

## Enrolment Procedure

- 1.1. GISS enrolment is coordinated by the Registrar.
- 1.2. Applications for enrolment must be submitted using the official forms, meeting all requirements (as per 1.3), including supporting documentation, payments, signatures<sup>1</sup>, etc.<sup>2</sup>
  - a. An application is considered 'received' by the school on the date all requirements are met. Once 'received' the application will be processed and can be taken into account for GISS planning (not before).
  - b. No commitments of GISS are made before the application is 'received' as planning depends on factors that GISS can't influence.
- 1.3. Enrolment requirements:
  - a. For students to have the full benefit of the school's academic program, certain language skills in either English and/or German are a prerequisite.
  - b. Students may be required to provide evidence of language proficiency. The School reserves the right to perform its own assessment.
  - c. An offer of enrolment may be conditional on the student attending additional language classes outside of normal school (cost not covered by school fees), if the school deems this necessary.
- 1.4. The following age limits apply for enrolments:
  - a. Preschool students must be at least 3 years old;
  - b. Kindergarten: must be at least 5 years old on 30 January of the year Kindergarten commences; students who turn 5 years before 30 June of the year Kindergarten commences, may be accepted (parents can apply for early enrolment and the student is assessed by GISS).
- 1.5. **Three times during the year, received applications are reviewed to inform school planning (31 March, 31 May and 31 August).** GISS aims to complete the respective planning cycle within a month (including Board discussion) – with **information on results/enrolment status as per 1.9 going to parents**
  - a. in the first week of May,
  - b. in the first week of July and
  - c. in the first week of October.

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<sup>1</sup> Unless a parent has sole custody, the application must be signed by both parents.

<sup>2</sup> Any change of address and/or telephone number must be notified to the School Registrar in writing. The School cannot guarantee to maintain any place on respective lists, if correspondence concerning enrolment is unanswered.

- 1.6. Transition from 'Pre-School to Kindergarten' and 'Year 6 to Year 7' requires **confirmation of continuing enrolment** from parents to allow for school planning. This confirmation is to be requested from parents by 1 March and confirmation is to be **received by GISS by 31 March** (for the respective planning cycle).
  - a. Current Pre-School and Year 6 students are guaranteed a place, if their confirmation is received by 31 March.
  - b. Where confirmations are not received by 20 March, the GISS registrar follows up with parents individually to ensure the request has been received and the potential implications of missing the 31 March deadline are understood.
  - c. A transition fee will be charged and will be non-refundable if student does not transition.
- 1.7. GISS aims **to process urgent applications** (immediate school starts within the following 2 months) **in between these dates**. Though depending on the context, including other applications received, GISS might not be able to confirm enrolment and commencement date immediately.
- 1.8. **Student applications at these review dates are prioritised by the date the application was 'received' (refer to 1.2.a), according to the following prioritisation (from first to last priority):**
  - a. Existing students (Playgroup, Preschool to IB) have priority and are considered enrolled for all years as applicable to them (refer to 1.6 for additional requirements).
  - b. Siblings, if a sibling is enrolled<sup>3</sup> or once it has been offered a place.
  - c. Company sponsored GISS students.
  - d. New GISS students.
- 1.9. **Student enrolment**, including enrolment status
  - a. After completion of the assessment, the School will: offer a place; or offer a place on the waiting list; or decline to accept the application for enrolment. Should a place be offered, a Letter of Offer of Enrolment will be sent for completion and payment of the Enrolment Fee will be required. Enrolment is only completed if the Acceptance of Offer is returned and the Enrolment Fee paid within the period of offer as stated on the Letter of Offer of Enrolment.
  - b. If a student receives a place on the waiting list, the student will be considered for an offer, as per the waiting list, when the number of students falls under expanded/target class size.<sup>4</sup> The student can then decide to join immediately or within the timeframe suggested by the school. If the student has been offered a place and does not start with the next school year, it will be removed from the waiting list and the application will be cancelled. The same applies if no decision has been made by the parents four weeks after the place has been offered.
  - c. If any student declines an offered place, the application will be cancelled. In these cases a new application and application fee is required should they wish to re-apply. Any application priority for a child is lost and the student is considered a 'new GISS student'.

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<sup>3</sup> Subject to all fees for enrolled students are paid.

<sup>4</sup> Includes cases where a class stream is added to a year and the average class size is thus reduced in this year.

1.10. By signing the application form parents / guardians have to confirm that all information provided are complete and correct, especially in regards to disclosure of medical and other considerations for inclusion. Failure to fully disclose all information requested with the application may result in the School declining, delaying or terminating a student's enrolment.