



IST Admissions Policy

QD 3.4

(revision 2021)

IST's aim is to offer stimulating and challenging international education in a multi-cultural environment. The school is open to students from anywhere in Norway and to any student filling the requirement of public elementary (1-11) schools¹. When there are more applicants than available places, the Principal shall decide how these places will be granted according to this procedure.

Available places

- Maximum total number of students: 210
- Maximum number of students per class: 21
- Classes per level 1

These numbers reflect the current approvals by Utdanningsdirektoratet and Statsforvalter (total) and school policy (students per class, classes per level) and shall be updated accordingly.

Procedure

1. Information meeting for interested families in January or February
2. Application date for normal admissions: By 1 March
3. Decision on applications communicated to parents: No later than 20 March

Rejected applicants will be asked if they want to be registered on a waiting list. If new vacancies occur after normal admissions have been completed, applicants on the waiting list will be offered to fill the vacancies based on the same criteria as for normal admissions.

IST accepts new students until September 30th each academic year. After this date, IST will only accept students that fulfil the first level of the school's admissions criteria, namely, 'Students with previous international or English language schooling'. Students accepted on

¹ Private School Act §3.1

to a class waiting list before September 30th will be admitted during the academic year if a vacancy occurs.

The parents are asked to bring in all relevant paperwork and information, and they should inform the school of any special requirements or educational needs for their child. Parents will be required to sign the school transfer form. The respective department coordinator (PYP, MYP, LS) and class teacher will meet with the parents and child.

Interested students are required to have a three-day trial of the school. The school will also assess the level of English as the main instructional language of IST is English and will also seek to gain any further information about a potential student. This will help the school understand and cater for any needs. Any visiting student must be registered with the office, and parents must also meet with the relevant IB section coordinator.

Before accepting a new student after a three-day trial with the school, there must be a transition meeting between IST which would include the class teacher, the parents and the previous school, particularly the contact teacher. The meeting can include the department coordinator, if necessary, and LS coordinator, if there is a specific learning support need. This meeting would be to discuss how the student fits with IST, any observations during the trial period, and any information about the student from the previous school. The meeting is to ensure that the school has all necessary student information, both social and academic, in order to cater best for the individual student's needs.

Criteria

The following criteria, listed in order of priority, shall be used:

1. Students with previous international or English language schooling
2. Students with siblings at IST
3. Students with at least one foreign parent
4. Students with at least one parent employed at IST
5. Students registered on the waiting list

More detailed definitions of the terms used in these criteria are found at the end of this document. If a student qualifies for more than one criterion, the one with the highest priority applies.

If, using the criteria above, two or more applicants are tied for the last place(s) in a class, the tie is resolved as follows:

- a) If two, and only two, applicants are tied for the same class level **and** both are qualified according to criterion 1, the principal may at his/her discretion expand the size of the class to which they apply by one, thus admitting both applicants.
- b) In all other cases, priority is given to the remaining candidate(s) whose applications were received the earliest by the school.

Appeals

Appeals to the principal's decision on admissions may be made within three weeks of the receipt of the decision and will be reviewed by the Board. Appeals will be forwarded to Statsforvalter if the Board upholds the initial decision. All applicants shall be informed about the outcome and possibility of appeal in accordance with procedures for Individual Decisions ("Enkeltvedtak"), see Public Administration Act.

Definitions

- Parent: A parent or other custodian who has full or partial custody of the child
- Foreign: A person without Norwegian citizenship
- Sibling: Brother or sister, whether adopted or not, including half-siblings
- Employed at IST: Having a full or part time permanent position at IST