*Applies to fully completed applications.

Grade Placement Criteria

- ISGR's international programme starts earlier than some other school programmes. PYP0/Foundation is the first year of formal schooling in the IB system.
- 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 MYP5 are required to have previous IB/other recognised international programme experience, which is essential

in completing the Personal Project and completing the demands of the MYP5 programme.

Waiting List

While every effort is made to offer places to all eligible students, placement may sometimes be deferred due to capacity. Notification will be provided promptly if this occurs.

Acceptance of Place

Successful applicants will be sent an offer letter with the provisional start date. The offered place should be accepted within 14 calendar days from receiving it. Once the place is accepted, an invoice and payment instructions are sent to the provided email address for private payers, or directly to the companies.

Complementary Forms and Documents

- **Student Health Form**

Before starting school, a family is required to complete a Student Health Form, which is attached to the main application.

- **Confirmation of Registration**

Before starting school, the student's Swedish personal number (or proof of application) and registered residential address in the Gothenburg Region must be provided. We recommend uploading a receipt of the application submitted at the Swedish tax office.

Enrollment

Student's status changes to 'enrolled' on their first day of school.

School Fee

School Fee Payment

After accepting a place, a family is obligated to cover the fees:

Enrollment Fee, which is applied towards the School Fee upon enrollment and continued attendance at ISGR. The Enrollment Fee is non-refundable if the accepted place is declined after acceptance. The Enrollment Fee is not transferable to the following term.

School Fee, which is charged on a term basis (private payers) or on a yearly basis (companies). It is a flat fee, and must be paid in full for the term, regardless of the student's start and/or end date during that term.

Late Withdrawal Fee, which is charged if a withdrawal is submitted at short notice.

Full terms and conditions are available in the School Fee Policy.

Unpaid Fees

Overdue invoices will be referred to a debt collection agency. Unpaid School Fee invoices may lead to the termination of a student's placement at the school.

School Fee Adjustment

ISGR's School Fee is adjusted yearly according to the school board decision and indexation used by the Gothenburg Region (GR). The School Fee Policy is published by March 31st for the upcoming academic year.

Government Subsidies

Municipal funding supports each student's education. To receive this funding, the school must provide the municipality with the student's name, registered address, and Swedish personal number.

If a student is not correctly registered with a Gothenburg Region municipality address at the tax office, the family is personally liable for costs incurred by the school and the place at ISGR will be withdrawn.

Confirmation of Place

Places for the upcoming year are confirmed through the re-enrollment process which takes place each year. During the re-enrollment parents of students in grades PYP0-PYP5 and MYP1-MYP4 are asked to confirm their place for the next academic year.

There are 2 re-enrollment periods depending on the grade level:

1. Students in PYP0-PYP5 and MYP1-MYP3: the last two weeks of April (usually between April 15th and April 30th). This re-enrollment period ends on April 30th.

A place confirmed by April 30th comes with an obligation to cover the Enrollment Fee for the upcoming academic year, even if the place is later not taken up/declined.

A place cancellation submitted by April 30th may be revoked, in which case the application must be re-registered.

Places without status unconfirmed by April 30th are considered withdrawing. Additional fees, i.e. Late Withdrawal Fee, may apply.

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2. Students in MYP4: the beginning of the spring term. The exact start and end dates, and the details of this re-enrollment period are announced by the MYP Principal each year.

Withdrawal Procedure

Withdrawal dates

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 in December***	**Students leaving at the end of Spring Term in June***
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 **If the last day of attendance is between 1 December and the last day of the term*	Withdrawal forms must be submitted by 30 April **If the last day of attendance is between 1 June and the last day of the term*

Late Withdrawal

If a withdrawal is submitted at short notice (=not by the due dates listed above), a Late Withdrawal Fee applies.

School Fee

The full term's school fee is due before a student's withdrawal date, regardless of when the withdrawal occurs during the term.

School Reports

Grades are only provided at the end of each term. A progress report can be made for students leaving in the middle of a term, without a grade.

Leaving Certificate

When a student formally withdraws from ISGR, a leaving certificate is generated as a standard part of the process. This document confirms the student's enrollment dates and grades. The certificate is prepared by the

Admissions Office and is available for pickup upon finalisation of the withdrawal.

Enrollment Certificate

Enrollment Certificate is a formal document confirming a student's current enrollment at ISGR. Request for a certificate may be made by emailing the Admissions Office at admissions@staff.isgr.se. Once prepared, the electronic copy of the certificate will be attached to the student's profile in OpenApply (the application platform). A physical copy of the certificate can also be collected from the respective school reception upon request. All requests require up to 10 business days for administrative processing.

Refunds

School Fee for spring term is only refunded when a full payment of the annual fee is made at the beginning of the academic year and the place is withdrawn by the 31st of October.

Full terms and conditions are available in the **School Fee Policy.**

Compulsory Schooling

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 start date and absence is only permitted for authorised reasons.