

International High School of Wrocław admission regulations

I. Admission to International High School of Wrocław shall be determined by:

- a. submitting the *Candidate data form*,
- b. filling and submitting the *Application Form – Part A* with required attachments, and paying the administrative fee, the amount of which is defined in the **Payment regulations** Appendix no. 1,
- c. attaining at least a “good” conduct mark, or an equivalent one in case of education systems of other countries, in the previous school year,
- d. taking the written examination and participating in the admission interview,
- e. attaining a positive result of the written examination and the admission interview,
- f. signing the Education Services Agreement with Foundation of International Education, and paying the application fee, the amount of which is defined in the **Payment regulations** Appendix no. 1.

1. High School admission stages:

- a. The Head of School analyses the submitted Application Form and the attachments:
 - i. a copy of a school certificate for the previous school year – certified to be a true copy of the original,
 - ii. semester I marks for the current school year,
 - iii. an up-to-date written opinion of the current or previous homeroom teacher,

and on their basis, decides to invite the candidate to take part in further stages of the admission procedure listed below:

- b. a written entrance examination consisting of two/three parts:
 - i. English language,
 - ii. Mathematics,
 - iii. Polish language (not applicable to candidates of foreign citizenship applying for admission to the IB Diploma Programme DP1 or DP2).

A candidate who attains a positive result of the above examination and gets approved by the Examination Committee shall be invited to the admission interview.

- c. an admission interview consisting of the candidate’s self-presentation and an oral examination in Polish and/or English language. Members of the Examination Committee evaluate the interview, taking into account the candidate’s self-presentation, and verify their communication skills and qualities of with the IHSW learner profile. In special cases, an additional interview may be scheduled, in which case the Examination Committee will be joined by selected teachers of Polish general curriculum or the IB Diploma Programme subject teachers.

2. Failure to meet the criterion a. means that the candidate shall not be evaluated based on the criterion b., and failure to meet the criterion b. results in withdrawal from the procedure set out in the criterion c.
3. Any information pertinent to the candidate and obtained by the Examination Committee in the course of the admission process are confidential, solely for the information of the High

School and its Governing body, and shall be used by them for the sole purpose of carrying out the admission procedure.

4. The Head of School's decision on admission may not be appealed. The Head of School is under no obligation to provide an explanation of their decision to refuse admission.
5. If the number of qualified candidates with the same conduct mark and the same number of points obtained in the written entrance examination and the interview exceeds the number of vacant places, the candidates shall be admitted based on the order in which the Candidate data forms were submitted.
6. Regardless of the candidate's qualification for admission to the High School, the failure to sign the Education Services Agreement within the timeframe set out in the admission schedule shall be construed as a resignation from educational services provided by the Foundation.
7. Each newly admitted student shall submit the original copy of the last school certificate awarded at the previous school. The certificate must be delivered to the High School's school office no later than the day preceding the day in which the student begins their education.
8. All decisions regarding the qualification of candidates for admission shall be made by a committee established for that purpose by the Head of School.
9. If the High School retains vacant places, deadlines set out in the admission schedule shall not apply to candidates who apply after the conclusion of the qualification procedure, but before the end of the school year directly preceding the school year for which said candidates wish to be admitted. The qualification procedure for candidates applying during the summer holiday shall be held in the final week of August.
10. Upon achieving promotion from Grade II of the Polish general curriculum route, the student may participate in the qualification procedure for transferring to the IB Diploma Programme.

II. Additional information, including detailed admission criteria to IB Diploma Programme grades (concluded by the International Baccalaureate examinations):

1. Due to the methods and methodology of teaching in IB Diploma Programme grades, candidates to said grades shall be qualified for admission if they attained at least a "very good" mark in English, at least a "good" mark in Polish (applicable only to candidates with Polish citizenship), Mathematics, and any subjects chosen at Higher Level in the yearly classification preceding the year of admission to High School.
2. If the candidate attended a grade with the IB Middle Years Programme before applying for admission to High School, said candidate shall also be qualified for admission if they completed Service as Action, Community Project, and Personal Project.
3. Candidates applying for admission to IB Diploma Programme grades outside of the set admission schedule and within the available places may have a limited choice of subjects in each group.
4. In Grade III (DP1), subject and level groups are formed taking into account the staffing and organizational capacity of the High School; **the minimum number of students in a given group is six** (in special cases, the Governing body, in consultation with the Head of School, may authorize the formation of a smaller group). If a particular course is not created, the student is obliged to choose another subject in accordance with the IB Diploma Programme subject selection rules, subject to the availability of places.
5. Selection of 4 subjects at Higher Level (HL) is possible only after submitting a written application with justification to the High School's school office. The application must be submitted together with other admission documents in accordance with the Admission Schedule.

III. Additional information, including detailed admission criteria to the Polish general curriculum grades (concluded by the Polish *matura* examinations):

1. Due to the methods and methodology of teaching in the Polish general curriculum grades, candidates to these grades shall be qualified for admission if they attained at least a "good" mark in Polish, English, Mathematics, and any subjects chosen at extended level in the yearly classification preceding the year of admission to High School.
2. If the candidate attended a grade with the IB Middle Years Programme before applying for admission to High School, said candidate shall also be qualified for admission if they completed Service as Action, Community Project, and Personal Project.

IV. Admission schedule:

1. Detailed information on admission for the school year commencing in September of a given school year is contained in the **Admission schedule**, which is attached as Appendix no. 2 hereto.
2. Admission during school year shall be carried out if the High School has vacant places in its grades.

Appendices:

1. Appendix no. 1 – Payment regulations
2. Appendix no. 2 – Admission schedule.

Approved: January 24, 2023

Head of School
(-) Oriana Mołęda

Member of the Board
(-) Agnieszka Szajn