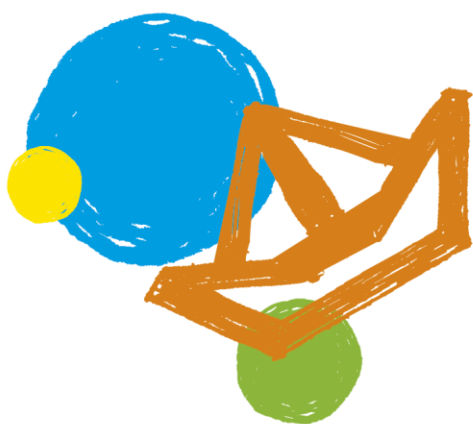




Admissions Policy

2023-2024



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**OPTIMIST
INTERNATIONAL
SCHOOL**



DEAR PARENTS/GUARDIANS,

Please take the time to read this document and ensure you fully understand that it is a legally binding contract between you and Optimist International School (OIS). By signing the Admission Policy, you agree to the terms and conditions intended to secure the continuity of high educational standards of the school and to enable the school to plan curriculum resources to offer the best possible facilities to all students.

Optimist International School (OIS) offers primary education within an English-speaking environment, embedded in a Dutch context. We welcome applications from families all over the world, who can demonstrate the need for their families to be educated in English, thus ensuring continuity in their education.

We provide education in accordance with the framework of the International Early Years Curriculum (IEYC) and the International Primary Curriculum (IPC), whereas we use the British National Curriculum for language and mathematics.

Children qualify for a placement at Optimist International School when:

- * The student is a non-Dutch passport holder, and the parent/legal guardian is temporarily employed in the Netherlands.
- * The student has a Dutch passport and has lived outside The Netherlands for at least two years.
- * The student has a Dutch passport and one or more of their parents works within an international organisation and/or the student (of any nationality) is currently in a Dutch educational establishment where it is believed, in the foreseeable future one or more parents could experience relocation to another country. Thereby, it is of considerable benefit that the child's primary education is in English. In these circumstances, a written statement of intent is required by relevant employer.

Admissions to a Dutch International School is subject to one of the conditions stipulated by Dutch legislations.

ADMISSION PROCESS

Step 1: Making Contact

Application is open to parents of children who are 3 years or older at the time of application. Applications of younger children are considered from the moment they turn 3. For more information about our Early Years standards, we refer to our policy document which can be found on the [website](#).

Application to our school can only be through our [Open Apply](#) portal. The admission process begins when you contact us with your enquiry through our website, by phone or Open Apply. We will offer help and advice as you need it, to enable your family to become part of our school family.

Once the **registration of interest** is complete you can arrange your own tour or call from the options on our portal.

In addition, we welcome parents and students to our frequent Open Days, registration is needed. If you still have questions, please contact the **Admissions Manager** (see page 5 for contact info).

We do not consider a telephone call, email, or conversation as an application. Students are only 'applied' when all documentation is completed on Open Apply.

Step 2: Introductory Meeting – when possible

We encourage you to visit our school. Where this is not possible, for example, if you reside abroad, we propose a Google Meet appointment. We appreciate this 'virtual' acquaintance and the opportunity to discuss your family's needs individually.

We are contactable by phone: +31 23 303 59 24 or by email: info@optimist-international-school.nl

We consider the following points when a new student applies to join our school:

- * The academic suitability of the student aligned with our pedagogical philosophy.
- * Positive review/feedback from the previous school (where applicable)
- * Age suitability: Students can be registered earlier; however, we begin the process of application after the student's 3rd birthday.
- * The parent, student, school partnership
- * We recommend children to join (a part of) the introductory meeting.

During the intake conversation we will tell you more about our school and offer a tour. We also discuss the information you have provided, try to understand the nature of your relocation, your family's expectations and plans about the future.

Step 3: Admission's Application

Once both parties consider OIS the right school for your family, we will ask you to complete the full application and **pay the registration fee**. Our checklist will help you step-by-step with this process. During this process OIS will contact previous schools or have the possibility to schedule another meeting to discuss the child's needs with the school Counsellor.

The registration fee is non-refundable. If you have questions regarding this process, the timeline or seek clarity regarding the information being requested, please feel free to contact the **Admissions Manager** (see page 5 for contact info).

Step 4: Confirmation

Once all the admissions documentation is uploaded and the registration fee is paid, we request parents to send a confirmation email to finalise the application. At this point OIS will make the final decision about registration.

The admissions manager will send a confirmatory email outlining the student's acceptance, anticipated class/year and a start date will follow

together with a welcome message and practical information for the first school day.

In confirmation of school place, parents are required to pay the deposit fee of €500 within 14 days.

The deposit fee is refundable upon leaving the school providing all financial obligations have been fulfilled. Should you withdraw from the application process, the deposit fee will be retained.

The tuition fee will be invoiced when the child starts school. Parents are required to pay first instalment of this fee within 14 days.

When there is no immediately available place and the student joins a waiting list, we will not send any further requests for payment – either deposit or tuition fee - until such time as a place becomes available.

ADDITIONAL INFORMATION

Families requiring additional support for their child at school are obliged to provide all educational documentation appertaining accurately and completely to their child's academic history, including psychological/educational evaluations, dyslexia assessment and details of extra academic/specialist support received in the past. Parents give permission for the school to contact the child's previous school or professionals involved with the child to obtain a complete overview of the student's needs.

Failure to disclose information relating to a child's existing learning or behavioural difficulties may jeopardize your child's school place.

ENTRY TO THE SCHOOL/GROUP PLACEMENT

Once accepted, students may start at the agreed moment.

Please pay attention to the legislation in The Netherlands, this states that students must attend school from their 5th birthday and continue until the end of the year of their 16th birthday. In practice, almost all children in The Netherlands are in school from the age of four. At OIS students may commence school from 4 years of age once the application process has been completed.

PLACEMENT OF STUDENTS

Students are usually placed in a chronologically age- appropriate class. The guidelines for this group selection can be found in the '**Group selection – age equivalence document.**' For ease this is taken from the annual point of birthdays from October 1st until 30th September.

Within the International Primary Curriculum (IPC), units and learning objectives are broken down into 'Mileposts' with each milepost spanning one or two academic years. Within our Mileposts we have one or more groups and where necessary combination groups.

A student will be placed in a class/milepost along with other students of the same or similar ages. This is the best place for social, behavioural, and emotional development of children and it enables them to thrive and learn best from the curriculum. Exceptions to the age guidelines are made infrequently and only upon careful evaluation by the Director and Leader of Learning.

We ask that new students make an initial visit to the school and the classroom ahead of the start date to meet the teacher and his/her peers. During the first few weeks each student will be assessed and based upon these assessments we may recommend that they are placed in different

group. Teachers and parents will discuss this change and the reason for the advice before it takes place.

If, after a period of six weeks in school, we feel we cannot meet the academic, social/emotional, or physical needs of your child, we reserve the right to recommend and advice regarding a transfer to an establishment that we believe can better accommodate these needs.

SCHOOL FEES, PAYMENT STRUCTURE, CONFIRMATION OF A PLACE AND WITHDRAWAL FROM SCHOOL

Information about these policies can be found on our school website: www.optimist-international-school.nl

RESERVING YOUR CHILD'S PLACE FOR THE NEXT YEAR

New Learners

If you would like your child to attend OIS as they turn four it is possible to reserve a place in an Early Years class advance of their birthday providing places are available for the anticipated start date. We only process applications from the moment a child turns 3 years old.

Placement of siblings at OIS

When you have a child attending our school, brothers and sisters will be given priority in the application process.

PRIVACY, PHOTOGRAPHY AND PUBLICITY

It is the practice of OIS to show photographs of school activities and events on its website and in other online school publications. These may also include press releases and advertising. Should you wish that your child DOES NOT appear in any such material, please state this on the application form or send a written request to the Director of School.

Parents accept that OIS has a legal obligation to conform to the requests of the host country's Government Ministries in providing some personal information appertaining to the student when requested (This is usually only information concerning the age and nationality of students.)

GDPR

A general awareness regarding the General Data Protection Regulations (GDPR) requirements for data protection across The EU is everyone's concern. At OIS we are working with our own school Board; Stichting Openbaar Primair Onderwijs Haarlemmermeer (SOPOH) and external service providers who offer and support our school operating systems to ensure that the privacy and security of your personal data is correct and within the confines of the GDPR regulations.

CHILD WITH A SINGLE PARENT OR GUARDIAN

Students who are registered at OIS and are accompanied by one custodian/parent or guardian are requested to provide the correct legal documentation supporting this admission.

A clear indication of any custodial restrictions must be shared with school prior to the first day. The Admissions Manager will discuss and share information where relevant, with the class teacher so that the legal guidelines and your wishes are followed in full.

RE-ENROLMENT FOR THE NEXT SCHOOL YEAR

Annually, in March families receive a re-enrolment questionnaire seeking their intentions for the next school year. **A response is requested by 1 April.**

Once the family's intentions are known and if they have indicated they will remain in school we will follow the payment option choice they have selected in the re-enrolment questionnaire.

If a family is uncertain for the next academic year; an extended period of one-month will be given. Final confirmation must be made by 1 May and from there onwards the school fees policy applies to the coming academic school year. Families unable to confirm will not have a guaranteed place for the next year.

WITHDRAWING FROM THE SCHOOL AND REFUNDING

We hope your child can complete the academic year. However, due to the nature of international life, there are often circumstances beyond everyone's control which deems it necessary for the family to move during the school year and therefore withdraw your child.

In this situation, please notify the **Admissions Manager**, Fouzia by email: Fouzia.begam@sopoh.nl. Then, we will send you a link to the correct documentation where you can complete the withdrawal process on Open Apply.

Notice period for withdrawal from school:

Date of calculation: If a student leaves **before 15th** of the months, school fees for that month will be refunded, as per the refund policy. If a student leaves **after 15th** of the month, only the school fees for the following month will be refunded.

A notice period is required before you leave; at least **six weeks' notice is necessary if you leave between the beginning of the school year and 1 April**. We stipulate that the notice period is either served in school or paid in lieu of the 6 weeks fees.

If you leave later in the school year, after 2 April and until the end of the school year when the re-enrolment process is completed, a notice period of at least **eight weeks' notice is necessary**. We stipulate that the notice period is either served in school or paid in lieu of the 8 weeks fees.

If you give notice of withdrawal during the summer holidays, after confirming a place for the next academic year, the deposit fee will be retained in lieu of a notice period.

Your Agreement

By enrolling your child in our school, you agree to have read, and acknowledge our three school policies concerning student admission at Optimist International School:

- * Admissions Policy
- * School Fees Policy
- * Withdrawal Policy.

You agree that all the information you have given within the admissions process are true and correct.

