



# ADMISSION POLICY AND PLACEMENT OF STUDENTS

## INTRODUCTION

At ANTON BRUCKNER INTERNATIONAL SCHOOL we recognise that the choice of school is one of the most important aspects of an international move and we endeavour to provide confirmation of the application outcome as soon as possible. Admissions are accepted and welcomed throughout the year, contingent on space being available and students meeting the entry requirements for the School. Parents are advised to initiate the formal admission process at the earliest opportunity by contacting the school office at: [office@antonbruckner-is.at](mailto:office@antonbruckner-is.at)

As soon as the admissions process is completed and a place has been offered, a mutually agreeable start date will be chosen. Depending on the grade of entry, it may be preferred that students enter the school at the start of a semester or the start of an academic year. We accept students without discrimination of gender, religion, race or nationality.

By signing the Application for Admission Form, parents agree to the stated terms and conditions of ABIS Admissions Policy. There is a registration fee to be paid of 500.- EUR (non-refundable). The registration fee and all application forms and documentation must be received by the school office before any application is processed.

Once placement is decided, students can be invited to attend school for 2 trial days after which a final placement decision is made. All students will undergo a six week observation period in order to confirm the placement.

## ADMISSION REQUIREMENTS

### ENTRANCE CRITERIA

Admission is dependent on:

- Meeting all admissions procedures and qualifications.
- Meeting all financial obligations.
- Outcomes of additional assessment, if appropriate



- Availability of space in appropriate classes and programmes.

In the event of a shortage of places, priority will be given to:

- Families employed by companies who have an agreement to sponsor our school or to reserve a specific number of places at the school.
- Austrian citizens, whose children need to be prepared for a stay abroad in the near future. They have to meet all admissions procedures and qualifications and all financial obligations and will be admitted based upon the availability of places for permanent residents in appropriate classes and programmes.
- Austrian citizens who have attended school abroad.

When possible, priority placement will be given to qualified siblings of current students.

**Austrian students, who do not fulfil any of the above mentioned criteria, will be put on the waiting lists.**

## ENTRANCE AGE

A student may be accepted if s/he is of age by August 31st. Grade ages for placement are as follows:

| <b>ANTON BRUCKNER-IS</b>     | <b>UK Equivalent</b> | <b>Age</b>         |
|------------------------------|----------------------|--------------------|
| <b>Early Learning Centre</b> |                      |                    |
| ELC                          | Reception 4 -Year 1  | 4.5 to 6 years old |
| <b>Primary School</b>        |                      |                    |
| PYP 1 /Grade 1               | Year 2               | 6 to 7 years old   |
| PYP 2 /Grade 2               | Year 3               | 7 to 8 years old   |
| PYP 3/ Grade 3               | Year 4               | 8 to 9 years old   |
| PYP 4 /Grade 4               | Year 5               | 9 to 10 years old  |
| PYP 5 / Grade 5              | Year 6               | 10 to 11 years old |
| <b>Secondary School</b>      |                      |                    |
| MYP 1 / Grade 6              | Year 7               | 11 to 12 years old |
| MYP 2 / Grade 7              | Year 8               | 12 to 13 years old |
| MYP 3 / Grade 8              | Year 9               | 13 to 14 years old |
| MYP4 / Grade 9               | Year 10              | 14 to 15 years old |



## **LEVEL OF ENGLISH**

Up to Grade 3, new students are not required to have prior knowledge of English. Commencing Grade 4, new students are highly recommended to have prior skills in English.

In certain cases, it may be possible to offer a restricted curriculum to students who are undergoing an intensive programme of support outside of ABIS in order to enhance their acquisition of English. As the level of competence in English improves, a full curriculum will be offered accordingly.

## **PHYSICAL DISABILITIES**

ABIS is not equipped to deal with students with severe physical disabilities.

## **LEARNING SUPPORT**

We are able to offer Learning Support to students with mild learning difficulties. In order to be accepted to ABIS a student must be able to learn and progress academically, emotionally and socially from the mainstream classes on offer. If prior reports or assessment indicate learning difficulties, a Learning Support teacher will interview and/or formally assess the student and advise whether ABIS is the correct placement for the student and whether we can adequately support the student's needs.

Please note: if any additional support is required other than what is offered by Anton Bruckner International School, it is the financial responsibility of the parents, eg. out-of-school dyslexia and dyscalculia training.

ABIS offers modified grades but cannot provide physical or occupational therapy services.

## **BEHAVIOURAL AND ACADEMIC ISSUES**

If previous reports indicate behavioural and/or academic issues, the previous school will be contacted in order to seek clarification and further information. A probationary period may be offered before a student can be formally admitted to ABIS.



## **CODE OF CONDUCT**

The intention of a Code of Conduct is to establish expectations and to provide guidance regarding behaviour at ABIS community. ABIS students are expected to act and behave in a manner that is suitable to an international school environment and in accordance with certain basic principles of conduct and community rights. Our school is embedded with a culture of positive language and values following:

## **THE FIVE VALUES OF RESPECT**

- Respect for Self and Others
- Respect for Learning
- Respect for the Planet and its Environment
- Respect for Leadership
- Respect for Other Cultures and Languages

## **ADMISSIONS APPLICATION BY SCHOOL SECTION**

### **a) Early Learning Centre**

- Payment of 500.- EUR registration fee (non-refundable)
- Application for Admission Form (one per student) including a passport sized photo
- Contract of Education
- SEPA form (Austrian bank account)
- A copy of the student's passport /ID
- Results of any educational or psychological tests (if applicable)



## **b) Primary School (PYP1 – PYP 5) & Secondary School (MYP 1 – MYP 5)**

- Payment of 500.- EUR registration fee (non-refundable)
- Application for Admission Form (one per student) including a passport sized photo
- Application for Enrolment Form to be sent by current school
- Applicant Statement to be filled out by student
- An official copy of the last TWO reports and any test results or grades plus transcripts if applicable
- Contract of Education
- SEPA form (Austrian bank account)
- A copy of the student's passport /ID
- Results of any educational or psychological tests (if applicable)

Please do not hesitate to contact the school office, if you have any questions regarding the admissions procedure. You may wish to contact the school office in the following ways:

Email: [office@antonbruckner-is.at](mailto:office@antonbruckner-is.at)

Phone: +43 (0) 732 757061