

Paradis International College	Doc. Ref. :
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Admission Policy	

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1. Purpose

Paradis International College aims at the harmonious development of children's personalities, acting on all educational sides, creating a stimulating environment for teachers, and meeting parents' expectations regarding the academic training and life of the child. To ensure an efficient process of admitting new families to the school, we will consider some aspects that need to be met.

2. Principles

At Paradis International College we focus on recognizing and valuing all school members. Therefore, the admission process aims to ensure equal opportunities for all candidates, regardless of ethnicity, gender, religious affiliation, or background.

3. Specifications

Because the family is a key partner in our educational process, our goal is to build strong relationships with parents. In this sense, children with siblings in the school have priority in the admission process (regardless of the level of schooling).

4. Responsible of the admission process

1. The director of college
2. Kindergarten/primary/middle school level coordinator
3. Cambridge-high school coordinator
4. Admission officer
5. Secretary

5. Steps before the admission process:

Parents who contact the school (through the secretary's office/director of college/other people) to register are scheduled by the school secretary for a visit to get to visit the space. After visiting the space, the registration form is provided (at this stage it has the role of providing the contact details of the parents).

Scheduling a meeting with the institution's psychologist available for discussion with the family and getting to know the child.

6. Admission criteria

At Paradis International College, we believe that every child has their potential and we focus on discovering this potential and putting it into practice, day in and day out. To be in line with our mission to be a creative-innovative school for the leaders of the future, Paradis International College is looking for students who can exceed their potential. When applying for admission to the school, we perform a rigorous analysis on the possibility of admitting/rejecting the candidate.

We have a series of criteria when analyzing the application for any level of schooling, namely:

- Very good academic results (previous evaluations-certifications)
- Admission grade of 8 for middle school, 8.5 for high school, and the grade "Good" for primary level.
- Knowledge of English at the level of the class to which it applies
- Psychological, intellectual and physical development of the child that allows school participation in normal conditions;
- Compatibility between the values promoted by Paradis International College and the prospective student's family;
- The possibility of a harmonious and balanced integration of the child;
- Appropriate behavior during the admission process and later in school;
- Effective communication between school-child-family;
- Involvement of parents in activities and school life;
- Observance of the rules and procedures of the institution;
- Compliance with financial and legal commitments.

7. Evaluation of candidates

- The evaluations will be scheduled in the first part of the day, and the grading of the tests (where applicable) will be done in 24 hours.

- The final decision regarding the admission/rejection of the candidates will be taken based on the admission staff (through the grades offered for the evaluation of knowledge), the admission officer (based on the interview) and the Director of College.
- Providing feedback on the results will be given by the person the candidate was referred to.
- For possible re-evaluations, the candidate will take into account that he is allowed only one re-evaluation, and the marks obtained cannot be replaced with others from the previous evaluation stage.

Each level of schooling and evaluation stage of the candidate and the family is organized.

7.1. Kindergarten assessment:

- Meeting with the institution's psychologist and with the candidate and his family (interview on the child's development and parents);
- Assessing the level of psycho-emotional development of the child.

7.2. Assessment for the preparatory class:

- Meeting with the institution's psychologist and with the candidate and his family (interview on the child's development);
- Assessing the level of psycho-emotional development of the child;
- Assessment of communication skills, mathematical calculation, and English (for admission the minimum grade "Good" is required).

7.3. Assessment for grades 1-4

- Assessing the level of psycho-emotional development of the child;
- Assessment of communication skills, mathematical calculation, and English (for admission is required the minimum grade "Good" or a score of 8).

7.4. Assessment for grades 5-8

- Assessing the level of psycho-emotional development of the child;

- Assessment of knowledge of communication in Romanian, mathematics, and English (for admission a score of at least 8 is required);
- For the 5th grade, a complex psychological test is applied;
- For 8th-grade cognitive skills testing.

7.5. High school assessment

- Assessing the level of psycho-emotional development of the candidate;
- Interview with the admission staff (Director of College, high school coordinator, admission officer)
- Knowledge assessment in Maths, Science, and English (exclusive test in English) - minimum score of 8.5 for admission;
- Assessment of cognitive skills.

7.6. For students from the Paradis International College community, the admission criteria are:

- 8,5 at the National Assessment (in the 8th grade);
- 5 at Checkpoint exams (Maths, English);
- Exemplary behavior (Maximum 3 warnings recorded in the Incident Code).

8. Enrollment at Paradis International College

Completion of application documents:

- Application for registration;
- Copy of birth certificate;
- Copies of the identity documents of the parents;
- Copy of marriage/divorce certificate (if applicable);
- Medical record accompanied by a vaccination certificate;
- Signing the parent-school contract;
- Payment of the registration fee (for admission it is necessary to pay the fee for the first month of guaranteeing the place);
- Transfer of the student from another school;
- Payment of the fee for supplies;

- If the student is admitted during the school year - the principal orders the student's supplies and agenda, the secretary/principal announces to the kitchen about the new students joining our school.
- The director of college and the secretaries supervise the transfer/enrollment (all students must be enrolled in SIIIR - the database of the Romanian Ministry of Education) or in the Student Register (if they want to follow the Cambridge line for high school).

9. Waiting list

- Our classes consist of 20 students.
- The admission process is in two stages, the first stage is for enrolling children who are already in the institution or for families with siblings who already have children enrolled in school. In the second stage, after the vacancies are filled with students coming from Paradis, we open the admission process for students from outside the Paradis International College community, according to the criteria presented in points 5 and 6.
- If the number of students enrolled in a class has been met, the applications for admission submitted will be on the waiting list. When we have a vacancy, we consult the file with the pending applications and evaluate all applications, giving equal opportunities to all candidates.