

# Admission Policy



The basis of our admission policy is that we admit children from all ethnic, national, financial and other backgrounds to the school. In particular we try to admit as many students from less well-off families as is possible within the constraints of remaining financially viable.

School policy is to admit up to 60 students (3 classes with up to 20 students each) for the start of the school year in August in any given grade level. During the school year, class sizes can be increased to a maximum of 24 on a temporary basis in order to accommodate international arrivals.

At every grade level, 25-30% of all spaces are available to suitable applicants who do not have the financial resources to afford the full school fees. Should the overall applicant pool include fewer than 25% suitable applicants for a reduction in school fees, despite the school having advertised the possibility of applying for reduced fees, then all remaining spaces may be offered to applicants who will be paying full fees.

Whilst in no way limiting its intake to any particular group of students, LIS addresses itself above all to the needs of children— whether of German or foreign nationality – whose parents are, or expect to become, internationally mobile.

Applicants are deemed educationally admissible if they have the right age and/or preparation for the grade level applied for, and if they are operating at a satisfactory level in a reputable school, academically as well as behaviourally. Report cards and records from previous schools may be requested.

The learning needs of all applicants will be assessed before admission if possible, or otherwise at admission. The school offers English as a Second Language and German as a Second Language support up to grade 10. In addition, there is a Learning Support department with limited resources. If a candidate requires additional learning support in order to thrive in our curriculum, a place will only be offered if an educational programme that meets that student's needs can be provided and the admission will not detract from the education of other students.

The School Registrar processes all enrolment, re-enrolment and de-enrolment.

The final responsibility for admission decisions rests with the Headmaster.

## ***Priority admission categories***

### **Category 1: International arrivals**

Applicants who are transferring to LIS from abroad or directly from another international school are given priority over all other applicants. These applicants could be of any nationality, including German.

### **Category 2: English mother tongue/proficiency in English**

These are applicants who are fluent in English, either because they communicate in English with one of their parents or because they attended at least one year of their schooling in an English-speaking country. These applicants could be of any nationality, including German.

### **Category 3: Non-Germans**

These are applicants from within Germany whose parents are both of a non-German nationality and who speak a language other than German at home.

### **Category 4: Siblings**

After having processed all applicants from priorities 1-3, siblings of LIS students are given priority over other applicants.

### **Category 5: Bi-nationals**

These are applicants from within Germany where at least one parent has a non-German nationality.

### **Category 6: Local applicants**

These are applicants from local German families.

### **Priorities within each category**

Within each category, applications from sponsors of the school and their employees are processed first.

All other things being equal, we will give priority to the reduced fee applicant if the overall percentage of reduced fee students in the relevant grade is below 25% and we will give priority to the regular fee applicant if said percentage is above 30%.

All remaining applications within each category will be considered in order of receipt of application.

This completes the school's admission policy. Further details regarding the application process are found in the school admission procedures.