



ADMISSIONS POLICY

Amendments Approved by Board on April 7, 2009

5.00 THE STUDENTS

5.10 RESPONSIVE AND FAIR EDUCATIONAL OPPORTUNITIES

AISB is committed to an admissions policy that enables the school to accomplish its mission and fulfill its vision in a manner that is fair, transparent, and consistent with its founding documents and core purpose. Candidates and current Students will be eligible for admission and/or continued enrollment based on:

1. The potential of the applicant to benefit from the educational services available;
2. The capacity of the School to meet the educational needs of the applicant;
3. The extent to which the student's admission will enable the School to maintain diversity and the integrity of its English-language learning environment. To this purpose, no country will be represented by more than 20 percent of the student body per division (Elementary, Middle, and High School), with the following exception: children of the staff of the U.S. Embassy in recognition of its status as founder of the School will not be included in those percentages.

5.11 ADMISSION AND PLACEMENT CRITERIA

To best serve its mission and achieve optimum enrollment, the School will establish and follow admission and placement procedures and regulations as outlined below.

1. Candidates for admission must submit application materials as required by the School.
2. Students enrolled at the end of the previous academic year who have met the terms of the Board's financial policies will be re-enrolled for the following year if the Parents have stated their intention for the Student to return prior to April 1st and the Student demonstrates, as indicated in School records or testing, his/her ability to meet academic and behavioral standards of the grade level. In certain cases, the School may offer Conditional Acceptance for newly entering students, i.e. accepting a student on a one-year trial basis.
3. All dependent children of U.S. citizens engaged in carrying out U.S. Government activities in Hungary who request admission and are able to meet the School's standards of admission will be enrolled at any time of year (including children of embassy staff and grantees);
4. If they have completed the application process prior to April 1st, siblings of Students enrolled will be given priority for admission;

5. All dependent children of the members of the Faculty who request admission and are able to meet the School's standards of admission will be enrolled;
6. Other applicants for the next academic year will then be considered for admission on the basis of the date the application process is completed and based on the School's criteria. The enrollment status of the applicants for the following academic year will be confirmed on April 1st. If enrollment is at capacity, the School will follow its Waiting Pool Policy (see 5.17).
7. Applicants for the current academic year who apply after April 1st may be admitted for the remainder of the academic year only if there is space already available for the following academic year.
8. Acceptance of mid-year arrivals (i.e. January onward) can only be confirmed as of September of the same academic year in which they will be enrolled. In such cases, a non-refundable reserve seat payment of 20 percent of tuition for the respective unused period must be paid.

5.12 ENGLISH LANGUAGE REQUIREMENTS AND ESL

The School accepts Students with no previous experience with English from grades pre-kindergarten to 6. In grades 7 through 12, candidates must demonstrate increasing levels of language proficiency, as determined by an English language assessment administered at the School. The development of academic language takes time and the School is committed to preparing Students thoroughly for the college or university of their choice. Therefore, Students entering grades 10 through 12 must have a substantial level of English competency. In addition, to ensure effective support for English as a Second Language (ESL) students, and to protect the English-language learning environment in all classrooms, ESL admissions will be capped at 30 percent maximum per division.

5.13 ENTRANCE AGE ELEMENTARY SCHOOL

Students are eligible to begin PreK3 if they are three (3) years old on or before September 1 of the same academic year. Students are eligible to begin PreK4 if they are four (4) years old on or before September 1 of the same academic year. Students are eligible to begin kindergarten if they are five (5) years old on or before September 1 of the same academic year. Students are eligible to enter first grade if they are six (6) years old on or before September 1 of the same academic year. At the discretion of the Director, an exception to the above age eligibility requirements for a student relocating from an accredited school may be possible and would be based on a review of the Student's school records and an entrance assessment.

Students for other grade levels are placed in grades that most nearly approach the

chronological age for the Student taking into account the academic history. Students who follow a January to December school year will be enrolled in the grade level they last completed. In all decisions, the Student's likelihood of success in the AISB curriculum will be a key factor.

5.14 HIGH SCHOOL

Students applying for admission to the High School program must demonstrate the potential to graduate from High School before they reach twenty (20) years of age.

5.15 HIGH SCHOOL GRADUATION REQUIREMENTS

The minimum requirement for Students who have been enrolled in the School since the ninth grade is to accumulate twenty-four (24) credits distributed among the academic departments as listed below. One further requirement for a US High School diploma is computer literacy, which may be obtained through a semester course or a proficiency exam. Students are also required to complete the High School health curriculum. Service is an important part of our curriculum and Students must contribute in a satisfactory manner in order to graduate.

Students must have completed at least six (6) credits with passing grades to be considered for tenth grade. Students must have a minimum of twelve (12) credits with passing grades to be considered for grade eleven.

GENERAL SUBJECT AREA REQUIREMENTS:

English	4 credits
Social Studies	3 credits
Mathematics	3 credits
Science	3 credits
Foreign Languages	3 credits
Electives	4 credits
Fine Arts	2 credits
<u>Physical Education</u>	<u>2 credits</u>
TOTAL:	24 credits + computer literacy

NOTE: Graduation requirements may be amended for Students who transfer to the School in their junior or senior year and for those Students in the International Baccalaureate diploma program. All efforts must be made to ensure the core academic requirements in science, mathematics, foreign languages, English, and social studies are met. A minimum total of twenty-two (22) credits are required for graduation. Students are required to be enrolled in six (6) periods of class instruction every year.

5.16 RE-ADMISSION AFTER THE SENIOR YEAR

Students who have failed a course or courses as seniors will not be readmitted. It is suggested that the Student complete the necessary credits in an accredited summer school program.

5.17 WAITING POOL POLICY

Pursuant to the admissions procedures and regulations stipulated in 5.10-5.17, the School operates a year-round rolling admissions policy based on the following Board-approved limits to class sizes:

Grades	Class Size
PreK3	12
PreK4-K	16
Grades 1-5	18
Grades 6-8	18
Grades 9-12	20 per homeroom

Once a grade level has filled to this capacity, two additional seats in each class will be available to students who meet both the School's standards and the following criteria:

1. Dependent children of U.S. citizens engaged in carrying out U.S. Government activities in Hungary;
2. Students whose siblings have already been admitted in other grade levels at AISB;
3. Students whose mother tongue or first language is English, in accordance with the School's founding documents.

All other eligible students will be placed in a waiting pool and will be admitted based on a review of their application and an evaluation of the School's criteria. They must pay a registration fee to hold their place on the list. This fee will be reimbursed if AISB is unable to offer a place. They will be offered a place if the grade level numbers drop below the Board-approved class size as described in 4.40 and 5.17 of this Policy Handbook.

OTHER RELATED CHANGES IN THE POLICY MANUAL

1.21 NON-DISCRIMINATION EMPLOYMENT POLICY

The School does not discriminate on the basis of race, color, religion, national or ethnic origin, sexual orientation, age, sex or marital status in its educational programs, activities, and services or its employment practices. Inquiries may be directed to the Director (as defined in Section 1.42 below).

1.44 THE STUDENTS

Once students are enrolled, they will be treated equally and in accordance with the School's values regardless of nationality, race, or religion. Student applicants will be accepted for admission unless there is reason to believe that admission is not in the best interest of the applicant or the School. Information relating to the Students may be found in "The Students" (Chapter 5) part of the Policy Book.

5.40 SCHOLARSHIP PROGRAM FOR HUNGARIAN STUDENTS

The purpose of the program is to serve as an award for dependents of full-time non-teaching Hungarian employees of the School and that of the American Embassy in Budapest and to encourage the academic advancement of worthy Students.

One new scholarship may be awarded each year and the recipient is entitled to continue at the School under scholarship unless it is revoked for one of the reasons below. Scholarship students will not be included in the nationality cap (as per policy 5.10. in the Policy Handbook).