



The Admission Policy of International Secondary School in Zabrze

Międzynarodowe Liceum Ogólnokształcące w Zabrzu

1. Students' enrolment to International Secondary School in Zabrze takes place throughout the school year.
2. Registration shall be made by means of the Application Form available at the School's Office delivered to the School's Office in person or by means of an electronic form available on the websites: www.miedzynarodowaszkola.eu, www.internationalschool.net.pl.
3. A detailed timetable and admissions stages are available on the websites: www.miedzynarodowaszkola.eu / www.internationalschool.net.pl
4. An applicant is obliged to follow admission procedures stated below:
 - to achieve a positive result in placement test;
 - to pass successfully an interview with the School Headteacher.
5. Whenever the number of expected places in newly established classes is lower than the number of applicants who were successful at the admission procedure and/or at the entrance exam - applicants shall be considered for admission to the School on the basis of their performance results until all places have been filled. Remaining applicants shall be included on a waiting list. In the case when a number of applicants obtain the same admission process result, their admission shall be based on the results of Primary School Final Certificate or their graduation certificates from their last school year.
6. Minimal number of applicants necessary for a new class to be created is 8 pupils.
7. Priority of admission shall be given to siblings of School's students, children of the School staff as well as graduates of Międzynarodowa Szkoła Podstawowa w Zabrzu.
8. In case when the maximal number of students in a class is reached, the Headteacher may decide to increase the number of students in that class provided they are not the citizens of Poland, are Polish citizens who return to Poland from abroad or are children of School's staff.
9. As per other grades, a follow-up enrolment shall be conducted depending on the number of places available.



10. Admission to grades 2 to 4 shall be granted to an applicant who:

- obtained a graduation certificate from their last school year,
- achieved a positive result in School's placement test.

11. The School's Office provides Parents/Legal Guardians with dates of admission appointments regarding grades 1 to 4 over the phone or via e-mail (whole year – Monday to Friday).

12. The School Headteacher conducts interviews with Parents/Legal guardians applying for their children admission to the School. The dates of appointments shall be confirmed over the phone or via e-mail by a member of the School's Office.

13. The School will inform the applicant's parents/legal guardians about their admission over the phone or/and via e-mail.

14. The admission fee is 1000 zloty and shall be allocated to prepare a student's place in the School, which include providing facilities necessary for implementation of the electronic student programme.

15. Once a student has been enrolled, a contract for provision of education services shall be signed between the child's Parents/Legal Guardians and the School; also the admission fee should be paid into the School's account. Failing to cover the admission fee within the period specified in the education services contract shall be treated as resignation from services provided by the School. The place can be taken by applicants from the waiting list.