

# Diploma Programme



# Admissions Process

2016 - 2017

updated January 2017

(to be reviewed by August 15th each year)



### *Philosophy Statement*

At the International School of Estonia, all students are encouraged to attempt the full Diploma. As a small school and close-knit community, we pride ourselves on our ability to support students of all levels in successful completion of the Diploma Programme. As such, it is expected that unless there are extenuating circumstances, all students will attempt the full Diploma starting in grade 11.

### *Admission to the Diploma Programme*

For students currently enrolled at ISE, satisfactory progress in their grade 10 courses (ISE MYP grade 3 or higher) and successful completion of the Personal Project are required. However, exceptions may be made and the final decision will be determined in consultation with the grade 10 teachers, and advisor, DP Coordinator, and Principal.

For students new to ISE, an English proficiency exam will be given to those non-native English speaking students wishing to enroll in the Diploma Programme. If the student is not able to communicate effectively in English, it will be recommended that the student first complete grade 10 at ISE before progressing into grade 11 and the Diploma Programme. If the student is interested in attempting only the ISE Diploma, the admissions team (Director, Principal, Student Support Service Coordinator, PYP Coordinator, MYP Coordinator or DP Coordinator and school counselor) will provide a final decision on grade placement.

Students who wish to transfer into ISE's Diploma Programme from another school in which they had been studying in the DP will be given consideration on a case-by-case basis. However, it should be noted that the courses the student was previously enrolled in must match those offered by ISE.

Students who wish to transfer into ISE's Diploma Programme from a school that did not offer the DP after the first quarter will need to wait until the following academic school year, and will be admitted into grade 10/Middle Years Programme.

For students with special needs, please see our SEN/Inclusion Policy.

### *Advisement on the Diploma Programme*

At the start of the 10th grade year, students are introduced to the Diploma Programme by the Programme Coordinator. An overview of the programme and its options are covered, and students are provided with a survey to find out their future goals, including what and where they'd like to study, and which DP courses they might be interested in. This information is then examined by the Diploma Programme Coordinator in order to better assess the students' needs and counsel them on their course choices.

In the spring of the 10th grade year, an introduction to the grade 11-12 options is provided by the DP Coordinator and Principal for both students and parents. The Principal will explain the ISE Diploma and the DP Coordinator will provide a more in-depth overview of the Diploma Programme.

Whenever possible, current Diploma Programme students will also be available to discuss the options available in each of the six subject groups, so that incoming DP students have an opportunity to hear details from ISE students who have been in the programme before them.

From there, students will meet with the DP Coordinator and/or Principal to make their course selections for the following academic year, taking into consideration students' future plans. The DP Coordinator and/or Principal are also available to meet with parents and students on an appointment basis to explain the options available and to finalize the course choices and start the university counseling process.

Approval of final course selections are at the discretion of the DP Coordinator and will consider input from teachers about student ability.

#### *Grades 11 to 12 Diploma Programme (DP) Promotion from Grade 11 to Grade 12*

For an IBDP student to remain in the programme from grade 11 into grade 12, he or she must have achieved the following at the end of the academic year:

- 20 points or above in the six subjects chosen for DP, including no less than a 3 in each subject
- A 'pass' in TOK
- Submission of or satisfactory work towards an Extended Essay, holding a quality acceptable to the supervisor
- Submission of a CAS journal, holding a quality acceptable to the CAS Coordinator
- When a student reaches a 95% excused or unexcused absence rate, the parent(s) or guardian(s) of the student will be contacted by the Principal notifying them of the student's absences and reminding them of the policy herein. Please refer to the attendance policy for specific details.
- The final decision in regard to student remaining in the programme is at the discretion of the Administrative team.

For information on ISE Diploma credit requirements, please see the ISE Student-Parent Handbook for the current academic year.