



The English School of Mongolia (ESM) Preschool and Junior School (JS)

Admissions policy

English School of Mongolia (ESM) is an international school with high academic standards incorporating the best practices of the world. It has an enhanced academic programme being introduced through the use of the best teaching and learning approaches of the recent educational developments. The taught curriculum is based on the British national ones used within the International Baccalaureate Primary Years Programme (IB PYP) framework, as the school is moving towards its implementation.

ESM welcomes applications from students from all over the world, who can demonstrate a need for international education and are ready to work within the high standard context offered by the school.

Students qualify for placement at ESM:

- A. Regardless of their nationality, religion, sex, gender, race, ethnicity, and gender identity.
- B. When the appropriate application form has been submitted and required registration forms completed
- C. When all the required documents have been submitted:
 - Two recent passport-size photographs;
 - A photocopy of the birth certificate or passport photo page;
 - A photocopy of parents'/guardians' passport photo page or national ID Card;
 - A photocopy of the child's school reports/transcripts since grade 1 (except for students entering pre-school or grade 1);
 - A student contract, completed and signed by the parents;
 - A completed student registration form.
- D. When the admission tests are successfully taken
- E. When, in case of unsatisfactory admission test results, the relevant student admission plan is made (the enrollment is permitted, if not, then a special plan is made for every student according to the needs –for more details see Inclusive Education Policy)
- F. All the relevant payments have been made (the tuition fee of the enrollment year; the registration fee)
- G. Relevant enquires from the previous educational institutions have been made and appeared to be satisfactory

In case of not showing satisfactory results with the admission tests, the following procedures are to be followed:

1. the parents meet the JS Head to discuss the possible developments of the case
2. the student is interviewed by the Grade Level Coordinators (GLC) and an **“Individual Education Plan”** is developed. The plan may demand one of the following steps:
 - Student participates in the preparatory courses for an assigned period of time to catch up with the required academic level and only after retaking the tests and passing they may be considered for further procedures.
 - Student is enrolled and starts attending the school but is on **probation period** and is required to attend homework club or/ and get additional tutoring; get individual teaching assistant (TA) in

class support etc.

The plan options are not restricted to the above mentioned solutions only as the cases may vary. The school management reserves the right to stop the plans and require the student stop attending the school in case no progress is observed over a given period of time.

The “Individual Education Plan” is subject to a review every 2 terms.

Students are placed in the age appropriate grade, with other students of the same age. This is the best option for students considering their social, behavioral and emotional development, and it enables children to thrive and best learn from the holistic curriculum. The birth dates for each grade level are *September until August* the following year.

Only rarely and only upon careful evaluation of the applicant by the programme coordinator is it possible to make exceptions related to the age guidelines when placing into a grade level. Reasons for such decision may become some concerns related to the student well-being or academic individual background. Besides the coordinator, these cases require also the school director’s and the Ministry of Education, Culture and Science approvals.

After being confirmed for enrollment, parents are to:

- buy a school uniform for their child: details of recommended retailers are provided by the registrar;
- Purchase a bus pass (annual/termly) from the cashier if their child is planning to use the school bus service.
- get the school lunch packs from the food manager

Transferring Students

Transfer students are enrolled following the regular admission procedures except for the cases when we have no places available. In these cases, the procedures are followed but the students are added to the waiting list to be called when an available seat appears in the class or when a new cohort is added to the grade level.

The transfer process differs for cases where students have been excluded from previous educational institutions or when there are potentially disruptive student transfers.

ESM accepts applications from students excluded from their previous educational institutions. Exclusion reasons may vary from behavior to academic related cases, thus the admission process will be undertaken on a case by case basis.

. The cases are thoroughly studied by the registrar and the Junior Head, further discussed with the Senior Leadership Team (SLT) of the JS and then only a decision is made.

As ESM is an inclusive school, we believe that students have equal rights to education and must always have a chance of improvement; therefore we consider every application made to the school. However, overall safety stays the key concern of ESM. In such cases when the JS SLT suspects that the enrollment of such students may pose a major risk to health and safety to themselves and/or other students or be disruptive to the regular educational processes, the school management reserves the right to deny the admission of any student with no further justifications to the student or parents.

Any student under such circumstances, who is confirmed for admission, is enrolled on one-term probation period. The school management reserves the right to demand that the student may no longer attend the school at any time if the student behavior, attitude or attendance does not meet the school standards.

Students with Special Needs

While the school has an inclusive policy on admission, it is at the same time a mainstream school, offering limited facilities to students with Special needs (students with learning difficulties, students with behavioral and emotional problems, students with chronic medical issues, and students with disabilities). Admission to the English School of Mongolia is dependent upon the school programme being appropriate to the applicant's needs, and the application is considered in case the student is able to benefit from the

offered curriculum.

Applications of such students are reviewed by the school management team on an individual basis. As currently there is limited access to the school building for students with disabilities these cases are addressed separately. In all other cases the students go through the regular procedures after which there is an interview of the student with the head of the JS and the Inclusive education specialist. The Inclusive education specialist has one more meeting to be able to complete the “Student individual needs” card and to suggest “**Individual Education Plan**”.

This may include but not be limited to:

- Obligatory participation in homework club
- Getting personal tutoring for the required time period (mentioned in the plan)
- Getting individual TA to support the student in class and out of it (arranged and paid by the parents)
- Getting special treatment or consultancy out of school, at a specialized organization with appropriate reports being sent to school.

Individual working plans are subject to reviews every 2 terms.

Admissions of Students with Special Educational Needs and Disabilities

ESM has an inclusive environment, where teachers use differentiated approach to address each student’s individual needs considering their personal specifications. In case of mild learning needs the students may still be studying at school getting an individual support from the teacher and the TA. In some more complicated cases the school may suggest the student parents keeping the student at ESM but with additional “personal TA in class” arrangements. However, students with severe learning needs that require highly specialized teaching may not be able to study at ESM as the school is not able to take the responsibility of offering such support provision. In such cases the school management suggests/requires the parents take the students to more specialized schools where the students will have better access to their right of getting appropriate education.

Applications for students who have received counseling, support, therapy, or who have diagnosed special educational needs should include all relevant diagnostic reports and evaluation documentation for confidential review.

The admission Policy should be considered together with other ESM Policies.

Last review: *01 March, 2019*