

SIA “EXUPERY”

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ADMISSIONS POLICY

1. INTRODUCTION

Admission to EIS is open to all students. The EIS Admissions Policy is based on an inclusive philosophy, providing school education in English and supporting students' mother tongues. There are also compulsory Latvian language lessons as the local language for Grades 1-9. The preschool applicants can benefit from French and English being the languages of instruction in preschool.

In order to be considered for admission to EIS, parents of the applicant must submit a completed Application for Placement form and provide supporting documents. All applicants have to take part in admissions tests and interviews, organized by EIS. In order to identify the level of language support that will be needed for the educational process, applicants for Grade 3 to Grade 9 must also take a mandatory English test. EIS offers rolling admissions and the applicants may apply during any time of the year. The places offered are based on admission results and places available in a particular year group. For the applicants applying to middle school, a certain level of English is expected in order to be effectively integrated into the educational program.

2. CORE PRINSIPLES OF ADMISSION

Applicants may be admitted into any appropriate year group provided a place is available.

We expect all EIS applicants and their families to share the mission and values of EIS. EIS is a community of like-minded people. We share the same values across our educational programs and would like new members of EIS to integrate well into the school community.

When making admissions decisions, the following information will be considered:

- Academic performance at the previous school (for Grades 2-9 applicants)
- Diagnostic placement test results (for all applicants) and English placement test results (for Grades 3-9 applicants)
- Feedback from the meeting/interview with the applicant and the family
- Feedback from the trial day (for preschool applicants)

All admissions decisions are based on the documents received from the previous school, placement test results and input from the admission test proctors. The final

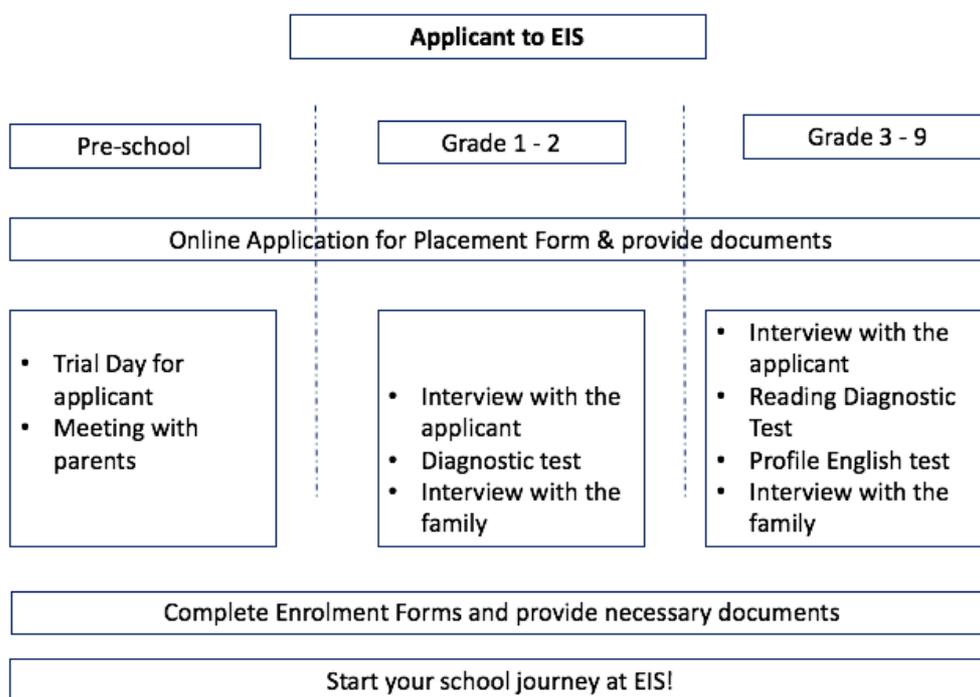
decision on admission to EIS is with the director of the school or the directors of preschool, respectively.

3. APPLICATION PROCESS FOR EIS (BY LEVEL OF ENTRY)

The admissions process requires the following steps:

- STEP 1. Complete the online application form for placement and submit supporting documents
- STEP 2. Register for the interviews and test (trial day for preschool applicants)
- STEP 3. After receiving the admission results, complete and provide enrollment documents, make necessary payments
- STEP 4. Enroll to EIS (the placement order is issued by school Director)

The process for different entry levels is described below:



After completing the online Application for Placement form, the applicant will receive an automatic e-mail confirming the reception of the application. For applicants applying to Grades 2-9, after completing the online application form, the academic transcript from the previous school must be provided to Admission Manager (admissions@exupery.lv). If the document is in another language than English or Latvian, the notarized English translation of the document is required.

4. ADMISSIONS TESTS AND INTERVIEWS FOR PRIMARY AND MIDDLE SCHOOL

EIS enrolls students with any mother tongue. The school provides support for mother tongue acquisition and organizes regular lessons within the core curriculum in Latvian, Russian, and English.

Before enrollment, the school requests the documents regarding the child’s previous education (a progress report from the previous school for Grades 2-9) and organizes placement tests and interviews with the applicant and the family.

EIS placement tests and interviews for Grades 1-9 applicants:

- 4.1. Diagnostic test for applicants of Grades 1 and 2. This test is done to determine the student’s levels of academic performance in the areas of reading, writing and math. This test is done in English. If the student does not speak English, the test will be done in Latvian and/or Russian.
- 4.2. English Placement test for applicants entering Grades 3-9. The English Placement test accurately places students in the right English level and helps teachers to differentiate instruction between students in mixed ability classes. Below is expected level of English language on the date of entry:

Grade	1	2	3	4	5	6	7	8	9
Expected level of English at the time of entry	A0	A0	A1	A1	A1	A2	A2	B1	B1

- 4.3. Reading Diagnostic test (for applicants of grade 3-9): This test is done to determine the student’s levels of academic performance in the area of reading. This test is done in English.
 - 4.3.1. Reading Fluency and Accuracy (for grade 3-6): The Dynamic Indicators of Basic Early Literacy Skills® (DIBELS) assesses the acquisition of early literacy skills. It is designed to be short (one minute) fluency measures used to identify early literacy and early reading skills.
 - 4.3.2. Reading Comprehension (for grade 3-9): Qualitative Reading Inventory (QRI) includes both narrative and expository passages at each grade level. It measures comprehension by having students read passages, retell what they can recall from the passages and answer implicit and explicit questions. Based on the latest reading research, this comprehensive inventory focuses assessment on specific questions regarding word identification, fluency, and comprehension.
- 4.4. School-readiness interview with the applicant:

This interview is done to judge social/emotional awareness. This interview will help the admission test proctor to determine level of conversational English, focus on conversations, maturity level based on how the student responds the questions and awareness of social/academic interactions within a school setting. The interview is run by the school psychologist, a teacher, or learning support specialist in parallel with the diagnostic test.

- 4.5. Interview with the family:

This interview is solely to gather additional basic information about the applicant and prior education and social experience. Questions asked include applicant motivation to

go to school, independent skills, social skills etc. The aim of the interview is to meet the family of a prospective applicant, to learn about the family and the applicant, and to answer possible questions.

Based on the test results and feedback from the interviews, the final decision regarding enrollment in EIS primary and middle school is made by the director of the school.

5. ADMISSIONS TO EIS PRESCHOOL

Applicants applying to preschool are invited to take part in a trial day. The trial day is scheduled after completing the online Application for Placement form. During the trial day, the applicants' family is invited to a meeting with the representatives of preschool.

The final decision regarding enrollment in EIS preschool is made by the directors of the preschool.

6. ENROLEMENT TO EIS

After completing the admission process, the family will be informed about admission results. If the applicant is offered a place in EIS, the family will need to sign the Application for Admission form agreeing to the Terms and Conditions of the school (<https://exupery.lv/documents>) and, in order to secure a place in the program, make the enrolment fee payment to the school.

All other payments for the education in EIS will be asked to be made according to the payment schedule of the year of application (<https://exupery.lv/admission>).

Once the placement order has been issued and the invoice for enrolment fee has been paid, the applicant will be considered enrolled at EIS. Additionally, before applicants' first day at school, the following documents must be provided to the school:

For preschool

1. Medical statements (Form 026/U)
2. A medical statement about vaccination or an alternative note from a general practitioner
3. A general practitioner's permission to participate in Sport lessons

For primary and middle school

1. Medical statements (Form 026/U)
2. A medical statement about vaccination or an alternative note from a general practitioner
3. A general practitioner's permission to participate in Sport lessons
4. The student's personal file and (for Grades 2-9)

Enrolled primary and middle school students are identified on the school student register (direktora rīkojumu par izglītojamiem reģistrs) and student database (izglītojamo elektronisks uzskaites saraksts).

7. SPECIAL EDUCATION NEEDS

At EIS, we are doing our best in order to accommodate the needs of different students, however, our resources are limited. If the applicant requires special needs educational support, the family should notify the admission manager in advance and discuss the abilities of the school to offer the support that might be needed during the educational process. Such cases are reviewed on an individual basis and are subject to the decision of the director of the school, depending on the resources available.

If the admission test proctor identifies a need for potential special education services, the family will be advised to agree to allow additional testing to determine actual needs.

If EIS agrees to support provision of additional services (for example, the use of additional staff) an applicant's family/legal representative might be charged an additional fee that reflects the cost of providing those services.

8. PERSONAL DATA PROTECTION WHEN APPLYING TO EIS

All documentation (both electronic and paper) gathered for the purpose of application and enrollment to EIS will be held securely by the school. All personal data is processed in accordance with existing legislation and data protection policies of the school – https://exupery.lv/storage/app/media/documents/Privacy_Policy.pdf

Board member

Nataliya Osokina

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