



## **DELEDDA INTERNATIONAL SCHOOL**

### **ADMISSIONS POLICY**

The policy is reviewed annually. The Admissions policy was last revised and updated by Elizabeth Coykendall Rice (DP coordinator and Head of School), Chiara Colucci (MYP coordinator), Marta Camarda (Primary coordinator), Martina Maello (Language and Literature Teacher), Carole Stansfeld (English Teacher), Mark Ebury (English Teacher), Ilaria Caputo (Admission Office), Vanessa Federico (Admission Office and SEN Admin Responsible), Antonella Caria (School Counselor).

The policy was most recently revised on June 30, 2023.

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## **Deledda International School Mission statement**

Deledda International School provides an international education that fosters academic growth within a caring community for students.

The School promotes the appreciation of the diversity of people and cultures, provides an environment conducive for learning and teaching, and offers a rigorous international curriculum that, in the lower years, is blended with the national Italian Curriculum.

### **GOALS:**

- To inspire and motivate students to become life-long learners and to achieve their individual potential in all areas: intellectual, ethical, emotional, creative and physical.
- To co-exist respectfully in a multi-cultural environment that supports all students to acquire the knowledge, skills and values to be self-sufficient individuals in our global society.
- To maintain a highly-qualified staff of committed teachers who are encouraged to be innovative and responsive to our student body with all their various needs and requirements.
- To promote an ordered and structured code of conduct in which self-discipline is encouraged and integrity is paramount.
- To foster compassion and develop an active social conscience within the student body through an awareness of and participation in social and environmental programs.
- To prepare students for entry to institutions of tertiary level education both locally and around the world.
- To facilitate the ongoing and integrated use of information technology.

At DIS we value honesty and academic integrity as means whereby students become well- rounded caring citizens and life-long learners as stated in our mission statement and aligned with the IBO mission statement.

It is therefore important that the whole school community understands and follows the Academic Honesty Policy to ensure academic integrity.

At Deledda International School we recruit, inform and admit new, qualified students, and we aim to ensure that prospective families understand the DIS and IB mission statements, philosophy and our IB community. We also make a great effort to give them a good overview of the IB programmes we offer.

It is possible to enroll in our school from the first grade of the Primary School (Year 1) to the first year of our Diploma Programme (DP1, Year 11). Enrolment is subject to passing an admissions

test. No requests for enrolment in DP2 (Year 12) are accepted.

DIS does not discriminate regarding one's ethnic group, political and/or religious convictions, gender and sexual orientation, and nationality. DIS accepts and appreciates differences as an integral part of its character as an International School. Students with SEN should submit official documentation so that during the Admissions process at all year levels, all necessary accommodations can occur (additional time, use of a computer, etc.)

The number of new classes to be formed every year will be determined based on the number of students admitted. Every class will normally be composed of no less than 15 students. The following rules are valid for new enrolments in DIS. Rules that apply to the passage from one class to the other are mentioned further on in this document.

### **Rules for admission to the primary school**

Families may apply for pre-enrolment in all years of primary school through our website. Applications for admission will be evaluated depending on the day and time of submission, on a first come-first served basis, depending on availability. Normally, enrolment contracts for the following year are sent in May. Any pre-enrolments exceeding availability will be left pending on a wait list, and these applications will be retrieved in case somebody who has the right to enroll eventually renounces enrolling.

### **Rules for admission to MYP1, MYP2, MYP3 corresponding to the first year, second year and third year of the Italian middle school**

After applying for pre-enrolment, students are required to take a selection test, made up of a written exam and an oral interview. The written exam aims at testing the candidate's skills in Italian, Maths and English. All the tests will be assessed with a percentage, which will then be averaged. The oral interview gives the students the chance to express themselves in English and/or Italian using the IB Learner Profile as the starting point for discussion. A student's previous school experiences may also be discussed, as well as hopes and plans for the future. All of this contributes to a separate evaluation, as a percentage grade. Then all will be combined to make a final grade out of 100. The evaluation is carried out by a committee made up of teachers from the school. We use A2-KEY exams as a tool for assessment for admission to MYP1 and MYP2, B1-Preliminary for MYP3.

## **Rules for admission to MYP4, MYP5 corresponding to the first year and second year of the Italian high school**

1 Selection for admission comprises of an Italian test (for Italian speaking candidates) and a Maths test (Italian and Maths tests are structured according to the Invalsi tests in the third year of the Italian middle school for the admission to MYP4);

2 Students will be tested also for English. Students for MYP4 and above will be assessed on reading and writing. They will have a reading test similar to the Cambridge English B2 Reading component and will also be expected to write an essay of approximately 200 words.

3 written tests will be followed by an oral interview where the IB Learner Attitude will be evaluated. The interview will be in Italian and in English.

### **Admission to the Diploma Program (YEAR 11)**

Enrolment in the first year of the Diploma Programme (Year 11) can only be granted to those students who have either successfully completed 10 years of education in an international school system or for those coming from the Italian system students who have successfully completed the third year of high school.

At DIS, all of our students complete the full Diploma Programme, therefore, it is not possible to take individual Diploma Programme courses.

**We do not accept any students into DP2, as it is the second and final year of the Diploma Programme which is a two-year programme of study.**

For year 11 (DP1) admission, in addition to an exam similar to the one for the first two years of High School (MYP4 and 5) to determine a student's ability in Math and Italian, as these subjects are required in the DP, the school reviews the student's progress reports from the former school(s). The student and family are encouraged to attend our MYP5 orientation in the spring before the Diploma Programme, if this is not possible, then an individual consultation occurs with the Head of School or DP coordinator for advice on which track and which subjects are best for the student. For further details, please refer to the IB Diploma Programme Handbook created by the school to help students and their parents when selecting the track and subject and level (<https://genoaschool.eu/diploma-programme-handbook/>). Students and families fill out a form to indicate the requested track, courses and levels. The level of English assessed by the school helps us place the student in the appropriate class level. On our website there are guidelines as to what the tests will consist of and the Math and Italian teachers will evaluate the results based on assessment criteria of our current MYP5 student levels as the new students would be joining those students. The results of the admissions test are shared with the student and family, and if the student is admitted to the first year of the DP, the Head of School and/or the DP coordinator explains the Diploma Programme and works with the student and family to choose the track,

subjects and levels to ensure a successful academic programme.

### **Deadlines for pre-enrolments and selection dates for all classes**

Applications for selections will normally be accepted by February 28. Enrolment applications sent after that date will be considered based on availability at that time, and after evaluating the candidates' previous academic career. Selections will take place on the days following such a date. Families of students who have repeated a year must inform DIS. By "repeating students" we mean anyone who has repeated even just one of the school years preceding the one for which the application is submitted.

Further information can be requested from the DIS Office, at the following times:

Monday and Tuesday from 10:30 to 11:30 am and from 1:30 to 2:30 pm;

Wednesday, Thursday and Friday from 1:30 pm to 2:30 pm.

The complete text of the general admission guidelines, with rules concerning the enrolment contract, tuition and attendance, is available on [www.genoaschool.eu](http://www.genoaschool.eu) under *Admissions*.

### **Admission procedures**

#### **STEP 1 Pre-enrollment and Admissions fee payment**

To apply to enroll for the entry test, go to the school website ([www.genoaschool.eu](http://www.genoaschool.eu)) and fill in the pre-enrolment form (<http://disgenoa.openapply.com>), following the instructions.

To fill in the form, you need to create an account on our OpenApply system. It is important to save the credentials in order to access further information and move ahead with the procedure.

NOTE: You will have to pay a non-refundable Admissions fee of 50 Euros to the school's bank account, and you will be requested to upload a file containing a copy of the child's vaccinations. In addition, school transcripts and a form regarding the academic history of the student need to be submitted for admissions review.

#### **STEP 2 The Admission test**

The School will notify you by email when to come and take the test. Along with the invitation to the entrance test, you will be asked to send any Special Educational Need (SEN) certifications to the school address ([info@genoaschool.eu](mailto:info@genoaschool.eu)). The test will take place in our school, at the school attended by the student or at the student's premises if the student lives abroad (following the procedure here below). Italian and English tests will be in the respective language. The Maths test will be in Italian, unless the family specifically requests that the student take the test in English (this request can be specified when filling in the pre-enrolment form indicated in Step 1). Normally, tests take place in March, but the School may arrange for certain tests, pertaining to specific grades, to be taken at different times. As for DP1, the Maths test will be in English as our DP Maths courses are taught in English.

**IMPORTANT:** The English language test is necessary to enter any MYP class or DP1. If candidates

have a Cambridge or an IELTS certificate for the minimum standard of achievement levels for English before the date of the admission test, they can provide it to the school and skip the English test. If you have any doubts, please contact the DIS Office.

Below is a description of what the entry test will be like.

YEAR	ITALIAN (*)	MATHEMATICS Available in Italian or English	ENGLISH Based on the following levels	THIRD LANGUAGE Test upon decision of the language teacher
MYP1	Reading comprehension + grammar questions	The four operations, decimal numbers, units of length, weight and capacity, angles, triangles, basic two-dimensional shapes	A2	No test
MYP2	Reading comprehension + grammar analysis	Operations with fractions, divisions, prime numbers, powers, triangles and quadrilaterals, basic statistics (mean, mode, median)	A2	No test
MYP3	Reading comprehension + logical analysis + verbs	Fractions, percentages, proportions, basic geometry problems, including quadrilaterals, statistics (charts), coordinates system	B1	A1
MYP4	Reading comprehension + questions on grammatical and lexical competencies	See MYP3 + monomials and polynomials, basic probability, coordinates (distance between two points, midpoint), basic three-dimensional shapes	B2	A1
MYP5	Analysis of a prose passage	Equations and inequalities, polynomial division, algebraic fractions, equations system, equations of a straight line, statistics (boxplot, cumulative frequency)	B2	A1/A2
DP1	Analysis of a poetry work	See MYP5 + functions (linear, quadratic, exponential), linear regressions, quadratic equations, basic probability of events, operations with irrational numbers	B2	A2
DP2	No new students can be admitted in DP2			

(\*) these tests are for mother-tongue students. For students of Italian as a foreign language, the test will be a reading comprehension with oral questions based on the number of years the student has studied Italian or no test at all if the student does not speak Italian.

## HOW TO GET READY FOR THE TEST

### Tips for the Italian test

For MYP1, 2, 3, 4 and Primary Years:

See INVALSI tests on the following website as our tests are based on those:

[http://www.invalsi.it/areaprove/index.php?action=strumenti\\_pr](http://www.invalsi.it/areaprove/index.php?action=strumenti_pr)

On the internet you can find many websites that offer tests based on INVALSI tests, like this one:

[http://www.engheben.it/prof/materiali/invalsi/prove\\_invalsi.htm](http://www.engheben.it/prof/materiali/invalsi/prove_invalsi.htm)

For MYP5 and DP1:

For these tests students will be asked to analyze elements of literature. Those studied by students in their previous school can be used as exercises.

### **Tips for the English test**

1) Grammar and language exercises:

<http://www.cambridgeenglish.org/learning-english/find-free-resources/>

2) Comprehension exercises: watching movies, TV series and cartoons in English, possibly with English subtitles: [www.ororo.tv/en](http://www.ororo.tv/en)

### **Tips for the Math test**

1) Any online resource or book to prepare for the INVALSI test, like those recommended for Italian, in particular:

For MYP1: 5<sup>th</sup> elementary

Invalsi: [http://www.engheben.it/prof/materiali/invalsi/quinta\\_elementare\\_matematica.htm](http://www.engheben.it/prof/materiali/invalsi/quinta_elementare_matematica.htm)

For MYP4: 3<sup>rd</sup> middle school Invalsi: <http://online.scuola.zanichelli.it/quartaprova/matematica/>

2) <http://eu.ixl.com> in particular:

For MYP1: see Grade 2, Grade 3 and Grade 4 exercises

For MYP4: see Grade 5, Grade 6 e Grade 7 exercises

## **STEP 3 Results**

After taking the written and oral tests, those students who have passed the admissions tests will be sent a notification from the School and will be able to enroll based on the class availability. The school will provide a deadline for enrollment. All others will receive a non-admission notification from the School.

Please note that availability may be determined, for existing classes, only after the final grading meetings in June, and also depends on the Governing Board's decision as to the formation of new classes. Any students included in the ranking list, but not admitted due to a lack of availability, will only be admitted if any admitted students subsequently renounce. It is our right to deny entry into the school on the basis of our professional judgment. In particular, students who do not respect the rules during the tests, or who are caught cheating, will be excluded from the selection. Our decision is unquestionable and final, as is our assessment of the tests. The final decision on all applications rests with the Head of School. **The admissions procedure is not active during the month of August.**

## **STEP 4 Enrolment**

Admitted students are invited to enroll in the School by submitting the following: A signed copy of the contract that will be sent to the family by email after the ranking list is published. A copy of the receipt confirming that payment for the enrolment has been made (the amount will be specified in the contract).

**NOTE: All candidates to MYP4 (the first year of the Italian high school system) living in Italy are required first to pre-enrol in a state school as well, in the manner indicated by the Italian Ministry of Education.**

For a description of the content of the admission tests, please consult our school website under **ADMISSIONS** where we indicated specific stated criteria used for admissions.

### **Procedure for online test at the student's premises (just for students living abroad)**

Dear candidate/parent,

In the following days, your child will be asked to take an online entrance test to be admitted to Deledda International School.

Preliminary STEP: download Microsoft Teams on your smartphone or tablet following the link below:

<https://www.microsoft.com/en-us/microsoft-teams/download-app>

#### Instructions:

- 1) In the email the office sent to you, you will receive a link to a Teams meeting.
- 2) Clicking on the meeting link, you will be redirected to the platform, and you will be asked to check the correct functioning of:
  - the speakers and the microphone of your PC
  - your internet access
  - your webcam
- 3) Place your smartphone/tablet's camera on the side (right or left) relative to your table and chair. The image should capture:
  - The side of your face
  - Your work area: table surface

For this purpose it is important that you place the camera at a certain level with respect to the table, with some downward tilt, and at a sufficient distance from the table to capture the whole required area.

- 4) You will receive an email with the test as an attachment just a few minutes before the exam starts. You need to print it.
- 5) At the end of the test, please scan the sheets using an app such as: <https://www.camscanner.com/> on your phone/tablet and please scan the test as a whole document, "batch", and not single sheets.
- 6) Send the pdf to [info@genoaschool.eu](mailto:info@genoaschool.eu)
- 7) Once we acknowledge that we have your test, you may close the connection or have 10 minutes break before a second test starts.

#### **Warning**

##### **Things you cannot have with you during the exam**

- Additional devices (additional screens, computers)
- Headphones or earphones

##### **Things you cannot do during the exam**



- Talk
- Go to the toilet
- Browse books, papers, web pages

#### **Exam environment requirements**

- Adequately lit room
- Be alone
- Correctly placed webcam (smartphone/tablet)

### **Policy Alignment**

The DIS Admissions policy aligns with the IB, our mission statement and our policies as indicated below:

#### **... to the IB Learner Profile**

Several of the IB Learner Profile attributes are being **principled, open-minded and communicators** and we as a school strive to keep an open mind and be objective in our admissions assessment regarding our own students and prospective students when assessing their abilities and to communicate the results to students and parents quickly and objectively.

#### **... to the school's Mission Statement**

Part of our mission statement is "our school provides an international education that emphasizes academic excellence within a caring community for students."

By emphasizing academic excellence and publishing admissions standards and the results of our students and prospective students allows us to create a caring community.

#### **...to the school's Academic Integrity Policy**

From the moment a student enters our school we expect academic integrity, especially during our admissions exams.

#### **...to the school's Language Policy**

Our admissions policy aligns with our language policy as it clearly outlines the achievement standards which we expect from our students and prospective students at each year level.

#### **...to the school's Inclusion Policy**

As stated in our Admissions policy, our Inclusion Policy is in effect during the admissions process for those students with special needs.