



ul. Raławicka 101, 53-149 Wrocław, Poland
phone. +48 71 782 26 26
www.highschool.fem.org.pl,
e-mail: highschool@fem.org.pl



APPLICATION FOR ADMISSION — part A

Office use only

Name and surname of the student

Grade

Important information for Admission to the IB Diploma Programme at International High School of Wrocław

The following documents must be submitted, as appropriate, for each prospective student before the application will be considered:

1. Completed Application Form
2. Copies of passport and residence permit (if issued)
3. Company payment agreement or bank transfer proof (please note child's name and reason for payment) for Application Fee
4. Official school records for the last three school years. If the school year has not been completed, please send mid-term grades as of present date. All records must be (translated) in English.

Upon completion, your application will be processed as follows (should any pertinent data be missing, the application will not be actioned):

- The first step in the admission process is the submission of a completed Application Form. It is understood that submitting the signed application does not oblige the School to accept the student.
- Testing and/or screening may be arranged depending on submitted documents, grade level and language proficiency. For acceptance into the Diploma Programme, knowledge of the English language must be of an acceptable standard. An English test will be given to the applicants, before a decision on acceptance can be made.
- The application will be reviewed by the Head of School. Admission may be granted, denied, or the School may place the student on a waiting list. Final acceptance of applicants will be made by the Head of School. In all cases the parent(s)/guardian(s) are notified by letter.
- If admission is granted, IHSW will enclose a school contract with the acceptance letter. This contract must be signed and returned to the School.
- Upon acceptance, all students must meet with the Diploma Programme Coordinator to discuss subject choice and level, for scheduling purposes before attending classes.

Do not withdraw your child from his/her present school until he/she has been officially accepted by IHSW.

APPLICATION FOR ADMISSION

For the School Year 20 / 20 Grade

Expected Entry Date

Expected Length of Stay

PERSONAL DATA OF THE STUDENT

Student's Family Name	First Name
Date of Birth (dd/mm/yy)	Current Age
Place of Birth (city, state)	Passport No./PESEL
Citizenship	Nationality
Current grade	
Dominant language	Other language(s) spoken
Permanent home address in Poland	
Address for immediate correspondence	

PERSONAL DATA OF PARENTS / GUARDIANS

Mother / Guardian 1	Father / Guardian 2
Family Name	Family Name
First Name	First Name
Nationality	Nationality
Phone	Phone
Mobile	Mobile
E-mail	E-mail
Address for correspondence (if different from student's address)	Address for correspondence (if different from student's address)

EMERGENCY CONTACT in case of illness or accident

Name and surname	Relation to student (parent, guardian etc.)
Mobile	Phone

PREVIOUS SCHOOLING

Name of School	Language of Instruction	Country / City	Dates Attended

I/we hereby give permission to contact previous schools

FURTHER INFORMATION

1. Has your child ever been assessed for, or placed in, a special educational or gifted programme, given an individual educational plan in school or referred to an external agency for support services (e.g. child guidance clinic, private tutoring, speech therapy, psychological assessments, or other)?

YES If yes, please attach documentation NO

2. Are there any custody and/or guardianship issues that are relevant to the School?

YES If yes, please advice and attach documentation NO

3. Is your child a returning student to any of the F.I.E. schools?

YES If yes, please advice: NO
 Name of the school
 Entry Date
 Leaving Date

4. Have you applied to any of the F.I.E. schools before?

YES If yes, please advice: NO
 Name of the school
 School Year
 For Grade
 Accepted Withdrawn before entry
 Waitlisted Declined

5. Does the applicant require any physical or emotional support as part of his or her learning programme (e.g. mobility issues, allergies, recent family changes or personal difficulties, present counselling support)? If so, please describe.

6. Does the applicant require any physical or emotional support as part of his or her learning programme (e.g. mobility issues, allergies, recent family changes or personal difficulties, present counselling support)? If so, please describe.

PRELIMINARY SUBJECT CHOICE

Please indicate which subjects you are interested in taking and at which level. Select one subject from each of the six groups below and write your choice in the box provided. You must also choose 3 subjects to take at higher level and 3 at standard level. Please tick the box that corresponds to your choice. Changing a chosen subject is possible during the first month of the school year only and requires prior consent of the DP Coordinator. **Please note that non-native English speakers not enrolled in English A will be required to enroll in English B, although they may use their elective choice to enroll in an additional foreign language.**

Subject Group	Subjects offered	Choice	Standard level	Higher level
Studies in language and literature	1.English A 2.Polish A 3.School supported self-taught language in my Mother Tongue			
Language acquisition	1.English B (only offered at higher level) 2.French B 3.German B 4.Spanish B			
Individuals and societies	1.Geography 2.History 3.Business and Management 4.Environmental Systems and Societies*			
Sciences	1.Biology 2.Chemistry 3.Physics 4.Environmental Systems and Societies*			
Mathematics	1.Analysis and approaches course 2.Applications and interpretation course			
Elective	1.English B 2.French B 3.German B 4.Spanish B 5.Geography 6.History 7.Biology 8.Chemistry 9.Physics 10.Business and Management			

*Only offered at standard level. Please select only once in Individuals and Societies **OR** in Science.

NOTE: Some combination of the subject choices will be limited due to timetabling requirements. For example, students may not take both biology & physics or both geography & history.

ADMISSIONS PROCESS

- The first step in the admissions process is the submission of a completed application form. It is understood that submitting the signed application does not oblige the School to accept the student.
- Testing and interview will be arranged following submission of the application.
- This application must be signed and returned to the School.

Please note:

Failure to provide accurate translations of academic documents, or to declare accurately and fully any assessments or evaluations made for educational support (e.g. special education or gifted programmes, individual educational plans, child guidance clinics, private tutoring, speech therapy, psychological assessment, etc.) and/or a student's psychological/medical background, may result in the annulment of the School's acceptance offer or the student may be required to withdraw from IHSW.

I do hereby state and declare:

1. I shall notify you – immediately but not later than within seven days – in writing about each change of the above data, in particular about the change of the above addresses, failing which any letters sent to the last indicated address will be deemed delivered effectively;
2. I know and fully understand the internal regulations of the School, including the *Statutes of the International High School in Wrocław*, I acknowledge the same without reservations and I accept all ensuing obligations, in particular the obligation to pay the fees, including, but not limited to, the tuition fees;
3. I accept without reservations that any amendment to the internal regulations of the School shall enter into full force and effect 30 days after the publication of the same and, in case the Legal Guardians have submitted within that deadline a written statement in which they refuse to accept the amendment, the School's obligation to provide educational services shall expire 30 days after the date on which the School authority received the statement. No statement of the Legal Guardians within the above-mentioned deadline shall be considered as acceptance of the amendment.
4. I am aware that this application does not constitute a basis to raise any claims concerning the admittance of the proposed candidate to the School.

.....
Date

.....
Signature of Mother / Legal Guardian 1

.....
Signature of Father / Legal Guradian 2

N.B.! The provision of untrue grades or results of tests undertaken with a view to support the teaching/learning process (e.g. special education, talented children programme, individual curriculum, child counselling, private classes, speech therapy, psychological consultation) as well as the provision of untrue information concerning the mental or physical health of the child may result in the reversal of the positive decision to admit the Child to the School and/or in the termination of the educational agreement with Fundacja Edukacji Międzynarodowej (the School authority).

I confirm acknowledgment of the following information clause:

GDPR INFORMATION CLAUSE ⁽¹⁾

According to the ordinance of the European Parliament and Council (EU) 2016/679 regarding protection of personal data of 27th April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data as well as revocation of Directive 95/46/EC ("**GDPR**"), we hereby inform:

Administrator of personal data is Fundacja Edukacji Międzynarodowej (Foundation of International Education) with its registered office in Wrocław at the following address: Raclawicka 101, 53-149 Wrocław, KRS (National Court Registry No.): 0000041253 ("**FEM**", "**administrator**"), also as governing body of: Wrocław International School, non-public educational facility, International High School of Wrocław, ATUT Bilingual Primary School of the Foundation of International Education. In matters regarding protection of personal data, inclusive of cases of any doubts, remarks, reservations, objections, withdrawal of granted consent or the need to provide you with explanations or information, or the need to submit any changes related to protection of personal data, please **contact** FEM at the following address for correspondence: Fundacja Edukacji Międzynarodowej, ul. Raclawicka 101, 53-149 Wrocław or at the electronic address: rodo@fem.org.pl

Provided personal data (inclusive of personal data of your Children, you are a legal guardian of whom) **shall be processed by the administrator** in accordance with provisions of law, for purposes specified in the Privacy Policy, which is available at: www.fem.org.pl ("Privacy Policy"), among other for the purpose of performance of an agreement, part of which you will be or currently are, or to undertake actions at your request prior to conclusion of such agreement (art. 6 it. 1 let. b of GDPR); for the purpose of executing of the obligation to which the administrator is subject (art. 6 it. 1 let. c of GDPR); in order to protect the vital interests of the personal data subject (a.o. within the scope of preventive healthcare and nutrition care); for purposes resulting from legitimate interests of the administrator or a third party, described in the Privacy Policy (art. 6 it. 1 let. f of GDPR), particularly to secure or establish, investigate or defend claims, inclusive of those related to the agreement concluded, to archive documentation related to tender process, bargaining and negotiations and/or conclusion of the agreement; keeping of statistics, marketing activities of own products and services without the use means of electronic communication or with the use thereof (e-mail address and phone numbers) kept only under the consent, handling of submissions, directed with the use of contact form and applications in any form.

Provision of personal data included in the form / application is necessary for conclusion of the agreement, settlement of the activity performed as well as performance of administrator's statutory obligations. Within the remaining scope, provision of personal data is voluntary, however necessary for conclusion and execution of the agreement, inclusive of performance of services and obligations by the administrator, which result from the content of the form / application as well as consent granted. Failure to provide personal data results in the inability to execute statutory obligations by the administrator related to the subject of personal data, among other within the scope of educational and tax law. However, within the scope in which your consent for processing of personal data has been expressed only for marketing purposes, provision of personal data is voluntary, however refusal to grant or withdrawal of the consent shall prevent the administrator from informing you about new offers and promotions. All your consents granted under art. 6 it. 1 let. a) or art. 9 it. 2 let. a) may be revoked at any time without affecting the compliance with the right of processing, which has been performed in line with the consent prior to revocation thereof. Personal data **shall not be processed in an automated way** (inclusive of profiling) in such way that as a result of such automated processing there would be taken any decisions, there could be caused other legal effects or in any other way it would affect counterparties (also prospects) of the administrator.

Within the scope of performed activities, the administrator makes uses of cookies in a way described in detail in the Privacy Policy, among others the administrator observes and analyzes traffic on their websites, as well as undertakes marketing activities, however within the scope of those activities, the administrator does not process personal data within the meaning of GDPR.

Subject to restrictions resulting from the GDPR and other legal provisions, **you have the right to access** your personal data as well as to receive a copy thereof; the right to rectify (correct) the data; the right to remove the data, in situation, when data processing does not take place in order to perform the obligation resulting from legal provisions or within the framework of exercising public authority; the right to limit processing of the data; the right to transfer the data; the right to object to processing of the data; the right to withdraw your consent at any time, if processing is performed under your consent; the right to lodge a complaint with the President of UODO (at the following address: Urząd Ochrony Danych Osobowych (Personal Data Protection Office), Ul. Stawki 2, 00-193 Warszawa), if in your opinion processing of personal data violate provisions of the European GDPR.

Recipients of personal data shall be entities described in the Privacy Policy, particularly: entities performing postal or courier activities, accounting and financial activities, banks, professional advisors, state bodies and other entities authorized under applicable regulations to receive personal data, entities cooperating with the administrator within the activity performed by the administrator, inclusive of performance of administrator's obligations resulting from agreements concluded with you. Your personal data, in principle, shall not be transferred outside the European Economic Area ("**EEA**"), however they may be provided outside the EEA territory, when it shall be required to execute administrator's obligations towards entities cooperating with the administrator within the activity performed by the administrator, inclusive of performance of administrator's obligations resulting from agreements concluded with you,

among other in situation, when provision of a service requires participation of entities with their official seats outside the EEA territory.

Should there be no specified legal or contractual requirements, the primary data **retention period**, in case of records and other evidence documentation prepared before conclusion of the agreement or throughout the agreement period, shall last up to the lapse of the period resulting from applicable provisions of law or the period necessary to secure information in case of a legal need to present facts, or to either secure or establish, investigate or defend claims or limitation of civil-law claims, or to effectively raise the statute of limitations.

Administrator indicates necessity to familiarize with detailed information within the scope of processing of personal data, inclusive of the terms and conditions of the use of cookies and categories of personal data recipients, included in the Privacy Policy, which should take place before signing (sending) the form / application as well granting any consent. Signing (sending) the form / application constitutes confirmation that you are aware of rights resulting from the GDPR as well as familiarized with the information included in the Privacy Policy.

VOLUNTARY CONSENT CLAUSES ⁽²⁾

- YES I agree to the processing by the Fundacja Edukacji Międzynarodowej (Foundation of International Education) with its registered office in Wrocław at: ul. Raclawicka 101, 53-149 Wrocław, KRS (National Court Registry No.): 0000041253 (administrator of personal data), of personal data provided in the application, inclusive of health-related data, for the purpose of executing the agreement, to which I will be or am a Party or of undertaking actions, upon my request, before conclusion of the agreement, to execute the legal obligation to which the administrator is subject, to protect the vital interests of the personal data subject, for purposes resulting from legitimate interests of the administrator or a third party, described in the Privacy Policy.
- NO

I agree to have been informed about the voluntary nature of provision of data covered by the application and effects of failure to provide such data as well as that I have the right to access my data, rectify thereof, withdraw the consent granted at any time, as well as about other issues resulting from the GDPR, included in the Privacy Policy (available at: www.fem.org.pl)

DATE AND LEGIBLE SIGNATURE OF APPLICANTS:

AD. 1. GUARDIAN

.....

AD. 2. GUARDIAN

.....

- 1) As person aged over 16 and remaining in the custody of persons indicated above, I accept the above information clause.
- 2) As person aged over 16 and remaining in the custody of persons indicated above, I voluntarily grant my consent within scope below:

DATE AND LEGIBLE SIGNATURE OF PERSON OVER 16 YEARS OLD

.....

*Completed and signed Application should be:
delivered directly at the School Office at ul. Raclawicka 101, 53-149 Wrocław or sent by mail to Foundation of International Education, ul. Raclawicka 101, 53-149 Wrocław or sent by e-mail to the Admission Officer on **enrollment@fem.org.pl***

How did you hear about IHSW?

- Acquaintance
- At work / from HR (name of the company)
- Media (please indicate)
- Presentation of the school in Internet—school’s website
- Presentation of the school in Social Media
- Other Internet sites

OFFICE USE ONLY

- Application Fee
- Teacher’s Recommendation
- School Records with Translation (into English)
- Health Form

- New student
- Returning student
- Re-application
- Sibling(s) applying for Grade(s)..... in
- Sibling(s) at F.I.E. schools in Grade(s).....

Info to Teachers:

Comments:

Checked / seen by:

Office

Head of School

Date:.....

Head of School Decision

- Accepted to Grade.....
- Waitlisted—Grade.....
- Declined—Grade.....
- Holding—Grade.....

Comments:

Date and Head of School signature.....