

„UNIVERSA VIA“ INTERNATIONAL SCHOOL

THE ADMISSION POLICY



Date of the recent review: April 2023

THE ADMISSION PROCEDURES FOR THE EARLY YEARS, PRE-SCHOOL, PRIMARY, BASIC AND SECONDARY EDUCATION GRADES AT KLAIPEDA "UNIVERSA VIA" INTERNATIONAL SCHOOL

I. GENERAL PROVISIONS

1. Description of the staffing procedure for early years, pre-school education groups, primary, basic and secondary education classes of Klaipėda "Universa Via" International School (hereinafter referred to as the school). The description (hereinafter - Description) regulates the admission procedures to study according to early years, pre-school, primary, basic and secondary education programmes, establishes general recruitment criteria, deadlines for submission of applications, priorities for admission to vacant places, admission to early years and pre-school education groups, first, fifth and first gymnasium classes, formalization of admission to school, informing about the order of groups and classes, supervision and responsibility for the implementation of recruitment.

1.1. Our school intentionally includes and appreciate students of all identities, social situations, learning abilities and language backgrounds, as long as we can cater for their particular special needs. By enrolling your child(ren) at Klaipėda "Universa Via" international school, you are agreeing to respect and promote the diversity of our student community. Our school policies are intended to embrace and encourage our diversity.

2. The duration of the deadlines listed in the description is calculated in working days inclusive. If the deadline day is a non-working day, the start and end day of the term is considered to be the last working day before this day.

3. The terms used in this Description

3.1. A school - an institution whose main activity is education according to the programs of early years, pre-school, primary, basic and secondary education of formal education and the programmes.

3.2. The territory served by the school is unlimited;

3.3. A free place - a place of learning, which is created by completing early years and pre-school groups from 8 to 16 children, classes from 10 students up to the maximum number of students in classes determined by the resolution of the Government of the Republic of Lithuania;

3.4. The Primary years programme - a six-year education program, carried out in grades early years, pre-school, and grades 1-4 and implemented in two languages of instruction – Lithuanian and English;

3.5. Basic education programme - a six-year (grades 5-10) education program that includes two concentrations of basic education content - part I of four years, carried out in grades 5-8, and part II - of two years, carried out in grades I-II of high school;

3.6. Secondary education programme - a two-year education program carried out in III-IV gymnasium classes, which consists of various compulsory and optional general education subjects and modules;

II. GENERAL CRITERIA FOR COMPLETING SCHOOL GROUPS AND CLASSES

4. School classes are configured on the basis of this Description.

5. The recruitment of classes and groups is carried out until September 1 of the current year. Children can be accepted throughout the year if there are spaces available.

6. All students who attend Klaipeda “Universa Via“ international school will participate in the IB PYP. We provide PYP activities in two languages of instruction – Lithuanian and English, therefore students have to choose which language of instruction will prevail.

7. Tests or other methods of testing are applied to check the knowledge and abilities of children during admission to school, except for admission to pre-school and pre-primary education groups:

7.1. On application to Klaipeda “Universa Via“ international school , a student’s language profile is assessed based on his/her prior academic performance. A solid foundation in the child’s mother tongue is essential for success. In order to be admitted, students should demonstrate age appropriate literacy and proficiency in a language. All previous school records must be translated into Lithuanian or English depending on the prevailing language of instruction.

7.1.1. All students take a general ability assessment test - Lithuanian (written), mathematics (written), English (oral);

8.1. Students are introduced to the assessment of verifiable tests personally (during the interview);

8.1.1. Admissions and Academic Integrity. If students cannot come into school to take entrance exams, a representative from the previous school will invigilate on our behalf. Parents provide the contact details for the representative.

8.1.2. Admissions and Assessment

Early Years	Admission based on an evaluation form (development milestones) submitted by the previous pre-school and any school documents.
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Pre-school	Admission based on an evaluation form submitted by the previous pre-school and any school documents.
PYP 1-3	Admissions based on 2 years of evaluation forms and any school documents. Admission test – English/Lithuanian and mathematics. Students' interview with the member of the Pedagogical Leadership team.
PYP 4	Admission based on 1 year evaluation form and any school documents. Admission test – English/Lithuanian and mathematics. Students' interview with the member of the Pedagogical Leadership team.

8.2. Admissions and Inclusion.

We aim to balance the levels of academic abilities, identities and heritage to ensure diversity among our students. Parents (guardians) are expected to share information that helps us to determine the services to offer to students (reports from Pedagogical Psychological Services), in terms of inclusive access arrangements and reasonable adjustments. We expect our applicants to take admissions tests, be it at school, from PYP 1 and up. Through admissions tests in Lithuanian/English and Mathematics, the school becomes informed about student levels and can begin preparing to welcome students based on their need. Guidelines for inclusion are addressed in the Inclusion Policy.

Special learning or behavioural needs. We are able to provide a limited level of support for students with severe learning difficulties. We require that families inform us of any previously identified special needs or previous educational support at the time of application. Students with diagnosed learning or behavioural issues by Pedagogical Psychological Services will be evaluated by the members of the Child's Welfare Commission (see Inclusion Policy). Students In some cases, parents may be asked to commit to providing extra support for their child, which may take the form of in-class support or out-of-school provision.

8.3. After passing the general ability assessment test, a conversation with parents is organized about these attitudes:

- 8.3.1. appreciation;
- 8.3.2. enthusiasm;
- 8.3.3. cooperation ;
- 8.3.4. creativity;
- 8.3.5. confidence;
- 8.3.6. commitment;
- 8.3.7. curiosity;
- 8.3.8. integrity;
- 8.3.9. empathy;
- 8.3.10. tolerance;
- 8.3.11. independence;
- 8.3.12. respect.

8.4. the development of values is inseparable from the development of general abilities - personal, social, communicative, critical thinking, as well as problem solving abilities.

8.5. The school community, inviting new members to its community - first-graders, fifth-graders and others - hopes that their parents and students will accept the aforementioned provisions.

8.6. Questions are asked during the interview in order to get to know the child better, his abilities and the child's and his family's motivation for learning at school;

8.7. The areas of conversation: family motives for educating a child at school and at home, child's education experience and social maturity, field of interests, relationship with friends, development of responsibilities, family cooperation with school possibilities. The child is given the opportunity to analyze social and cognitive situations, evaluate them and make decisions together with the teacher.

8.8. During the interview, the rules of the student's behaviour at school are presented and discussed;

8.9. After a conversation with the parents, a decision may be made not to conclude a training contract with the family;

8.10. Interview results and (non) acceptance reasons are not commented.

9. Children who attended the pre-primary education group at the school, completed the Primary years programme or basic education part I, may not be invited to the interview.

10. If a person comes to the school during the academic year, he / she is admitted only if there are places available.

11. A person with high or very high special educational needs is admitted to the school only by separate order of the school principal.

12. A student who has not completed the Primary years, basic or secondary education programmes is accepted to continue his education after submitting an application to the school principal and a certificate of educational achievements or a certificate of his educational achievements in a previous school.

13. A person who has studied abroad and wants to continue his education is accepted by following the general procedure, and if he / she does not have a document of educational achievement, the school evaluates his / her educational achievements.

14. All students are admitted to the school by the decision of the school principal.

III. ADMISSION TO PRESCHOOL EDUCATION GROUPS

15. Children who turn between 3 to 5 years old in a calendar year are admitted to pre-school education groups, upon submission of an application by one of the parents (guardians, caregivers) and a child's health confirmation certificate in the established form on the "E-sveikata" website.

16. Applications for preschool education groups are accepted from January 1 of the current year.

17. Preschool and pre-primary education groups of children of mixed age are formed.

IV. ADMISSION TO PRE-PRIMARY EDUCATION GROUPS AND TO THE FIRST GRADE

18. Children who turn 5-6 years old in a calendar year are accepted to study in pre-primary education groups, if one of the parents (guardians, carers) submits a request, a copy of the child's birth certificate or other personal document and a child's health confirmation certificate in the prescribed form on the "E-sveikata" website.

19. When accepting a 5-6-year-old child into the group, a teacher and a psychologist assess the child's motivation and social and psychological maturity.

20. Under the primary education program, children who turn 7 years old in a calendar year (in some cases younger if they are mature enough for this program) are admitted to the first grade. Parents (guardians, caregivers) provide an application, a copy of the child's birth certificate or other personal document, also a child's health confirmation certificate in the prescribed form on the "E-sveikata" website.

22. According to the primary education program, children who turn 6 years old in a calendar year can be admitted to study in the first grade, if by decision of the child's parents (guardians, caretakers) he /she was started to be educated according to the pre-primary education program earlier (when he turned 5 years old in that calendar year). When admitting a child to the first grade, the child's motivation and social and psychological maturity are evaluated by the school's deputy director for elementary education and a psychologist.

23. Applications for early years, pre-school education groups or first grade are accepted from January 1 of the current year.

IV. ADMISSION TO THE FIFTH GRADE

24. Pupils who have fulfilled the requirements of point 7 of this Description and submitted to the school director are admitted to the fifth grade of the bilingual education (in Lithuanian and English) or national education grade according to the national curriculum:

24.1. Application if they studied at the same school;

24.2. Application and certificate of education, educational achievements, if they studied at another school.

25. Applications for vacant places in fifth grade are accepted from January 15 of the current year.

V. ADMISSION TO THE 1ST GRADE OF THE HIGH SCHOOL

26. Pupils who have fulfilled the requirements according to the secondary education program (of point 7 of this Description) and submitted to the school director are admitted to the 1st gymnasium grade:

26.1. Application if they studied at the same school;

26.2. Application and certificate of education, educational achievements, if they studied at another school.

27. A person who has completed an adapted basic education program is accepted to study according to an adapted basic and secondary education program.

28. Applications for the vacant place in the 1st high school grade are accepted from January 15 of the current year.

VI. APPLICATION PROCEDURES

29. A person wishing to study submits a digital/paper application to the school director. An application for a child under 14 years of age is submitted by one of the parents (guardians).

29.1. Parents (guardians) book a school tour via e-mail.

30. The application and other submitted documents are registered in the electronic registration file of received documents.

31. Admission of a person to study according to the pre-school, pre-primary, primary, basic, secondary education program is formalized with a training contract, for the period of his / her education according to the relevant education program:

31.1. Both copies of the contract are signed by the school director and the applicant. One copy of the contract is given to the person who submitted the application, the other copy of the contract is kept in the person's file;

31.2. Consents for personal data processing and photography-filming are signed, psychologist counseling consent, student behavior rules, the questionnaire about parents;

31.3. The student's admission is confirmed upon receipt of the one-time enrollment fee which is transferred to the school's bank account.

32. After concluding the training contract, the person's name is included in the school's student database (register, his personal file is formed).

33. The allocation of persons to classes is formalized by the director's order(s).

34. The school registers/deregisters newly arrived or departing students on the e-site "emokykla.lt" in the Lithuanian students' database no later than within 10 days.

35. Entrants pay a one-time enrollment fee, according to the school fees valid at that time, specifying: "Enrollment fee, student's name, class".

36. This fee is not part of the education fee; it is one-time, non-refundable.