

Admissions Policy

General

International School Utrecht is an International Baccalaureate (IB) World School, offering the International Baccalaureate Primary Years, Middle Years and Diploma Programmes in an English-speaking environment.

Admission to the International School Utrecht is open to all students who can successfully access and benefit from the academic programmes offered. International School Utrecht helps to provide continuity of education for internationally mobile students from all over the world who can demonstrate a need for international education, and who will be based in the Netherlands for a temporary period. Children of Dutch nationals returning to the Netherlands are eligible to apply if they have lived and gone to school abroad for at least two years.

Admission to the Dutch International Schools is subject to conditions set in Dutch legislation. The school is a member of the group of Dutch International Primary and Secondary Schools (DIPS and DISS). The Dutch authorities contribute to the costs of these international schools, each of which is closely connected to a Dutch school board. Please view the Appendix for more information.

Application Procedure

Open Apply is the online admissions system used to deal with admissions enquiries, and the steps are explained on the admissions page of International School Utrecht.

The assignment of a child in a particular grade level is determined by the admissions team. Students are placed according to their age. The admissions process involves looking at past school records, along with entrance assessments and interviews where relevant.

Enquiries are processed in order of receipt following payment of the non-refundable registration fee. Once all documentation is complete students are placed in a class based on availability. Where space is an issue, students will be placed on waiting lists, until space becomes available. There are set starting dates throughout the year.

Priority is given in the following order:

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| Priority 1 | Qualifying siblings of students already enrolled. |
| Priority 2 | Children coming directly from outside the Netherlands. |
| Priority 3 | Children transferring from another school in the Netherlands. Children already in Dutch schools are given lower priority. All school transfers within the Netherlands are always done in consultation with the students' current school. |

Student placement – grade and class

Students are placed in the grade appropriate for their age, with other students of the same age. This is the best place for students' social, behavioural and emotional development, and it enables children to thrive and

best learn from the rich curriculum. Class level assignment is determined through past school records and where relevant, interviews.

We include the following comparison table to help make sense of ages and grades.

Age	International School Utrecht	International Baccalaureate	Dutch System	British system
4 to 5	KG 1	PYP1	Groep 1	Reception
5 to 6	KG 2	PYP2	Groep 2	Year 1
6 to 7	Grade 1	PYP3	Groep 3	Year 2
7 to 8	Grade 2	PYP4	Groep 4	Year 3
8 to 9	Grade 3	PYP5	Groep 5	Year 4
9 to 10	Grade 4	PYP6	Groep 6	Year 5
10 to 11	Grade 5	PYP7	Groep 7	Year 6
11 to 12	Grade 6	MYP1	Groep 8	Year 7
12 to 13	Grade 7	MYP2	1 secondary	Year 8
13 to 14	Grade 8	MYP3	2 secondary	Year 9
14 to 15	Grade 9	MYP4	3 secondary	Year 10
15 to 16	Grade 10	MYP5	4 secondary	Year 11
16 to 17	Grade 11	DPI	5 secondary	Year 12
17 to 18	Grade 12	DPI	6 secondary	Year 13

Exceptions to the age guidelines (for example acceleration to a higher grade) are made infrequently and only upon careful evaluation of the student by the team.

It may happen, albeit infrequently, that a new student is recommended to change grades after the first few weeks. All new students are carefully monitored and assessed. Should your child be identified as being more suited to a different grade, parents will be contacted after 6 weeks of arrival.

The birthdate guidelines for each grade level are September until August the following year.

Class allocation

In order to ensure an optimal learning environment for our students, the profile of classes is organised around the principles of mixed ability levels, nationality, social emotional and learning support requirements, English language ability level and gender balance.

Admission to the following year level

We would expect students to progress from one year to the next, and on the rare occasions an exception is made, this would only be done after close contact with parents. This could be either a decision on retention (repeating the year), or acceleration (promotion beyond the year level). Refer to the Promotion Criteria for further details.

Re-enrolment

A request for re-enrolment is sent out annually to all existing parents in March/April, and placement is only guaranteed once all re-enrolment obligations are fulfilled.

Fees

ISU is officially recognised by the Dutch Ministry of Education, which contributes funds to the school. School fees are set annually, in accordance with Dutch International Primary and Secondary School Guidelines. Please refer to the Standard Terms and Conditions which are found on the school website.

Leaving the school

Please contact info@isutrecht.nl. Parents will be guided through the various steps in the process, and a leaving form needs to be completed with 30 days' notice to ensure the return of the deposit fee.

Inclusion

As an international school, ISU welcomes differences between students as part of an international school community culture with its own diverse and dynamic student population. Through promoting and creating a positive and supportive environment for student's learning, development and well-being, the school aims for all students to reach their full potential and be successful learners.

English Language Acquisition (ELA)

English is the academic language of the school. Many of our students are not native English speakers upon arrival. To ensure all students can benefit from the programme, the school makes provision for students whose first language is not English. Our teachers are trained to help our students adjust to their new environment. Older students from grade 9 and above will need to demonstrate they have sufficient English to be able to access the curriculum.

Students with additional needs

As a mainstream school with a clear academic orientation, all inclusion practices are offered within the mainstream environment.

Admission of students with additional needs is undertaken on an individual basis. We will always look at whether or not the school programme is appropriate to the applicant's needs, if the student can benefit from the curriculum, and if the school is able to support the needs of the student.

As part of the admissions process, parents are required to provide complete documentation of their child's academic history, including psychological/educational evaluations, and details of extra academic/specialist support they have had or are currently receiving.

ISU does not have provision in place for students needing an individual learning environment, or students with complex additional needs.

Primary

Families can apply to the school after their child's third birthday. The national compulsory school age is 5, however most students start school after their fourth birthday. Depending on availability of space, and the set starting dates, this may mean that a student can start during the year, however it may also mean we invite the students to start after summer vacation. Students attending the school must be able to use the toilet independently.

Early Years

Kindergarten at ISUtrecht starts at age 4 and continues to age 6. This means that four-year old students joining school after 1 September, will be in kindergarten for nearly three years.

Grade 5 and transition

Admission into primary does not automatically lead to admission into the Middle Years Programme. This will be determined in the final year of the Primary Years Programme (grade 5).

Secondary

International Baccalaureate Programmes are rigorous and academically challenging, and admission is open to students who can benefit from this academically demanding, international environment. The International School Utrecht guides its students towards the International Baccalaureate (IB) Diploma. Most students graduating from the Diploma Programme will enter colleges, universities or other educational training programmes.

Middle Years Programme grade 6–10

In the lower years of secondary, MYP (Middle Years Programme) grade 6–10, programmes are structured to accommodate a broader range of academic abilities.

Grade 8

New students entering grade 8 are expected to complete a written English assessment. This placement test is usually done upon arrival at the school, and it helps determine whether the student should follow English Language Acquisition or English Literature upon arrival.

Grade 9 and 10

All applicants complete a written English assessment as part of the process. To be accepted in grade 9 and 10 students must have sufficient English to access the whole curriculum, and an interview in addition to the written assessment may be necessary. In order to access and benefit from the curriculum, students must have at least MYP phase 3 English Language Acquisition level (comparable to CEFR level B1 – B2). For further details see the [Common European Framework of Reference for Languages](#). Mathematics placement tests are given to all grade 9 and 10 students on arrival, to determine whether students study maths at either Extended or Core level.

Grade 10 and transition to the Diploma Programme

There is no automatic entry from the Middle Years Programme into the Diploma Programme in grade 11. All students are expected to provide evidence of eligibility for the Diploma Programme and a passing report in grade 10 or equivalent is part of this.

Diploma Programme grade 11–12

The DP (Diploma Programme) is for students ages 16–18, in grade 11 and 12. The Diploma Programme prepares students for university entrance. It is a two-year programme, and it is not possible to stream into the school after the first week of the programme in grade 11.

Admission to the Diploma Programme will depend upon the student's academic ability and work habits. Students must be able to demonstrate through previous achievement their ability to cope with rigorous academic work.

In order to access and benefit from the curriculum, students must have at least MYP phase 3 English Language Acquisition level (comparable to CEFR level B1 – B2). For further details see the [Common European Framework of Reference for Languages](#).

External applicants

Students are expected to have undertaken research and ascertained their suitability to the programme. A motivational letter and interviews with admissions team and or the Diploma Programme Coordinator are part of the process.

This document is to be read in conjunction with:

Language policy
Inclusion policy
Standard Terms and Conditions
Promotion Criteria

These documents can be found on the [school website](#).

Appendix

Admissions to the Dutch International Schools is subject to conditions set in Dutch legislation. For more details on this legislation, please refer to [Dutch International Schools](#). For further governmental information, please refer to this information (in Dutch) Beleids Regel IGVO 2012.

Below is an English translation of the qualifying categories:

Students qualify for placement at the International School Utrecht when:

- The student has a non-Dutch nationality/is a foreign passport holder and one of the parents/legal guardians is temporarily employed in the Netherlands.
- The student has a Dutch nationality and has lived and gone to school abroad for at least two years because one of the parents/legal guardians was stationed abroad.
- The student has a Dutch nationality and has a parent/legal guardian (with whom the student will be living) who will be stationed abroad within two years and for at least two years. A written declaration from the employer must be in place.
- Students from the Dutch educational system with a passing VWO 4 report, or HAVO diploma may apply for the Diploma Programme, grades 11 and 12. Students need to demonstrate sufficient fluency in English.