



## Admissions Policy and Procedures

## Learner Profiles

### The student is showing that he/she is:

<i>Inquirer</i>	Asks relevant questions, is naturally curious, uses skills to conduct research persistently, works independently and uses findings in her/his life.
<i>Communicator</i>	Expresses feelings and thoughts in words across the curriculum, communicates in different languages and symbol systems, communicates verbally and non-verbally.
<i>Thinker</i>	Uses what she/he already knows, builds on own ideas critically and creatively and responds to the ideas of others in the same way.
<i>Risk-taker</i>	Willing to make mistakes, prepared to try something new and to explore new ideas with courage and confidence.
<i>Knowledgeable</i>	Has reached objectives of the programme and acquired relevant knowledge for his/her level by exploring themes which have global relevance and importance.
<i>Principled</i>	Is capable of moral reasoning by communicating integrity, honesty, fairness and justice.
<i>Caring</i>	Is sensitive towards the needs and feelings of others. Shows empathy and thoughtfulness. Has a sense of personal commitment in helping others.
<i>Open-minded</i>	Listens, respects and considers other people's thoughts, ideas, and cultures. Accepts that we are different and have different points of view.
<i>Well-balanced</i>	Cares about personal well-being and is emotionally and physically balanced. Is well organized.
<i>Reflective</i>	Considers own behavior, actions, communications and learning and is able to analyze own personal strengths and weaknesses in a constructive manner.

# Parents Letter

Dear ISP Parents,

At International School of Piraeus, we provide the best education for your child with an ever-evolving International Baccalaureate curriculum in combination with the National curriculum, as well as support from our teachers and staff to help your child reach their potential and fulfil their dreams.

At ISP, our school policies are rooted in the IB philosophies, standards and practices. We aim to model the principles of the IB learner profile and the IB mission in each of our policies. Our policies have been developed through discussions with teachers, parents and students.

These are the policies aligned with the IB guidelines:

1. Admissions
2. Inclusion
3. Language
4. Assessment
5. Academic Integrity
6. Complaints
7. English Language – Phases Program

The whole ISP community shows mutual respect for students of all identities, social situations, learning skills and language backgrounds and our goal is to meet their specific needs.

By enrolling your child(ren) in ISP, you agree to respect and promote our school policies. In each of our policy documents you will find our philosophy, the rights and responsibilities of each member, the community's commitments and a description of how each policy supports the ISP student profile.

We look forward to working collaboratively to ensure that our students receive a high-quality education that reflects the Standards and Practices of the International Baccalaureate Organization.

Thank you for your trust and cooperation.

Warmest regards,

Marika Valsamidou  
Head of School &  
Head of Primary

Mary – Jane Alexandridis  
Head of Early Years

Antonia Daponti  
PYP Program Coordinator

## Our Principles

### **IB Mission**

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

### **ISP Vision**

Our vision is **BELIEVE TO ACHIEVE**. We foster a respectful and inclusive environment where all individuals develop their skills, believe in their potential and reach their personal goals in order to become active members of the society, based on universal values.

### **ISP Mission Statement**

Our mission is to provide high quality education in a stimulating and supportive learning environment that helps our students achieve their goals, reach their full potential and connect their school experiences to real life through their actions. With a holistic, student-centered and inquiry-based approach, our students learn to respect diversity, be thinkers and caring in order to become active and responsible members of both local and international community.

### **ISP PHILOSOPHY**

The International School of Piraeus offers the International Baccalaureate programme, The Primary Years Programme, a high-quality education that stimulates lifelong learning, develops skills and globally relevant concepts, generates good learning habits and promotes positive attitudes.

Within the programme we offer a comprehensive, inquiry-based and student-centered approach to teaching and learning. We focus on the total growth of the developing child – intellectual, physical, emotional and social, which we monitor and scaffold with rigorous and holistic assessment.

Beyond intellectual rigour and high academic standards, strong emphasis is placed on the ideas of **intercultural understanding and respect, responsible communication and citizenship**. We cooperate with schools and institutions both in Greece and abroad in order to create a better and more peaceful world.

## Admissions and the Learner Profile

**Principled:** We make decisions that are in the best interest of the applicants and our students.

**Caring:** We treat all applicants with kindness and consideration, ensuring clear and timely communication and feedback.

**Open-Minded:** We consider all applicants equally, regardless of nationality, religion, gender, color or special educational needs.

## APPLICATION PROCEDURE

The following is the International School of Piraeus in six steps:

### STEP 1 - BOOK AN APPOINTMENT

1. Parents/legal guardians contact the school, either by telephone or physically attending the Admissions Department and arrange a personal appointment to have a tour in the school's premises and to be informed about the programme.

The appointment is made with either the Head of Primary (for Primary students / years 6-12) or the Head of Early Years Department (for Early Years students / years 2 - 5). If parents/legal guardians express a positive intention to enroll their child/children at the school, they complete a form of interest and an appointment is made for the child's screening/ assessment with the Child Developmental Specialist / SEN Coordinator.

### STEP 2 – ASSESSMENT

2. Once the screening / assessment process has been completed with the Child Developmental Specialist / SEN Coordinator and the child is suitable to enroll at the school, the school sends a registration email which includes the application process via the school's platform (4schools) and the school's policy documents along with the GDPR policy. At the same time, a parent account is created on school's platform (4schools) with a username (parent's email)/password which is shared with parents.

The nature of the assessment varies for different year groups and may require a meeting with a member of the academic staff except from the SEN Coordinator. The assessment process is designed to ensure that the placement of all children will best meet their educational and personal requirements. The assessment is also designed to help ascertain whether a child would require individualized support.

Please note that the assessment material is private and a property of the school. Parents / legal guardians are not entitled to view or obtain copies prior to or after the child's assessment.

### STEP 3 – MAKE AN APPLICATION

3. The parents / legal guardians complete the application form on the school's platform (4schools) and accept all the school's policies and procedures.

At the same time, the parents / legal guardians are responsible for bringing to the Admissions Department the child's necessary documents, as shown below. Please note that we are unable to accept any application until all required documentation is made available to the school.

The **Application Criteria** are the following:

- ✓ A recent medical health certificate
- ✓ Two recent color passport size Photograph of the Child, Parents and Guardians (if applicable)
- ✓ A copy of Child's Birth Certificate\*, Passport, Identity Card (Greek) and Visa (non-Greek/EU)
- ✓ Applicants who are staying with an appointed legal guardian, parents must provide the School with the Guardian's most recent photo, a copy of Guardian's Passport, Identity Card (Greek), Visa (non-Greek) and a letter confirming the appointment.
- ✓ Most recent year's school report regarding learner profile and abilities from the Principal/Class Teacher

*\* For foreign students their Birth Certificate should be officially translated to Greek Language (by a lawyer or an Embassy).*

Additional documents may be required as and when necessary.

Submission of an application does not guarantee a place. As year groups can fill up very quickly, we advise submitting applications as early as possible. Where possible, the school will try and provide a realistic assessment of the chances and possible timing for admission. However, like most international schools, the enrolment situation is dynamic and often unpredictable.

### STEP 4 - APPLICATION REVIEW

4. Assessed applications are reviewed taking into consideration various factors, including the previous assessment records, Greek and English language profile, child's social and personal development, level of achievement relative to the school's current students and availability of places. The school reserves the right to set priorities for admission or to refuse admission for any reason it deems appropriate. Where places are insufficient, applicants remain on the queue.

An offer of admission to the school is also based on the belief that a child will benefit from the curriculum offered and that his/her admission will support the education of existing students.

### **STEP 5 - OFFER OF PLACE**

If the application is successful, an offer of place is made.

5. Parents / legal guardians are contacted by the Admissions Department to pay the deposit and to be informed about the payment of the tuition fees. The payment of the required fees constitutes the acceptance of a place and confirms the place for the child.

If the fees are paid by an employer, kindly produce a **Letter of Financial Guarantee** from the company and send it to us before the due date.

### **STEP 6 – ADMISSION**

Receipt of the payment or the financial guarantee letter confirms acceptance of the offer.

6. The school communicate the start date of the child. Also, accounts are created on the Microsoft Office 365 digital meeting and learning platform for students and sent to parents.

Admissions department will provide details for their first day at the school.

#### **ADMISSIONS DEPARTMENT**

Office hours: 7:30 – 4:00 p.m  
International School of Piraeus (ISP),  
Praxitelous 66-70 street, Piraeus 18532

### **Application Timing**

Our application process takes place on a yearly basis starting from January for September entry; our school years run from September to June.

The school is open for admissions for students all year round, and families are welcome to apply at their convenience. We recommend that families contact the school for information regarding available spaces before they make a formal application.

## Connections to other IB Policies

### **Admissions and Language**

On application to ISP, a student's language profile is assessed by our school's Child Developmental Specialist / SEN Coordinator through a screening/assessment process. A 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 English and for foreign students their Birth Certificate should be officially translated to Greek Language (by a lawyer or an Embassy). If students are not found capable of expressing themselves at an appropriate level, they may not be admitted to ISP.

Once admitted, Greek students will be asked to complete a full English language profile questionnaire to be placed in the appropriate language group for the course.

Foreign language students who do not know any English are placed in the appropriate language group according to their age and receive language support lessons in English Language (EAL / English as Additional Language program). In Greek Language they also receive language support lessons (GAL / Greek as Additional Language program) to enable them to integrate smoothly into the language level of their class.

The Head of the English Department will place the newly enrolled students in the appropriate language group within two weeks of enrolment. We aim to balance language proficiency levels while taking into account our resources and class composition to ensure diversity among our students and at the same time reach their full potential.

### **Admissions and Academic Integrity**

The parents / legal guardians are responsible for bringing the child's necessary documents from the previous school. If any necessary information is missing the parents / legal guardians should give the contact number of the school. Our school will contact the Principal of the other school in order to be informed about the child's profile.

### **Admissions and Inclusion**

We aim to balance the levels of academic abilities and identities to ensure diversity among our students. We expect families to share information that helps us to determine the services to offer to students, in terms of inclusive access arrangements and reasonable adjustments.



## Admissions and Assessment

In the Early Years, the previous pre-school submits an evaluation form and any school documents.

In Primary, the previous school submits the assessment reports of the student and the other school documents. We assess admissions based on all the information provided. For mid-year admissions, students may be asked to come in to take an admissions test in Greek and English Language, Mathematics and / or an interview with the PYP Coordinator.

### IB Standards and Practices for Admissions

Our Admissions policy has been aligned with the new IB Standards and Practices, which became effective October 2020.

Please note the related standards below.

#### ***Culture 1: The school secures access to an IB education for the broadest possible range of students. (0301-01)***

**Culture 1.1:** The school implements and reviews an access and/or admissions policy that clearly describes the conditions for participation in the school's programme(s). (0301-01-0100)

**Culture 1.2:** The school provides relevant support materials, resources and structures to promote access to the school's programme(s) for as many students as reasonable. (0301-01-0200)

**Culture 1.3:** The school provides opportunities to access the programme(s) for the broadest possible range of students. (0301-01-0300)

#### ***Culture 6: The school implements, communicates, and regularly reviews its IB mandated policies to ensure they are cohesive and reflect IB philosophy. (0301-06)***

**Culture 6.1:** The school implements processes with consideration of the relationship between its IB mandated policies. (0301-06-0100)

**Culture 6.2:** The school documents its IB-mandated policies and communicates them to the school community. (0301-06-0200)

**Culture 6.3:** The school considers physical and virtual spaces in all of its IB-mandated policies. (0301-06-0300)

**Culture 6.4:** The school articulates a planned integration of human, natural, built, or virtual resources in all of its IB-mandated policies. (0301-06-0400)

**Culture 6.5:** The school considers the learner profile in all of its IB-mandated policies. (0301-06-0500)

**Culture 6.6:** The school considers international-mindedness in all of its IB-mandated policies. (0301-06-0600)

**Culture 6.7:** The pedagogical leadership team uses the school's IB-mandated policies in decision-making and curriculum development. (0301-06-0700)