



Admission Policy

- A. Admission to the American International School of Rotterdam shall be determined by the professional staff.
- B. Admission shall be based on data submitted as required by the professional staff to determine:
1. the potential of the applicant to benefit from the educational services available;
 2. and the capacity of AISR to meet the educational needs of the applicant.
- C. Admission shall not be denied because of nationality, race, or creed. Student applicants shall be accepted for admission unless there is reason to believe that admission is not in the best interest of the applicant or the School.
- D. The School wishes to accept all qualified applicants and shall make every effort to provide facilities needed for the expected enrollment. Whenever all qualified applicants cannot be accommodated, all enrolled students whose pre-registration fee has been paid as of the end of May shall automatically be enrolled for the following year; new applicants shall then be considered for admission on the basis of the date the application is received in the office. If a waiting list is necessary, qualified applicants will be considered for admission on first-come/first-served basis as space becomes available.
- E. When a student formerly enrolled at a "Stichting" International School applies for admission to AISR, the following procedure will be followed:
1. The School from which the student is transferring will be contacted to see if the School can give clearance for a transfer (e.g., bills are paid).
 2. If the response is yes, the student will be admitted if he/she meets all other admission criteria at AISR.
 3. If the response is no, the student will be denied admission until such time as clearance can be given by the former school (e.g., bill is paid and/or other related problems have been resolved to the satisfaction of AISR).
- F. The procedure for admission shall be as follows:
1. The Director/Principal shall be designated the admission officers for the School.
 2. The Director/Principal will involve the Admissions Committee in reviewing admission data.
 3. When there is concern about the qualifications of the applicant, the potential of the applicant shall be judged in terms of the following kinds of data:
 - a. Grade point average and specific course grades
 - b. Continuity of previous education
 - c. Kind of educational experience
 - d. Evidence of emotional stability or maturity
 - e. Test scores from previous tests and/or AISR placement tests
 - f. Former teacher and/or administrator comments
 - g. ReferencesAs part of the admissions process, all students in grades 6-12 will have an academic interview with the school counselor. This interview is a required part of the process. It is requested that all records be made available at the time of the interview. NO admissions decision will be made without the three years of official records. Evaluation of previous high school classes will be made by the counselor to determine the number of credits earned toward high school graduation requirements, if a student is applying from a system other than the American system.
4. The capacity of AISR to meet the needs of the applicant shall be judged in relation to:
- a. Breadth of curriculum
 - b. Depth of curriculum
 - c. Extent of student services available
 - d. Limitation of school facilities
5. Students who do not speak English shall be evaluated in the following ways:
- a. All Elementary students through grade 4 who do not speak English will be admitted once they have been evaluated as prescribed in previous sections of this policy.
 - b. All Middle and High School students whose first language is not English will be evaluated by the counselor and the ESL Department to determine their level of English proficiency. Students whose level of academic English is more than two years below the grade being applied for will not be admitted to AISR. It is highly recommended that students applying to the high school have a high degree of English proficiency. ESL classes are support based classes and students are placed in regular academic classes with ESL support when accepted.
 - c. All special needs students will be placed on a conditional enrollment for one semester. At the end of the first semester, the Admissions Committee will reassess the enrollment for the second semester.
6. Students with special needs may apply for enrollment but parents of these students should be aware that:
- a. Admission for special needs students will be limited to **mild** needs only.
 - b. All special needs students will be required to furnish previous IEPs (individual educational plans), formal medical evaluations and all previous records to be reviewed by the Admissions Committee.
 - c. All special needs students will be placed on a conditional enrollment for one semester. At the end of the first semester, the Admissions Committee will reassess the enrollment for the second semester.

Early Childhood / Ages of Attendance

- A. Pre-Kindergarten is available for students who are three (3) years old on or before October 1 of the year of entry. Subject to:
1. Total enrollment in Pre-Kindergarten and Kindergarten should be limited to 18 students. However, when enrollment reaches 12 students, an aide should be hired to assist the teacher.
 2. Students being accepted on the basis of a trial period, not to exceed one month.
 3. Recognition by prospective parents that subsequent entry into Kindergarten is based on age requirement and not upon time spent in Pre-Kindergarten.
- B. Kindergarten is a normal prerequisite for entry into first grade. For entry into Kindergarten students should be five (5) on or before October 1 of the year of entry.
- C. In general, students should be six (6) on or before October 1 of the year of entry into first grade. Exceptions may be made at the discretion of the professional staff.

(please see reverse side)