



AARHUS
INTERNATIONAL
SCHOOL

Aarhus International School Admissions Policy

The IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

www.ibo.org

AIS Mission Statement

The mission of AIS is to provide a high-quality international education which enables students to become socially and environmentally responsible citizens, enthusiastic inquirers, and lifelong learners in a challenging and nurturing environment.

CRITERIA FOR ADMISSION AND ADMISSIONS PROCEDURES

We are pleased that you are considering AIS for your child's education and look forward to working with you in close partnership as members of our learning community.

Student admission to Aarhus International School (AIS) is open to students of all nationalities who demonstrate the ability to access and benefit from the challenging International Baccalaureate (IB) curriculum. AIS currently offers the IB Primary Years Programme (PYP) and the IB Middle Years Programme for children between the ages of 3-16. The whole school and kindergarten are located together on one campus on Dalgas Avenue in the center of Aarhus.

AIS is an inclusive school and serves the needs of the international community in the Greater Aarhus area. Children of foreign nationals coming to Aarhus for whom the local Danish educational system is not a viable option, will therefore have first priority. English is the language of instruction. EAL (English as an Additional Language) support is available and options for children with special educational needs are described later in this document.

Parents whose child is currently enrolled in a Danish "Børnehave" are strongly encouraged to first enroll their child in AIS' Early Years Programme (PYP1-3). This is because during the last year of AIS kindergarten students participate in activities equivalent to a "0. klasse" in a Danish school. This will enable their child to have a more successful start when beginning PYP4.

Minimum Age: Please note that children looking to enroll in our PYP1 class may apply for a seat at AIS from the 1st of the month in which they turn three (3) years.

The Admissions Process

All children looking to become students at AIS must go through the school's online Admissions system 'OpenApply' (<https://aage.openapply.com>). The school advises all families seeking admission for their child to apply as early as possible as classes can fill up quickly. AIS operates on the "first come; first served" basis, this is based on when families complete the application. The sooner families complete the admissions process, the sooner they can be considered for a place at the school.

AIS complies with regulations and the provisions of the Data Protection Act in respect to the use of applicant data. The personal data you supply to AIS will only be used in connection with your application to school.

Applications for admission are accepted throughout the year. Please note that no final official decision on an application can be given until ALL required and relevant documentation has been received and reviewed by the Admissions Team and the Confirmation Fee has been paid. AIS may invite your child for an assessment to help determine proper class placement as part of this process. Please consult the step-by-step description of the Admissions Process which follows.

Note: All communication regarding your child's admission will be written on your child's site in OpenApply. Therefore, be sure to tick the "Receive E-mail Notification" box. By doing this, an email will be sent when AIS sends you messages.

APPLICATION AND ADMISSIONS PROCESS

Steps 1-5 must be completed before consideration for a seat can be given.

Go to <https://aage.openapply.com> to start the application and admissions process.

1. **SUBMIT APPLICATION:** Complete and submit the online application. Please be sure to enter "Preferred start date".
2. **STUDENT INFORMATION FORM:** The three (3) documents you need to have ready before filling out this form are:
 - a. Scan of your child's most recent school report,
 - b. Picture of the student
 - c. Picture of passport (the page with the photo) OR picture of "yellow card" (in Danish: sygesikringsbevis).
3. **FEES & TERMS AGREEMENT:** It is absolutely necessary that you first read and study the "Fees and Terms" agreement thoroughly. Make sure you understand what is stated in this document. Checking the box means you have read, understood and agree to AIS's fees and terms.
4. **ADMISSION SCREENING FORM:** This document is intended to be completed by the parents/guardians to help the Admissions Team understand each student's educational history.
5. **TEACHER RECOMMENDATION FORM:** This document is to be completed by the current or previous classroom teacher to help the Admission Team members understand each student's specific academic achievement and performance levels. If the child has not yet been enrolled in an institution there is no need to complete this field, and the school will make alternative arrangements for assessment.

Once the above paperwork is received, your application is reviewed. This means your child's name will be placed on AIS's waiting list and the Admissions Team will review the application.

(The Admissions Team consists of the school Principals (Primary and Secondary) and the Admissions Officer).

If appropriate, additional members of staff will also be consulted. The Admissions Team has the right to accept or refuse any applicant based on their assessment of the applicant's suitability in light of the educational program AIS is able to offer.

6. **CONFIRMATION FEE:** (do not pay this until you have been offered a seat)

Should the assessment of the application be positive and, on the condition that AIS has a seat available for your child, the Admissions Officer will notify you on OpenApply and ask that a *Confirmation Fee* (per child) be submitted to hold the seat.

Once the seat is offered, The *Confirmation Fee* is to be submitted no later than the deadline given by the school. Only once this is received, is your child's seat secure and we can confirm your child's enrollment.

Please note that the confirmation fee sum represents partial payment of the Capital Fee per child and is non-refundable if you choose not to come to AIS after you have confirmed enrollment of your child.

Please note: Should you choose to postpone your child's start date after having been offered a seat, you may risk losing the seat.

If a place is not available around the time of your preferred start date, AIS will place your child's name on a waiting list and contact you as soon as the school has an available seat for your child.

7. ASSESSMENT SCREENING:

Following the receipt of the Confirmation Fee, the school *may* contact the parent/guardian again in order to schedule an assessment screening for their child. This is to ensure proper and appropriate grade placement at AIS. Upon receipt of the results of this assessment screening, the Admissions Officer will confirm the child's starting date and grade level.

In the event the child's assessment screening indicates that AIS is not equipped to meet the needs of your child, the Confirmation Fee will be returned in full.

Short Term Stays

AIS accepts students who are only in Aarhus on a short-term basis. Please note, however, that the minimum number of weeks a child must be enrolled as a student at AIS is eight (8) weeks. Contact AIS's Admissions Officer to receive more information in terms of the conditions regarding short-term stays at AIS.

Probation Period

All new students as well as returning students enrolled in PYP4-MYP5 are accepted on a probationary basis for a period of two (2) calendar months. During this period, if a family does not feel that AIS is the right place for their child, the child can be withdrawn from AIS without further notice or financial penalty on the condition that the month's tuition in which the student is withdrawn has been paid in full. This goes both ways, so if AIS feels that a student is not a good fit for the school, AIS may suggest that a child's needs may be served better elsewhere. In these cases, half of the capital fee will be refunded.

INCLUSION PROVISION

In alignment with IB philosophy, AIS has a strong belief of inclusion and views inclusion as aiming to increase access and engagement in learning for all students by identifying and removing barriers to student success. Inclusion is an ongoing process which responds positively to each individual's unique needs. It is the process of creating a culture of collaboration, mutual respect, support and problem solving. To this same end, AIS believes in respecting each student's unique and individual development. Children are considered to have special educational needs if they have a cognitive, social, emotional or physical difficulty that calls for special educational provisions to be made for them. AIS reserves the right to decline students in situations where the resources needed to support the child are not available.

AIS is currently able to admit and provide for students with mild learning difficulties. This includes students receiving English as an Additional Language (EAL) support, counseling support, regular classroom instruction, and/or slight modifications to the curriculum or to the physical learning environment to accommodate physical, sensory and/or medical needs. This may also include students with or without an Individualized Educational Plan (IEP) who receive differentiated instruction within the regular education classroom. Factors such as the student's age, learning style, cognitive strengths,

skills, behavior and individual circumstances are taken into consideration when evaluating the extent of a student's learning needs and their class placement.

Please note that we do not accept students with limited English language skills into MYP4 & 5, due to the demands of the curriculum at that level. Students will be expected to achieve an average score of 4 or above on the WIDA scale to be admitted to these age groups.

At present, AIS is unable to appropriately provide for students with more severe learning disabilities such as severe physical disability, severe learning disabilities, severe social/emotional challenges, etc. AIS is also currently unable to appropriately provide for students who require services beyond reasonable accommodation, including significant classroom monitoring, modification of general curriculum, intensive one-to-one support or intensive pull-out support.

Any educational, social/emotional, physical, sensory, or medical needs *must be fully disclosed* in detail during the admissions application process. All academic or psychological reports and/or any additional academic support the applicant is receiving or has received in the past (e.g. achievement or diagnostic assessments, psycho-educational evaluations, IEP, tutoring) should be disclosed at the time of application for admission. For those students coming from kindergartens and schools within Denmark, AIS also needs to be made aware of history with PPR (Pædagogisk Psykologisk Rådgivning) Educational Psychological Counseling) or any other outside psychological or psychoeducational partners. Failure to disclose information of this nature may delay the admissions process and/or may result in a revocation of an offer of admission, or the withdrawal of the student from AIS.

AIS may request parent consent to contact previous school administrators and/or teachers to gather additional information needed to inform the student's application. Enrollment of students with special educational needs will be based on the provision that the school has the required support available to meet the student's academic and personal/social needs.

AIS works in close collaboration with our partners at PPR regarding the level of special educational needs of current students. As a fri grundskole, AIS can, in some cases, work with the Ministry of Education to apply for funding for special education and other special educational assistance (specialundervisning og anden specialpædagogisk bistand). This is intended for students who are in need of support in general education for at least 12 lessons of 45 minutes per week. For students to qualify for this provision, their special educational needs must be evaluated by PPR and determined to fall within the special education range. AIS then takes an individual decision for each student to determine if the school has the available resources to offer support at this level for the coming school year.

For more information regarding special education needs (SEN), please refer to AIS's Inclusion Policy which can be found on the school's website under Community / School Policies / Inclusion Policy <https://www.ais-aarhus.com/community/school-policies/>

If you have any questions regarding the admissions procedure, please contact the Admissions Officer at admissions@ais-aarhus.dk

Date for the next revision: Spring 2027.