

## **Spojená škola, Pankúchova 6, Bratislava**

Organizačné zložky: Gymnázium, Pankúchova 6, Bratislava

Základná škola, Pankúchova 6, Bratislava



# Admission Policy

Policy written by:	Leadership team
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Related Policies:	Inclusion Policy, Language Policy

## Mission Statement at Spojená škola, Pankúchova 6

*We aim to share and apply a common philosophy – a commitment to a high quality, challenging, international education founded in the principle of linking theory, practice and real-life situations. We promote international mindedness whilst respecting and supporting the development of students’ needs and their unique personalities and supporting them to become multilingual lifelong learners who help to create a peaceful and better world.*

### 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.” (from [www.ibo.org/](http://www.ibo.org/))*

## **Philosophy**

The International Baccalaureate offers a continuum of international education. The programmes encourage both personal and academic achievement, challenging students to excel in their studies and in their personal development.

The mission of the International Baccalaureate is to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. Through the organization's philosophy, its Learner Profile, and its Approaches to Learning, the IB framework is designed to develop the academic, physical, and personal potential of each child.

An IB education further enhances the development of international-mindedness through multilingualism. All IB programmes require the students to study, or study in, more than one language because we believe that communicating in more than one language provides excellent opportunities to develop intercultural understanding and respect. It helps the students to appreciate that his or her own language, culture and worldview is just one of many.

### **The purpose of this document is:**

- to communicate to all candidates the requirements for enrolment in IB programmes at Spojená škola, Pankúchova 6, Bratislava
- to provide clear guidelines to all candidates by defining the enrolment procedure and the admission criteria and to specify the criteria for SEN (see [Inclusion Policy](#)).
- to establish the responsibilities of all stakeholders related to admission at Spojená škola.

### **Purpose of Admission Policy at Spojená škola, Pankúchova 6**

Any child of any nationality, religion or having any social status can apply to the PYP programme in our school.

However, due to space limitations we can only open two classes per year/grade. Admission process happens before children start PYP 1. Admission information and policy can be found on the school website [www.gympaba.sk](http://www.gympaba.sk) 20 students are selected into PYP1 class based on the results from the selection process. This process is focused on school readiness – a basic psychological screening (it is requested by the Slovak Ministry of Education). Children should be developmentally prepared for the first grade. We also check language ability, whether the child is able to understand spoken English and is able to communicate in English. Anyone is eligible to apply. If parents wish their child to join a higher grade, a free place has to be available. The child is assessed individually by the class teacher.

All two classes of 20 students automatically continue into MYP classes. According to the state law, the number of students in MYP classes can be increased therefore we have additional exams for new students. To apply to either programme, each applicant must provide: a

completed Application form, records from their previous school and records of any extra-curricular activities. The application form is available on our web page ([www.gympaba.sk](http://www.gympaba.sk)).

The students are selected according to the number of points achieved.

### **Students with special educational needs (SEN)**

If the child has a known special need (e.g. dyslexia, autism, lack of interest in writing, slow learner etc.), details of the same should be communicated while applying for admission. Please note that for a candidate with special needs, the admission process is different and may be lengthier. For SEN – Candidates with a special need may be considered in the event if the disability of the candidate does not hinder his/her ability to effectively cope up with the challenges posed by all the IB programmes and if the right support teacher has been identified by either the parent or the school. The decision of the school will be final in this respect.

In the process of admission to study, it is the responsibility of parents to inform the school about the possible learning disabilities or special needs through the results of diagnostics from a pedagogical-psychological centre (CPPPaP). The School Counselor and the School Psychologist review any applications that are identified as potential SEN students. That team makes a recommendation for admissions or requests further information. This may include:

- higher time allowance
- possibility of typing on the computer

## **Primary Years Programme**

### **Application form**

Any child of any nationality, religion or having any social status can apply to the PYP programme in our school.

For admission it is necessary to fill all the sections of the application form carefully and legibly. Special attention should be paid to the correspondence address (if it differs from your permanent address) and your email address. An invitation to the admission process will be sent via email together with the timetable and a unique code under which the results will be published on the school website. Any changes will be updated on the school website. The completed application form may be sent by post or via email to [pyp@gympaba.sk](mailto:pyp@gympaba.sk) till If the application form is send via email, please should be used only .doc, .docx, or .pdf format

All the information and application to PYP program can found on the school website:

<https://www.gympaba.sk/admission-criteria/?lang=en>

### **Admission process to Grade 1 - PYP 1**

#### **A) Admission process is open for any child who:**

- reaches the age of 6 by the end of August 2020 and does not attend the first grade of any state, private or church elementary school,
- has already enrolled in an elementary school (in compliance with the Slovak education law).

#### **B) Early schooling:**

Parents wishing to enrol a child younger than this ( age of 6 by the end of August) are required to present a certificate of maturity issued by a state centre for psychological assessment and counselling (CPPP a P – Centrum pedagogicko-psychologického poradenstva a prevencie) no later than four weeks after the end of the school closure.

#### **C) Postponed compulsory education**

Parents who have requested a postponement of compulsory education need to provide the proof of postponed compulsory education together with the application form no later than four weeks after the end of the school closure.

#### **D) The results of the admission process will be published on the school website no later than 7 days after the exam.**

Children will receive points for each part and the parents/guardians are informed about the results of the selection process within seven days on the school website. Parents/Guardians of 20 most successful children will receive the acceptance letter to the PYP programme at our school. Please note that we do not divulge the contents of our assessment materials.

**E) Admission criteria are following the preschool curriculum. The selection process happens in the language of instruction - English**

**1. Perception**

- identify and name the basic colours and shapes,
- visual and auditory perception is a prerequisite for learning to read and write, a child is able to identify the same and similar shapes,
- the level of audio word analysis – a child can distinguish the first and the last sound in the word and can give examples of the words that begin with the same sound.

**2. Graphomotor skills:**

- a child has the correct pencil and a pen grip,
- can draw so that the lines are solid and not shaky,
- can copy different simple objects and signs (square, circle, points on a cube etc.),
- can cut out a simple shape (with the guiding lines) using the scissors,
- can draw a human body with all the basic features,
- prefers one hand when drawing.

**3. Cognitive skills:**

- children start using analytic thinking,
- use basic concepts to make a comparative judgement and to identify the differences,
- start to understand the relationships, correlations, causes and effects,
- can say their name, surname and address,
- can say nursery rhymes and sing songs,
- mathematical skills (use basic concepts for ordering, can count and add objects up to five),
- know the spatial positioning and directing words (right, left, up, down, in front of, behind, between, the first, the last ...).

**4. Social skills:**

- can focus on a play or other activity for about 15-20 minutes,
- can finish work or a game (without running off and changing the activity),
- can adapt to a new environment and new people without major difficulties,
- can forge relationships with the peers and does not avoid their company,
- can resolve disputes peacefully without using physical force, verbal aggression, or defiance,
- should accept the adult authority,
- should not suck their thumb, bite their nails, wink, or clear their throat excessively or stammer.

## **Admission process to Grades 2 - 5 - PYP 2 – PYP 5**

For admission, it is required to fill in the application form. If the space is available, a child will be invited for an examination. Application forms are valid for one year. It is necessary to apply again after this time.

Admission criteria are following the preschool curriculum. The selection process happens in the language of instruction - English (see [Language Policy](#))

Transfer examination will cover the knowledge of:

- English Language
- Mathematics

Before the transfer examination parents are informed via email about the date, time, and the place. The email communication includes the requirements for each subject related to grade.

## **Middle Years Programme**

Spojená škola Pankúchova 6, Bratislava is an all-inclusive school which aims to provide high-quality educational experience through its IB Middle Year Programme (MYP). The IB Middle Year Programme is an academically challenging and balanced programme of education. The MYP has been designed as a coherent and comprehensive curriculum framework that provides academic challenges and develops the life skills of students between the ages of 11 to 16. Middle Years at Spojená škola, comprise PreMyp, MYP 1 – 5, which correspond to Grade 6 Elementary School to Grade 3 Secondary School. The school's admission policy ensures a fair and transparent admission system and avoids unfair discrimination on grounds of disability, gender, religion or belief. Furthermore, the policy also ensures that proper admission procedure is followed in respect to each application received for admission.

### **Objectives of the policy**

- To ensure that the school gets the maximum admissions possible without making a compromise.
- To have a fair and transparent policy for all parents.
- To make the admission process easy for parents and students.

### **Admission procedure**

#### **STEP 1: Submission of all documents and application form**

Please, submit the following to the school.

1. Application Form Request with complete details, signed by the parent.

You can find applications to the MYP below.

<https://www.gympaba.sk/admission/?lang=en>

2. Previous two year's Report Card (for all MYP grades)

**Please note that the admission process will be treated as incomplete if any of the documents mentioned above are not submitted.**

After sending in the application form and the documents, students will be registered for the entrance tests from English and Math and a short interview.

#### **STEP 2: English and Math test**

It is mandatory to take these tests. Test specifications will be published on the school website no later than 4 weeks prior to the exam.

**English:** The test paper will be designed to check the student's ability to meet the requirements for Language Acquisition at MYP.



**Math:** The test paper will be designed to check the student's ability to meet the requirements for Mathematics at MYP level.

**STEP 3: A short interview**

It is mandatory to take part in the face-to-face interview in person or (in rare cases) online. The school will have a final say if the reasons for an online interview are relevant. The aim of the interview is to evaluate the student's abilities and determination to study and the level of language competence.

**STEP 4: Communication of admission status:**

The school will inform you about your child's admission status by post or email no later than 7 days after the admission test and an interview.

**STEP 5: Confirmation of attendance:**

Once you receive your child's admission status you must confirm the attendance by signing the Commencement Confirmation within the period specified in the admission status.

**Selection Criteria for admission in MYP**

English: 75 % minimum score

Maths: 60 % minimum score.

Interview: 70 % minimum score

In all admissions cases, the head of school makes the final decision.

**Responsibilities**

Upon enrolment at Spojená škola, it is the responsibility of the parents or guardians to supply the school with evidence including the application forms and all other documentation required in the Spojená škola enrolment policy.

It is the responsibility of the MYP Coordinator to check all documents and suitability of applicants to study at Spojená škola.

It is the responsibility of the Mathematics and language teachers to prepare the appropriate admission procedures.

It is the responsibility of students to take the tests and to take part in the face-to-face interview in person or (in rare cases) online.

It is the responsibility of all educators, specialists, parents, students and all stakeholders to remove barriers and make a friendly environment.

## Diploma Programme

Spojená škola Pankúchova 6, Bratislava is an all-inclusive school which aims to provide high-quality educational experience through its IB Diploma Programme (IBDP). The IB Diploma Programme is an assessed programme for students aged 16 to 19. It is respected by leading universities across the globe. Through the DP, schools are able to develop students who have excellent breadth and depth of knowledge, flourish holistically, study at least two languages, excel in traditional academic subjects, and explore the nature of knowledge through the programme's unique theory of knowledge course. IBDP at Spojená škola, Pankúchova 6 comprises DP 1 and DP 2 classes, which correspond with Grade 4 Secondary School to Grade 5 Secondary School. The school's admission policy ensures a fair and transparent admission system and avoids unfair discrimination on grounds of disability, gender, religion or belief. Furthermore, the policy also ensures that proper admission procedure is followed in respect to each application received for admission.

### Objectives of the policy

- To ensure that the school gets the maximum admissions possible without making a compromise.
- To have a fair and transparent policy for all students.
- To make the admission process easy for parents and students.

### Admission procedure

#### STEP 1: Submission of all documents and application form

Please, submit the following to the school.

1. *Application Form Request with complete details, signed by the parent (legal guardian).* You can find applications to the IBDP below.

**In Slovak:**

[https://docs.google.com/forms/d/11JTUC300Rv4BTCCyW0F09C8dir6gjpeGkMX4XPI\\_n0g/edit](https://docs.google.com/forms/d/11JTUC300Rv4BTCCyW0F09C8dir6gjpeGkMX4XPI_n0g/edit)

**In English:**

<https://docs.google.com/forms/d/11WhzUrwr7MAm8Px6r-Ajnoen1ozyX2IxgiQpSoZQPd0/edit>

2. *Previous two year's Report Cards (both the internal and external students)*

**Please note that the admission process will be treated as incomplete if any of the documents mentioned above are not submitted.**

#### STEP 2: Evaluation of academic achievement / Maths and English Test

Conditions for entry regarding academic achievement:

**A. Internal students**

1. A minimum final achievement score of 4 in each of the following subject groups: language & literature, language acquisition, individuals & societies, science and maths (an average score will apply if a student is enrolled in multiple subjects within a subject group)
2. Completion of personal project and service as action requirements (MYP students only)

**B. External MYP students**

1. A minimum final achievement score of 4 in each of the following subject groups: language & literature, language acquisition, individuals & societies, science and maths (an average score will apply if a student is enrolled in multiple subjects within a subject group)
2. Completion of personal project and service as action requirements
3. One teacher recommendation that addresses behavior, attendance, motivation and self-discipline may be required.

**C. External non-MYP students**

1. Mathematics: mathematics skills and concepts test
2. English: written test

It is mandatory to take the tests. Test specifications will be published on the school website no later than 4 weeks prior to the exam.

**English:** The test paper will be designed to check the student's ability to meet the requirements for Language and literature in the DP.

**Maths:** The test paper will be designed to check the student's ability to meet the requirements for Mathematics in the DP.

3. One teacher recommendation that addresses student behavior, attendance, motivation and self-discipline may be required.

**STEP 3: A short interview** (internal and external students)

All applicants will be interviewed to determine their level of commitment and ability to take personal responsibility for their learning, as well as their level of oral English fluency. The primary purpose of the interview is to consider the applicant's potential to succeed not only in their individual subjects but also in the core components of CAS, theory of knowledge and the extended essay.

**STEP 4: Communication of admission status:**

The school will inform the candidates about their admission status by post or email no later than 7 days after the admission test and an interview.

**STEP 5: Confirmation of attendance:**

Once the candidate receives their admission status, they must confirm the attendance by signing the Commencement Confirmation within the period specified in the admission status.

**Transfer students**

- A. Students who transfer from other IBDP schools are welcome. Spojená škola, Pankúchova 6 will work closely with parents and other DP coordinators to ensure as smooth a transition as possible.
- B. Where appropriate subject or level is not available at Spojená škola, Pankúchova 6 parents may need to pay the cost of tutoring or of an online course

Our Inclusion and Language policies outline our philosophy on making the Diploma Programme as accessible as possible given the financial and professional resources available. (see [Inclusion Policy](#) and [Language Policy](#)) In all admissions cases, the head of school makes the final decision.