



## The International School of Podgorica - United Kids International Montenegro ADMISSIONS POLICY

### **Our school's mission statement**

UKIM aims to inspire a lifelong love of learning through interactive, inquiry-based opportunities for students, teachers and parents as a joint education community integrating concepts into the everyday world. By embracing each student's diversity and strength, we strive to develop courageous global citizens who help to create a more peaceful world through holistic skill development, community action and intercultural understanding.

### **Purpose of Admissions Policy:**

The purpose of the admission policy is to help parents through the admission process effectively placing the child in the appropriate class at United Kids International Montenegro.

Our school offers admission to students from all nationalities and citizenships, providing there is space in school.

### **Mission and Structure of the Admissions Policy:**

The admissions committee aims to recruit, inform and admit new, qualified students into UKIM. The process is accomplished professionally through a clear, integral process including application and interview. The admissions committee comprises our Head of School, School Counselor, and Department Coordinator.

### **Criteria for Admissions:**

- Passport number of student
- Medical Records
- Academic Records of previous school
- Teacher Reference from previous school
- Special Educational Needs recommendation from doctor, psychologist, counselor
- Meets minimum English proficiency level for age group with additional fee for ESL assistant if below preferred minimum.

### **Admission Applications:**

All applications for admission of any grade offered by the school may be submitted anytime of the school year, and will be considered according to the admission criteria according to this policy as a spot becomes available in that particular grade. The admissions committee seeks to guarantee a balanced learning environment within each class, and will use this discretion when admitting new students.

Applicants applying for admission from PreKindergarten through 9th grade (ages 3 through 15) may be admitted at any time throughout the school year as place is available, qualifying factors are met, and the student has completed the full admission process. Students applying for admittance to Grades 10 through 12 will only be considered for admission at the beginning of the year due to subject examination criteria. Students entering the beginning of their 10th year will not be eligible for iGCSE subject examinations as this requires two years of course work to accomplish. These students will follow an alternative path throughout the year before International A Level years.

## 1. Primary Years (PreK through Grade 5)

Pre-Kindergarten to Grade 5 students will be entitled to admission throughout the year except ESL/SEN which will be considered for their assessment by the School Counsellor and Department Coordinator. Students requiring SEN or ESL assistance will be required to pay an additional fee, which the administration will use to pay the Assistant. Preference will be given to students who demonstrate an A2 English proficiency on a diagnostic test in order to guarantee completion of the program.

Students in Grade 5 may only be eligible for the PYP Exhibition Graduation Certificate if he or she had joined three months before the end of the school year. An interview and psychological assessment will be given to the student to help predict the student's capacity of our rigorous program.

## 2. Middle Years (Grades 6 through 9)

Applicants to the Middle Years Program should submit their application by 1 February of the current academic year for entry in September. A brief assessment in English and Mathematics will be conducted as an assessment tool to determine the level of the student coming from boards other than IB. The assessment will also include a psychological exercise to help predict the student's abilities within our rigorous program. Preference will be given to students who demonstrate B1 English proficiency level based on UKIM's diagnostic test.

Once the assessment report is submitted, students along with the parents will meet the Department Coordinator and the Head of School. This assessment is one of the tools and not the only one to make decisions about the level of the student. Students will also need to participate in an interview with the Head of School and Department Coordinator before admission. Our staff will then decide on the acceptance of the student with the advice of the School Counsellor.

## 3. iGCSE and iAL

Admissions for students applying to later years will only be accepted by 1 March so to prepare necessary materials for exams.

English proficiency is required for all incoming students for the later year at a minimum of a B2 level, which will be determined by the diagnostic test administered at UKIM campus.

Once the subject assessment and diagnostic have been submitted, admission will also include a psychological assessment activity and interview. The Head of School and Department Coordinator will then decide on the acceptance of the student with the professional advice of the School Counselor.

If a student enrolls at our school in Grade 11 or 12 from a school that does not have the Pearson program, access to iGCSE and iALevel courses will be determined by the Department Coordinator and Head of School, in consultation with the student and their parents, on a case-by-case basis.