

Contents

INTRODUCTION.....	2
Special circumstances.....	2
ADMISSION AND PLACEMENT PROCEDURES	2
Entry level	2
Entrance Procedure.....	3
Pre–School Procedure	4
Primary School.....	4
Kindergarten Procedure.....	4
Grade One Procedure	4
Grades two to five	4
Secondary School	4
Diploma Programme	5
Waiting list	7
Induction period	7
Probation	7
Learning Support.....	7
ROLES AND RESPONSIBILITIES.....	7
Admission Officer	7
Principal and/or Vice-Principal	8
Head of School	8
Psychologist	8
School Doctor.....	8
The Personnel Manager	8
Homeroom Teacher	8
Parents or guardians	8
APPENDICES.....	9
Appendix 1 Student Information Form	9
Appendix 2 Assessment Form.....	9
Appendix 3 Confirmation Form.....	9
Appendix 4 Student Health Record Form	9
Appendix 5 Agreement for Fosterage/Studies and Tuition fees scale	9

INTRODUCTION

The admissions policy is aimed at providing equal opportunities for students seeking admission to the school. The school admits students for whom there are appropriate educational programmes. Students with Special Educational Needs are admitted according to the school SEN Policy.

MIS provides education in three languages of instruction and strives to create a poly lingual environment having English as a language of in-school communication

MIS appreciates the variety of languages spoken by the school community. Advice and support are given to students whose mother tongue is other than the currently offered languages of instruction in a variety of ways and when it is possible.

Admission is based on:

- Entrance test results
- Reports and references from previous schools
- Interview with student
- Interview by psychologist (students in Pre-School, Kindergarten and Grade 1)
- Available space in the target class (class sizes are limited to 20 students throughout the school) Entry level is based primarily on student age taking into account individual circumstances.

Admissions are open from August 20 to June 15 of each academic year. The majority of new students start at the beginning of Term 1 but students can be accepted at other times if space is available, and if course demands can be satisfied. The School Principal, in consultation with IB Coordinators and Heads of Departments, makes this judgment where appropriate. Upon the Principal's recommendations the Head of School makes a final decision about admitting a student.

Special circumstances

If vacancies are available and admission test has been passed successfully the admission priority is given to:

- children of the Foundation's schools teachers in accordance with the labour agreement;
- students of the other Foundation's schools (students should take only the test in English);
- children of the affiliated with the Foundation agencies employees;
- children from families who already have two and more students studying at Miras International School, Almaty.

Exceptions are made at the discretion of the Head of School.

The following exceptions apply:

- Kazakhstani students studying in grade 9 ETS are strongly recommended to take Kazakh National Examination at Grade 9 level;
- Students can only join Grade 11 in the Russian Taught Stream at the start of the academic year no later than September 5;
- Students can only join Grade 11IB Diploma Programme at the start of the academic year no later than October 1;
- Students can only be admitted to the IB Diploma Programme in Grade 12 if they have successfully completed the first year of the Diploma Programme and the subjects they have studied are compatible with those offered by the school;
- Students can only be admitted to the Grade 10 – 11 (RTS, KTS) if they have successfully completed Grade 9 and received Grade 9 State Certificate
- Diploma Programme courses students. If student cannot cope with full DP (with 6 subjects and 3 core elements), they may do DP courses programme and be DP courses students. It means that they may chose not all 6 subjects but chose 2-5 subjects with or without core elements - one or all 3(CAS, TOK, EE)

It should be noted that students joining Grade 9 after October 1 cannot be eligible for the award of an MYP Certificate or Record of Achievement unless moving from a Middle Years Programme in another school. Such students will be able only to complete the programme for the school certificate.

ADMISSION AND PLACEMENT PROCEDURES

Entry level

Students must be 3 years of age on or before November 1st of the academic year of entrance for admission to the Pre-school (Nursery group). Correlation between age and school grade/class is listed in the chart below. In general, students are expected to have completed the previous grade level prior to placement in the next grade. In the case of admission after January this may mean that students will repeat the second semester of a grade level, particularly for those students coming from a Southern Hemisphere school calendar.

For a student to be placed in a grade higher than the minimum age indicated there must be clear demonstrable evidence of superior academic and physical maturity, coupled with social maturity. The decision for such advanced placement may only be given under truly exceptional circumstances and will be made by the Head of School with the written agreement of the Principal.

Entrance Procedure

Age and Corresponding Class

Age on November 1 st	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	Primary School								Secondary School						
Class	Nursery	Junior	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12

The Admission office is responsible for all activities relating to the admission of the new students.

Step	Action	School Person(s) responsible
1.	Parents seek information about the school and the programmes	Admission Officer
2.	Parents make appointment to arrange visit to school	Admission Officer
3.	Parents complete Student Information Form (Appendix 1) and agree the date of	Admission Officer
4.	Student sits entrance test	Admission Officer
5.	Review of entrance test results and student records	Principal and Vice-Principal
6.	Parent and student interview with Principal or Vice-Principal	Principal or Vice-Principal
7.	Assessment by school psychologist (for Pre-School to Grade 1)	Psychology Department
8.	Admission decision by Head of School. Start date decided (Appendix 2)	Principal/Head of School
9.	Parents are informed of decision within 3 working days after the test Parents familiarise with all relevant school documents.	Admission Officer
10	Parents submit Confirmation Form (Appendix 3) and all relevant documents including the Health Records (Appendix 4). Parents sign the Agreement for Studies(Appendix 5) and make payment of entrance fees (Appendix 5)	Admission Officer

Pre-School Procedure

- Parents and child meet preschool coordinator, to receive information about programme
- Preschool coordinator shows parents and child/ren around preschool and introduces them to homeroom teacher (in the classroom)
- Psychologist and the Home Room Leader interview child (a speech therapist joins the interviews for children entering 4 year old classes)
- Information from interview sent to preschool coordinator
- Preschool coordinator makes recommendation to Head of School
- The Head of School makes a decision on student admission to Pre-School

Parents may choose to have their child attend for half a day only during the initial settling in period.

Primary School

Kindergarten Procedure

- Parents and child meet kindergarten coordinator, to receive information about programme
- The Kindergarten coordinator shows parents and child around Kindergarten and introduces them to homeroom teacher (in classroom)
- The Student takes entrance tests in mathematics and either Kazakh A, Russian A or English A.
- Psychologist, Coordinator and Speech Therapist meet with child. KG coordinator collates information, completes admission form and sends to the Primary School Principal with recommendation
- Primary School principal recommends to Head of School whether or not the student is to be admitted
- The Head of School makes a decision on student admission to Kindergarten

Grade One Procedure

- Psychologist and Speech Therapist meet with the child. A psychologist collates information and gives the information to the Principal
- The prospective student takes entrance tests in mathematics, English language B (if not native English speaker) and either
- Kazakh, English or Russian language.
- The Principal collates information
- The Primary School Principal recommends to Head of School whether or not student is to be admitted
- Head of School makes a decision on student admission to Grade 1

To be enrolled students must achieve 60% or higher in the entrance assessments they are required to sit.

Grades two to five

Entrance Assessments:

- Mathematics (in choice of either Kazakh, Russian or English language)
- Russian or Kazakh language (Kazakhstani students)
- English language (all students)

To be enrolled, students must achieve 60% or higher in entrance assessments they are required to sit including the English language entrance assessment.

Admission to the English Taught Stream in the Primary School

International students who are unable to access the curriculum in Russian, Kazakh or English may, at the discretion of the Head of School, be admitted on Probation without sitting an admission test. Translated transcripts from previous schools must be provided. Students admitted under these circumstances will be supported in their learning of the English language by the English Support Department.

Kazakhstani students either returning from education internationally or whose families intend to move internationally for employment may be admitted, on probation, into the appropriate Grade level English class. They will be supported in their learning of the English language by the English Support Department.

Secondary School

The admission assessment is based on:

- Entrance test results for English and Mathematics (for English taught stream)
- Entrance test results for Russian, English and Mathematics (for Russian taught stream)
- Entrance test results for Kazakh, English and Mathematics (for Kazakh taught stream)

In the English, Kazakh and Russian taught sections of the Secondary School all students must have a level of proficiency in Russian, Kazakh or English respectively, that allows them to achieve success in their studies. One of the purposes of the entrance tests is to determine if a potential student has the appropriate skills in the use of the target language.

A minimum score of 60% in the English, Kazakh or Russian test is required. Students who obtain a score from 50-59% may be entered on probation if they perform successfully in the interview. In the English taught stream, the school provides an ESL programme for those students whose English is sufficient to study effectively in classes but still require additional support.

A minimum score of 50% in the Mathematics test is required. Students who score from 35-49% may be admitted on probation if there are valid reasons, such as lack of prior experience in the topics tested, for the lower score.

Admission to grade 11 Kazakhstani programme is based on the students' language of instruction in the middle school (Russian or Kazakh), students' parents' application forms and availability of Grade 9 state certificate.

Grade 10 ETS students willing to continue their education in grade 11 Kazakhstani programme are to pass an interview with the Secondary school Principal/Vice-principal.

Secondary school administration maintains the right to recommend students from ETS which school leavers' exam (UNT or state exams) the above students will sit.

Students who are not citizens of the republic of Kazakhstan learn English as Language A. They are provided with the opportunity to learn one/two language B subjects. (Kazakh, Russian, French).

Students who are not citizens of the Republic of Kazakhstan but have been living in Kazakhstan for 2 years or more must learn Kazakh B.

Diploma Programme

Students who wish to enroll in the IBDP at Miras need to follow the procedure outlined below:

Applications will be judged according to each the individual case thus precedence will not be taken into account under any circumstances.

1. **To enter the DP** the candidate should have the following marks
 - a. For MYP:
 - i. A minimum 4 out of 7 in all subjects
 - ii. 5 out of 7 in subject choosing at HL in DP except Maths (Group 5) and Science (Group 4) subjects in which the candidate should have obtained 6.
 - b. For GCSE/IGCSE:
 - i. A minimum of C in all subjects of choice
 - ii. A minimum of B in subjects where the choice is HL in DP

Students who have lower marks or move from other schools should sit entrance test in Science and Humanities as well.

2. Required documents

Students who move from other schools need to:

- produce documents (letter from Head of School, reports, etc.) which confirm that they have completed G10 or equivalent, e.g. Year 11 in the British system
- complete the Miras application form

Miras students need to inform the DP Coordinator that they intend to take entrance tests a week in advance of the previously advertised date.

3. Entrance tests

All students are required to sit the following entrance tests:

- First language (English, Russian) Part 1: analysis of a literary text Part 2: essay
- English as a Second Language (ESL) Part 1: reading comprehension task Part 2: essay
- Part 3: Oral (with English A (DP) teacher or English A HOD)
- Mathematics

TIME & VENUE

Entrance tests are administered at Miras IS in the second half of April and in the second half of August. Students who fail (an) exam(s) in April are allowed to retake the subject(s) in August. It is also possible to make individual arrangements with students who stay in Almaty temporarily, e.g. international students on a reconnaissance visit to Almaty or Kazakhstani citizens who currently study outside Kazakhstan and are considering moving to Miras the following school year. To meet the needs of prospective students who cannot sit tests in Almaty, Miras also allows students to take entrance tests at their present school, providing the school assures that the tests will be taken in strict exam conditions. Exam scripts should be scanned and emailed to the DP Coordinator and hard copies should be mailed to Miras as soon as the last exam has ended.

4. Interview

Developed: April, 2005

Reviewed: June, 2007/Nov, 2008/Sep, 2009/April, 2012, 2014

Next review 2016

All candidates will be interviewed to further establish their readiness for the Diploma Programme. This interview will be with the DP Coordinator Secondary School Principal. The interview provides an opportunity for the student to present their educational background and explain any inconsistency in their test results and for the school to determine whether the candidate is suitable or not.

5. SLT Decision

The Secondary School Senior Leadership Team, together with the Head of School and the DP & MYP Coordinators will convene to discuss each application to the Diploma Programme. The decision made in this meeting is final.

6. Probation

The SLT may decide on an appropriate period of probation in as a part of the admissions decision. This may be probationary period based on general criteria or focus on more specific criteria. The DP teachers will convene in order to advise SLT on whether the student is maintaining the conditions of probation and the final decision will be made by SLT

7. Choice of programme

Having considered test results, Miras recommends an appropriate programme to each student. Students may be admitted to the full Diploma Programme, advised to study a reduced package of Diploma Courses that is tailored to their needs and ability or to study in the Russian Taught Stream. Admission to the Diploma Programme may be denied e.g. if a candidate's command of the English language is considered insufficient for the student to successfully cope with the requirements of the programme.

8. Subject choices

Students accepted into the full Diploma or Diploma Courses are requested to indicate their subject choices by completing the Subject Choices Form. Students should bear in mind that there is no guarantee that they will be able to attend all of the selected courses. Miras will try to meet the needs of as many students as possible, however, for timetabling reasons, some students may be asked to choose a different subject.

The final decision belongs to the administration based upon all the aforementioned variables.

The choice of the Language A and Language B courses is based on requirements stated in the School Language Policy (*see* School Language Policy, appendix 3)

9. Core components

The CAS programme is compulsory for all students. However, TOK and EE are optional for students following the IB DP Courses programme. Students following the full Diploma can earn up to 3 extra marks for successful completion of TOK and EE. It is important to remember that none of the core components contributes to the final score for certificate students.

10. Self-taught mother tongue

Miras appreciates the variety of languages spoken by the school community. Advice and support are given to students whose mother tongue is other the currently offered Languages A1. Miras assists parents in searching for suitable teachers and offers training to the latter. Upon request, classrooms can be provided for such classes at school. However, it is also acceptable for them to take place outside Miras. Any additional costs (e.g. tutor's remuneration) are the sole responsibility of the parents/guardians. It is expected that external tutors will inform the DP Coordinator of the student's progress on a regular basis and complete report comments four times a year.

11. Transfer students

Miras International School accepts students who started the Diploma Programme at other IB schools on condition that Miras currently offers the subjects they studied in their previous school. Transfer students are exempt from entrance tests. However, they need to submit reports and/or a letter from their previous school which confirms that they were enrolled in the IB Diploma Programme. Students who wish to carry over any Internal Assessment tasks from their previous school need to ensure that all required IB forms have been completed and signed by their supervisor. It is of paramount importance that **all** Group 4 lab work (including evidence of the Group 4 Project) is documented and the documents are signed by the teacher

12. Progressing to Grade 12

- a. By the end of Grade 11 students should complete all planned work for year 1 in DP allocated hours and complete assessment work for the six subjects and the additional IB diploma requirements
- b. Students' end of year 1 results have to meet the following requirements:
 - i. A draft for EE is produced which satisfies supervisor
 - ii. CAS programme is signed by CAS coordinator when all reflection on current and completed activities is summarised
 - iii. Level of achievement in TOK is not less than D
 - iv. Minimum total score is 24 for six subjects
 - v. No grade 2 in HL subject
 - vi. No more than one grade 2 at SL subjects
 - vii. No more than three grades 3 or below
- c. Attendance of classes during the year not less than 80%.

Candidates who do not meet all these requirements will have to drop some DP core requirements: CAS, TOK or EE and some subject(s) and move from category DP (full) Students to the category Students of DP Courses. In each individual case the decision will be made by the school administration after a meeting of Secondary School SLT

13. Contract

Parents are required to read and sign the admissions policy as stated above. By signing the document, parents indicate that they accept the terms and conditions for their child to follow the Diploma Programme at Miras.

DP candidates should read and sign the special agreement of requirements for DP students at Miras.

Waiting list

- If a student successfully meets the entrance requirements and no place is available they can be put on a waiting list. Entrance test results could be accepted only within one semester for admission decision.
- In case of lower performance a student can re-take the admission test but not earlier than in two months after the previous admission.
- At the start of the academic year, any family with a student on the waiting list as of October 5 will be asked if they wish to remain on the waiting list.

Induction period

There is an induction period of four –six weeks for all students who are new to the school. During this period the student's well-being will be monitored by the Homeroom Leader and, as needed, support will be provided by the teachers and appropriate school managers.

Probation

Where test results or interview outcomes are unclear, the student may be enrolled under probation. During this time the Primary class teacher or Secondary Homeroom teacher will supervise the student and evaluate social integration and/or academic progress and ability. A student's progress during probation should be regularly reported to the Primary Principal or the Secondary Principal or Vice Principal and Dean of Students accordingly. It is the responsibility of parents to help their child to fully meet the entrance requirements.

The probation period may be up to 3 months, depending on the outcomes of the admissions testing. At the end of the probation period, student's progress is reviewed at a meeting of teachers and the decision made whether to fully accept the student into the school, to extend the probation for up to an additional two months, or to recommend the student leaves the programme. The Principal in agreement with the Head of School makes all final decisions on probation. At the end of the probation period the parents will be officially informed about the administrators' decision.

A student on probation may receive recommendations for additional preparation work in some subjects, and this would include a schedule indicating topics for independent study and dates of any further tests. Each month the results of the students' progress will be evaluated.

Learning Support

The school does not undertake to provide for all specialised educational needs such as severe learning difficulties or job-specific vocational training. Moderate learning support needs may be provided but limited.

ROLES AND RESPONSIBILITIES

Admission Officer

- Gives admission documentation to prospective parents and ensure Student Information Form (see Appendix 1) is completed
- Organises a tour of the school
- Arranges a meeting with the Head of School, Principal or Vice-Principal when required
- Schedules a time for taking the entrance tests which should be agreed with the Principal or Vice-Principal, and inform parents
- Prepares test materials at least one day in advance of testing
- Organises effective supervision and exam conditions for the student during the test
- Obtains documents from parents (see list in Appendix 3)
- After the testing, organises a meeting of the parents and child with the Principal and/or Vice-Principal
- Inform parents of acceptance and start date, or non-acceptance of the student
- Meets parents of admitted students and arrange for the completion of the Agreement for Studies
- Enter the details of the admitted students into the school databases within one day after the enrolled date
- Inform the Personnel Manager and School Doctor about enrolled students within one day after the enrolled date

Principal and/or Vice-Principal

- As necessary, meets new families provide an initial overview of the school and its educational programmes
- Reviews the entrance test results
- Interviews student with the parents
- Assesses whether the school's programmes meet the needs of the student and the student's potential to achieve success in their studies
- Makes recommendations on acceptance or non-acceptance of student to the Head of School
- Decides on an appropriate start date
- Informs the school staff about the new student

Head of School

- As necessary, meets new families provide an initial overview of the school and its educational programmes
- Makes the final decision on admission

Psychologist

- Assesses the student's social and (as appropriate) learning needs
- Regularly observes the student during the induction/probation period
- Reports once a month to the Primary / Secondary Principal or Vice Principal and Dean of Students

School Doctor

- Collects and review the medical records and recommendations from previous schools which should be requested from the Admission Officer
- Makes recommendations about the student's health to the appropriate staff
- Maintains appropriate confidentiality in this process

The Personnel Manager

- Finalises the process for admitting the student

Homeroom Teacher

- Reviews the information on the Student Information form and provides subject teachers (specialist teachers in Primary School) with the background details of the student
- Meets the student on their first day
- Introduces them to the class community and familiarizes them with school facilities
- Organises for the student a school diary, locker, the class timetable and other resources
- Familiarizes the student with the school Procedures and Regulations, provides a copy of the Student and Parent Handbook. Introduces themselves to the parents and explains their pastoral role
- Monitors and supports the student during the induction period

Parents or guardians

- Familiarise themselves with the Admission Policy, the available educational programmes and the procedures and regulations governing school life
- Fully complete the Application Form
- Arrange with the office manager the entrance test date and bring their child on time for the test
- Accurately complete the health record form and provide requested supporting medical records in case of acceptance
- Fully complete the Agreement for Studies
- Pay the entrance and tuition fees
- For a student on probation, support their child to fully meet the entrance requirements

REQUIRED DOCUMENTATION

This list of documents must be provided by the parent/guardian of the student at the time that the application is made.

- Previous school reports
- Examination certificates
- External examination results
- Available recommendations
- Two passport size photographs of the students
- A copy of the student's passport
- A copy of each parent/guardian's passport

Developed: April, 2005

Reviewed: June, 2007/Nov, 2008/Sep, 2009/April, 2012, 2014

Next review 2016

- A copy of the student's birth certificate

In addition, proof of the entrance and tuition fee payment must be provided once the educational agreement has been signed.

APPENDICES

Appendix 1 Student Information Form

Appendix 2 Assessment Form

Appendix 3 Confirmation Form

Appendix 4 Student Health Record Form

A recent medical certificate (**within the last 12 months**) and a vaccinations history

Appendix 5 Agreement for Fosterage/Studies and Tuition fees scale