



Mehr.e.Taban
International School

Admission Policy



Admission Policy

This policy aims to admit children eager to benefit from an IB educational system and academic excellence. The school's admission policies comply with the regulations of the Ministry for International Schools.

Interested students and parents visiting MIS are welcome to request a school tour.

I. Admission Process

A. Required documents & initial interview for registration

A1/ Parents can complete the registration process at MIS through the school website or in person.

Note: Grade KG or one student must initially register online and then attend an interview with the school counsellors.

A2/ The student's most recent report card or transcript must be submitted by the admission team.


A3/ Complete the application forms A.2 (Appendix 2) & A.3 (Appendix 1).


A4/ The head of the school or principal will have an interview with the student's parents.


A5/ Once the requirements for step 4 are met, an interview appointment will be scheduled.

B. Analyzing students' educational history

After viewing the students' educational documents and completing the required forms

 **B.1/** PYP students will attend an oral interview with the curriculum director. The early PYP years (KG and grades 1 and 2) will be evaluated orally by the curriculum director and the coordinator. The upper PYP students (grades 3,4, and 5) will be assessed through two steps (Onscreen and oral interviews with the curriculum director and coordinator).

 **B.2/** MYP students will be evaluated through various steps.

 **B.3/** DP students will be evaluated by different steps.

Step 1:

Students will participate in an onscreen entrance exam, and their scores will be reported to the curriculum director. Students will proceed to the next step if they meet the minimum score requirement for each subject.

MYP entrance exam subjects	DP entrance exam subjects
English Language & Literature*	English Language & Literature
Persian Language & Literature*	Persian Language & Literature
French*	Mathematics
Mathematics*	
Science*	

*MYP entrance examination procedure:

The entrance exam includes English and Mathematics. A placement test will also be taken for Persian, French, Science, and Music. If a student meets the minimum requirements, they will proceed to an interview with the curriculum director and the IB coordinator.

Step 2:

Students will then be allocated time for an interview with the program curriculum director.

Step 3:

Students will then be allocated time for an interview with the IB coordinator of the related program.

Notes:

- The entrance exam and interview results are collected and reported in Form A.1 (Appendix 3). The final decision regarding the student's status will be reported to the parents.
- In cases where interviews or entrance exams can't be conducted in person, they will be held through an online platform.
- Students who are not meeting the school's curriculum standards may be conditionally accepted for a two-week trial and/or referred to the SEN (Special Educational Needs) department to help them reach the school's standards. This has been announced to the SEN coordinator. (Please refer to the MIS SEN policy booklet for further information.)

C. Accepted Applicants

C1/ Accepted students are given an admissions package and acceptance letter. (Appendix 4). Later, they will also meet with the IB program coordinator if needed.

C2/ All applicants must present their actual report cards for at least the previous two academic years.

C3/ MIS welcomes students from various backgrounds, but final acceptance depends on whether the school can accommodate the specific student's needs.

C4/ The MIS school offers a Bilingual IB diploma and ministry diploma to grade 12 students.

C5/ MIS must be a good fit for the students and their families, so we may contact families for additional information if we have any outstanding questions at this stage.

Important Note:

Although the school strives to welcome as many students as possible into the MIS community, students and parents should be aware that admission may be granted or denied, or the student may be placed on a waiting list. The director will give the ultimate approval for acceptance.

D. School Contract

D1/ If granted admission, parents will be notified in an acceptance letter (Appendix 7). The school contract and the school's "Academic Integrity Policy" must be signed by all respective parent(s)/guardian(s) and returned to the school.

D2/ For admissions into the MYP and DP programs, students and parents will be given the IB documents: "General regulations: Middle Years Programme" and "General regulations, Diploma program," respectively, and they must sign that they have read and agree to abide by the regulations.

II. IB Programs Age Requirement

- The IB Primary Years Programme (PYP) for children aged 3 - 12 nurtures and develops young students as caring, active participants in a lifelong learning journey.

Note: Currently, MIS only accepts applicants aged 6-11.

- The International Baccalaureate® (IB) Middle Years Programme (MYP) is for students aged 11-16.
- The International Baccalaureate® (IB) Diploma Programme (DP) is for students aged 16-19.

Works Cited

آیین نامه اجرایی مدارس (n.d.). اداری – آموزشی. Retrieved November 2, 2020.

International Baccalaureate Organization. (n.d.). Primary Years Programme (PYP). International Baccalaureate®. Retrieved November 2, 2020.

International Baccalaureate Organization. (n.d.-a). Middle Years Programme (MYP). International Baccalaureate®. Retrieved November 2, 2020.

International Baccalaureate Organization. (n.d.-a). Diploma Programme (DP). International Baccalaureate®. Retrieved November 2, 2020.