



ADMISSIONS POLICY

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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 in order 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 from 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 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 Schools is subject to one of the conditions above stipulated by Dutch legislations.

ADMISSION PROCESS

STEP 1 : MAKING CONTACT

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 from the options on our portal. If the date/time you would like to visit is not available, please contact the Admissions Manager, she is happy to arrange or answer any remaining questions.

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

It is our pleasure to welcome you to our school. Sometimes this is not possible, for example, if you reside abroad. When families are unable to visit us at the application stage we would like to propose a Skype meeting. 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.

At this time a registration invoice of €200 will be generated and this will be sent to the primary parents' email.

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
- * a positive review/feedback from the previous school (where applicable)
- * the parent, student, school partnership

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 you have decided that OIS is the right school for your family we will ask you to complete the full application. Our checklist will help you step-by-step with this process.

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.

STEP 4 : CONFIRMATION

Once all the admissions documentation is uploaded onto Open Apply and we have met (or had a skype conversation) we will review the students' information.

A confirmatory email outlining the students acceptance, anticipated class/year and a start date will follow together with a welcome message and practical information for the first school day.

Parent should email the Admissions Manager to accept the place offered for their child.

ADDITIONAL INFORMATION:

Families requiring additional support for their child at school are obliged to accurately and completely provide all educational documentation appertaining 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 in order to obtain a complete overview of the student's needs.

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

ENTRY TO THE SCHOOL / GROUP PLACEMENT

School Fee Policy

Once accepted, students may start at the agreed moment or have discussed a postponement with the Admissions Manager.

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.

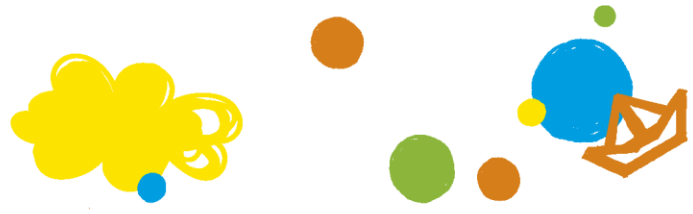
PLACEMENT OF STUDENTS:

Students are usually placed in a chronologically 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.

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.

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.

When joining our school at the beginning of the school year, new students will enter an age appropriate Milepost. 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.



When joining our school during the school year 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. Again the same period of assessment which is referred to in the paragraph above is undertaken with the same procedure of consultation between teachers and parents.

If, after a period of no less than 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 advise 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 Please ask if the Admissions Manager you require further information.

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 (SOPHO) 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/guardian are requested to provide the correct legal documentation supporting this admission. A clear indication of any custodial restrictions must be shared.

Please check this box, if this applies to your family

RE-ENROLMENT FOR THE NEXT SCHOOL YEAR

In March each year a re-enrolment request will be circulated to all families to update whether they require a school place for the next school year.

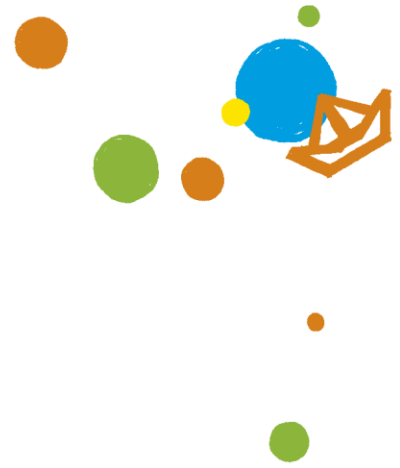
Parents are expected to respond by 1 April of the same year. If the family's position is uncertain due to employment or possible relocation this should also be made clear.

If it is known that the family will be leaving school a withdrawal form is required. The school is obligated to provide student information and a forwarding address to the central student registry at the Ministry for Education, please assist us in this by accurately completing this form in a timely manner.

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.

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**.





YOUR DECLARATION AND CONFIRMATION OF ACCEPTANCE

This is to declare that the undersigned,

(name of parent/guardian), has taken notice of the Admissions Policy and confirm acceptance as part of this agreement.

By signing below, you are acknowledge that you have read, and will abide by our articles of agreement and that all information given within our admissions documents is true and correct. *This agreement should be signed and returned to the administration office.*

Student Name:

Group:

Name of the Parent/Guardian:

Signature of the Parent/Guardian:

Date and Place:

