



# Admissions Guidelines



Global Learners, Lifelong Service.

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## **Operational Parameters**

All guidelines contained within this document are subject to the approval of the Director. The Director reserves the final decision on the admission of any student for any reason.

## **Guiding Statements**

**Mission:** The International School Yangon is a community of compassionate global citizens.

**Vision:** We aim to develop lifelong learners who will be a force for positive change in the world.

**Tagline:** Global learners, lifelong service.

## **General Admission Statement**

The International School Yangon, which is accredited by the Western Association of Schools and Colleges (WASC), is committed to the principle of equal opportunity in education and employment. The school does not discriminate against individuals on the basis of race, color, gender, sexual orientation, religion, or national or ethnic origin in the administration of its educational or admissions policies.

The admissions policy is guided by our mission and vision statement which is to develop lifelong learners who will be a force for positive change in the world.

ISY is strongly committed to the integrity of being a truly international school. The Board of Trustees has set a graduated nationality cap of 20-30% per grade level. ISY is established primarily as a school for international students. It exists to serve the international community in Yangon. ISY provides an outstanding English language, international educational program, and in order to support this goal, ISY requires at least one parent or primary caregiver to be fluent in English. ISY also believes that parents need to take an active role in their child's education in order for them to be successful.

Admission is considered by the submission of ISY's online application, confidential recommendation forms, and with the completion of a screening process. The admissions process is complete when the applicant receives formal notification of admission, and meets all financial requirements.

## **Application Documentation**

The application requires the submission of the following:

1. copy of the applicant's passport; and visa page (if applicable and available)
2. school records for the past two years
3. most recent standardized assessment results (for grades 3-12)
4. immunization record
5. a graded writing sample (for grades 6-12)
6. all other relevant assessments and evaluations
7. application fee
8. confidential reference letters

Any document or school record that is not in English should be translated into English prior to submission. Both the original and translated versions should be submitted.

Please provide all documentation concerning any previous assessments, or any past history of learning concerns, with the application.

Withholding any of the documents listed above may be grounds for non-admission or discontinuation of attendance at ISY.

To be admitted to the PreKindergarten, Kindergarten and grade 1 program at ISY, an applicant must be four, five and six respectively by August 31 of the school year starting for admission in August 2020. For the 2019-2020 school year, the existing cut-off date of October 31 will be applicable. Children applying to PreKindergarten, Kindergarten and grade 1 for the school year 2019-2020, should be four, five and six respectively by October 31, 2019.

Grade completion and age are both considered when making placements beyond grade 1. The ISY calendar begins in August and ends in June. Admitted applicants, transferring from a country whose school year follows a school calendar different from ISY, will be required to continue in the year they have completed.

Children entering ISY must be pre-trained to handle all toilet needs independently. This includes applicants to PreKindergarten.

All applicants must provide with their application proof of citizenship which can be a national registration card or passport. Once enrolled, students will not be able to change the nationality they are registered under with ISY. Any change in listed nationality will only be permitted in grade 12.

### **Academic Evaluations**

Admission decisions are not based on rigid lines of academic performance, but on a thoughtful reflection of the available human resources, the school's ability to provide high quality learning opportunities for all of its students, and the student's and the family's support of the school's vision, policies, and standards. The ultimate goal is to make decisions based on what is in the best interest of the child.

To be accepted at ISY a student should demonstrate:

- the capability to maintain progress in an international, college-preparatory program with support services as appropriate within ISY's Inclusion program guidelines
- proficiency or having the ability to achieve proficiency (as determined by school-administered testing) in ISY's academic programs
- proficiency or having the ability to achieve proficiency (as determined by school-administered testing) in the English language

### **Regular Admission Process**

Upon receipt of an applicant's records, the Admissions Office determines whether the documentation provides enough evidence for admission. Additional testing may be waived when a review of the academic records and full compliance with the submission of academic documentation from an accredited international school with similar curriculum indicate proof of acceptable academic achievement.

### **Indicators for an Application with Consideration**

The school uses an application with consideration form to ensure ISY has the resources to meet an applicant's educational, mobility, social and other needs.

The Admissions Office will refer applications to the divisional counselors if one or more of the criterion below are applicable. The counselor will coordinate further evaluations and make a recommendation to the Divisional Principal.

If the school determines that additional evaluations are required before an admission decision can be made, then fees for these evaluations are the responsibility of the parent.

All students, applying for grade 3 and higher will be required to provide standardized test(s) results as part of the admission process. Students will submit records of an internationally recognized standardized test that is externally moderated that includes language arts and math. ISY-preferred standardized tests are: MAP, ITBS, ERB, ISA and WrAP. Applications that are submitted without a standardized test will be asked to complete a standardized test or equivalent assessment.

In addition, the following circumstances will indicate an Application with Consideration process:

- No standardized test submitted (Grade 3 and higher)
- Standardized test data is older than ten months
- Test results indicate the applicant is functioning a year or more below grade level
- The applicant has had ELL support in the previous school, or is coming from a non-English speaking school. Such applicants will need an ELL assessment
- School reports indicate significant academic or behavior difficulties
- All applicants from schools with significantly different curriculum, or when no records are available must be evaluated as part of the admissions process
- Incomplete immunizations

*Potential steps taken by the Admissions Office prior to classification of an applicant as an Application with Consideration*

- Contact applicant's current school for more information
- Have a Skype conversation with the applicant and parents where possible and useful
- Have an applicant's current school administer ISY assessments on ISY's behalf

#### **Admission of Student with Considerations:**

The International School Yangon believes that each student should have the opportunity to grow and develop, emotionally, socially, physically, and intellectually, in order to realize his/her full potential. The school is committed to ensuring that all students have equitable access to learning and opportunities for achievement. Through an inclusive and nurturing educational environment, students are encouraged to become independent, lifelong learners in a global society.

Enrollment for students with Special Education Needs (SEN) and English Language Learner (ELL) needs will be limited by space and resource availability. Students may be asked to seek an alternative educational institution if they require services or resources beyond the school's ability to support. ISY reserves the right to make admission decisions considering the ability of the faculty and / or facilities to accommodate.

ISY will directly communicate the language requirements of the IB Diploma Program to grade 9 and grade 10 applicants who are at the beginner English Language level. Parents will be informed of potential difficulties in completing the IBDP program without extensive additional language support.

The school recognizes that the admission of children with special learning concerns is complex, requires thoughtful professional judgment, and needs to be undertaken on a case-by-case basis. ISY will not make decisions along rigid lines of academic performance, but with thoughtful reflection taking into account available human resources and the ability to provide high quality learning opportunities for all its students.

Children with special learning needs must provide a complete application for admission including at least two years of progress reports, previous IEP's and, if needed, psychoeducational reports. In addition, ISY will contact

the previous school, as well as the parents, with specific questions as to how to serve the child's academic and social needs.

**Class size guidelines:**

Guiding principles statement: ISY believes that many factors must be given consideration in the establishment of class size. All efforts will be made to maintain class sizes to advance outcomes for students through educationally sound practices and to provide a healthy, safe and secure school environment.

Class size guidelines:

Pre-K	18 students
Kindergarten	20 students
Grade 1	20 students
Grade 2 - 12	22 students

The Director may grant exceptions to maximum class size under extraordinary circumstances.

**Priority**

Special consideration for admission will be given to siblings and children of alumni.

**Applicant Pool and Admission Decisions**

In making the admission decision, the administration will consider the enrollment capacity of the school. An applicant pool may be utilized to fill openings which become available during the school year in accordance with admission priorities and class size guidelines.

The online application opens annually on February 15 and closes on March 15 for anyone applying from within Myanmar. It remains open throughout the school year for anyone applying from overseas. Applications are initially collected until March 15. They are then processed, reviewed and pooled.

First round of admissions offers are communicated in the first week of April. Following this initial major pooling, applications are reviewed in batches. Depending on volume, the review can be on a weekly or fortnightly basis.

From June to August, when the school is closed, admission decisions may take more time. Special consideration applicants will be reviewed at a minimum once every two weeks.

**Processing Time:**

For applications received between February 15 - March 15, decisions will be communicated in the first week of April.

Following the first batch of admission decisions in April, decisions during the months of April to July, will be communicated to applicants who have a fully completed application by the 15th or the 30th of every month (service commitment).

Applications received thereafter will receive a decision within 48 hours for a regular application, and within five days in the case of an application with consideration.

**Communication**

The Admissions Office will inform the parents of the child's admission and grade placement.

**Placement**

Procedures regarding grade or subject level placement are determined by the Division Principal.

**Placement Testing**

ISY strives to be a data driven school in order to improve student learning and instructional strategies. Therefore, a number of placement and/or diagnostic tests will be administered during the first weeks of enrollment.

**Re-enrollment Timeline**

The school requires all enrolled students to register for the following school year. Re-enrollment is through the school information management system. Parents need to confirm their child's return for the following academic year and they must pay a non-refundable re-enrollment deposit. The link is sent on February 15, and the deadline to receive confirmation and payment is March 15 every year. Seats not confirmed by the deadline will become available to new applicants.

All outstanding tuition and fees must be paid before registration for the ensuing school year occurs or a payment agreement has been arranged for and signed. Students with outstanding bills will not be re-enrolled.

**Fees and Payment**

The fee schedule is evaluated annually by the Board of Trustees. Please refer to the [Fee Schedule](#) for details.

The enrollment of a student is a private contract between the student's parents (or guardians), and ISY, irrespective of the arrangement between the parent and their employer. Parents remain responsible for the timely payment of all fees. Late payments are subject to a penalty. School records will be released only after all outstanding fees are received.

**Financial Process**

No student may start class unless registration and tuition invoices have been paid or a payment agreement has been arranged for and signed. The Director may grant exceptions under extraordinary circumstances.