



INTERNATIONAL SCHOOL OF MONACO

ADMISSION AND PLACEMENT OF STUDENTS

ADMISSIONS POLICY

The school accepts children without discrimination of gender, race, religion or nationality, provided there are no reasons why the applicant cannot be educated in Monaco. The final decision on acceptance and placement is taken by the Director, based on advice from other members of the educational team, and information obtained with respect to:

- a) the applicant's ability to meet the academic and ethical standards of the school,
- b) reports and records from previous schools,
- c) the potential of the applicant to benefit from the programmes and educational services available,
- d) the capacity of the school to meet the educational needs of the applicant.

CLASS PLACEMENT

Under normal circumstances students are assigned to classes on the basis of age. However, factors such as previous records, physical and emotional development and results of testing, are also considered. The final decision rests with the Director.

A child may be accepted into a class as follows, if he/she is of age before 1st September in the year of entry.

Early Years	Kindergarten AM	3 years old
	Transition	4 years old
	Class 1	5 years old
	Class 2	6 years old
Primary School	Class 3	7 years old
	Class 4	8 years old
	Class 5	9 years old
	Class 6	10 years old
Middle School	Class 7	11 years old
	Class 8	12 years old
	Class 9	13 years old
Secondary School	Class 10	14 years old
	Class 11	15 years old
	Class 12	16 years old
	Class 13	17 years old

ACCEPTANCE

- If places are available, a student may be admitted to the School at any time during the school year.
- If the School judges that the applicant meets all the criteria and a space is available in the appropriate class, acceptance will be unconditional.
- Under certain circumstances, a conditional acceptance may be offered. The conditions will be clearly stated.

Please note that the School reserves the right to deny admission to any applicant if the school cannot meet the applicant's educational needs or to postpone admission, if a class is full. In this case, the applicant will be placed on a Waiting List.

IMPORTANT:

In general, it is expected that students will progress steadily through the school and move up to the next class at the appropriate time. If the School feels that a student is not coping academically or has not the maturity to deal confidently with the course content of the next class, then the student may be asked to repeat the year or find a more suitable alternative. Any concerns in this area will be raised at least six months before the end of the school year.

PROCEDURE FOR APPLICATION AND ADMISSION TO ISM

It is important that the step by step procedures for admission, outlined below, are followed carefully in order to avoid delays in the processing of your application.

Step 1: INFORMATION

Please read the following documents:

- ISM Mission, Goals and Core Values
- ISM Student and Parent Profiles
- ISM Financial Conditions

Step 2: APPLICATION

Please complete and send:

- the application form
- a recent photograph of the applicant
- a cheque to cover the **application fee** (see below)

Please also submit the following:

- the last two years school reports
- the results of any standardised tests taken over the last two years
- the results of any special academic or psychological evaluations
- any other relevant educational documents

It is essential that we receive all these documents along with the completed form and the application fee of Euros 200 per child (per family, where all children apply at the same time), which covers all administrative work involved in the processing of your application.

Application Fee: Payment must be attached to the Application Form and may be made by cheque or postal order only, as follows:

- 200 Euros
- or 360 Swiss Francs drawn on a Swiss bank
- or £170 (UK pounds) drawn on a British bank
- or \$300 (US dollars) drawn on a US bank

Step 3: ACCEPTANCE

The Admissions Office will acknowledge receipt of your application form and fee. The school may then contact the applicant's current or previous school for further information and a confidential reference.

Step 4: DECISION

As soon as we have these documents, the Director will review your child's file with other members of the educational team. It is the Director, Mrs. Mary Maccaud, who takes the final decision on acceptance and class placement. Once a decision is taken, the Admissions Office will inform you immediately and decide on a date for an entrance test and/or interview.

Step 5: REGISTRATION

With the letter of formal acceptance, you will receive:

- an Enrolment Agreement to complete and sign, together with a request to pay the Registration Fee of **Euros 1500**.
- **Please note** that the place is only confirmed when the school has received this signed

Agreement and the Registration Fee has been paid. A Medical Form requesting evidence of good general health and copies of standard vaccination documents, as required by Monégasque law, must also be completed and returned to the school.

Step 6: ADMISSION

The invoice for payment of the appropriate Tuition Fees and Capital Development Fund must be paid before the child is admitted. Before starting school, the applicant will be invited to visit the school to meet the Director, his/her new teachers and future classmates.

Mrs Angela Godfrey, Admissions Officer, ISM, 12 Quai Antoine 1er, 98000 MONACO