



TAIPEI EUROPEAN SCHOOL 台北歐洲學校

ADMISSIONS POLICY
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POLICY OBJECTIVES:

- **To set out the criteria for eligibility to apply to / enter TES**
- **To make the system of prioritisation of applications clear and transparent**

R.O.C. law regarding eligibility to enroll in an international school in Taiwan

R.O.C. law stipulates that in order to enroll in an international school in Taiwan, a child must hold a valid passport of a foreign country or territory as recognized by the Government of the Republic of China. Proof of legal residence in Taiwan is a condition of continued enrolment.

ADMISSION

1. Policy statement

The Taipei European School accepts applications for children who will be between the ages of 3 and 18 in the current or forthcoming academic year.

The offer of a place is dependent on a variety of factors including previous school reports and the results of any assessments, interview or tryout lesson that the applicant is asked to participate in. An interview with one or both parents may also be required. The Registrar and Head of Section may also take into account other factors such as the desire to redress gender imbalance in a year group, the availability of learning support resources that may be required, or a student's exceptional talents in a particular area.

An offer of a place in school can only be officially made and accepted in writing, and enrolment is only complete upon submission of all requested documents, as well as payment of school fees in full by the due date(s) on the invoice(s). If payment of school fees is not made by the due date, the place will be cancelled and may be reallocated to another student. TES reserves the right to cancel a school place at any time if false or misleading information has been provided during the application process, or if the school is unable to meet the child's learning needs.

Places for an August start in the upcoming school year are mostly allocated between January and June of the year of entry.



2. Prioritisation of applications

Applications are processed according to the following order of categories. The offer of a place is dependent on satisfaction of all entry requirements and the availability of a place. Candidates who satisfy all entry criteria will be put on a waiting list if no place is immediately available. This waiting list is only valid for the duration of the year of entry which the child has applied for:

Priority for processing of application / arrangement of assessments / tryout

- 1) European passport holders
- 2) Native speakers of English / French / German (depending on the Section of TES applied to) / children transferring from a school with the same curriculum
- 3) Children who have an older sibling already in school
- 4) Children who have studied or lived* in an English / French / German language environment (as per the TES Section applied to).
- 5) All other applicants. For children aged five or younger, the languages spoken by the parents and the date of application may be taken into account.

* for at least two years for children aged eight years or above, one year for children aged seven years or under

3. Dates for application / assessments / class tryouts

Applications are accepted anytime from September 1 for the following school year (e.g. September 1, 2016 with a requested starting date of August 2017).

Applications received by February 28 will be processed according to priority and if it is anticipated places will become available for August admission. Applications received after February 28 will only be considered for entry in the same calendar year if places are still available once those received by the deadline have been processed. An application is only considered complete when all the required supporting documentation has been submitted.

An invitation to attend assessments or a class tryout will only be issued if places in the year group are already available, or are expected to become available for the forthcoming or current academic year. Applications are rolled over to the next school year when the opportunity to enter school does not arise, unless the parents wish to withdraw the application.



Places are awarded to candidates who have been successful in their assessments based on achievement levels, the strength of school reports, letters of recommendation when requested, availability of places and, in some school Sections, passing an interview. When an applicant passes the assessments or tryout but no place is available, (s)he will be put on a waiting list for the duration of the current school year and contacted for an interview if a place comes up. Pass marks are set at or above a minimum level at which a student is deemed able to access the curriculum, with or without support. The pass mark will be set higher if many applicants achieve scores significantly above the minimum level for a year group.

Areas of assessment may include any or all of the following: language ability, cognitive ability, mathematics, science. Results are only considered valid for six months.

Applicants who do not meet the minimum entry requirements in assessments or a tryout may reapply, and will be contacted if the opportunity to take further assessments or a tryout arises. This must be a minimum of six months after the last assessments or tryout. Applicants from overseas may be admitted on a provisional basis if they cannot be assessed in person, at the discretion of the Registrar or Head of Section.

4. Language and learning support

Children who are assessed, either prior to or following enrolment, as requiring language or learning support, will be charged according to the policy of their school Section and must remain on the support programme until such time as the support staff deem it is no longer required.

TES can only admit a child with a learning or physical disability if their specific learning support needs can be met, the applicant meets all other entrance criteria, and a place is available according to the school's priority of places.

5. Application to transfer to another Section of TES

No priority is conferred on any application to transfer from one Section of TES to another. The parents of the child concerned must first have a meeting with the Head of their existing school Section to discuss the request, and a meeting with the Head of the Section they wish to move to will normally be arranged after that. If the parents then still wish to transfer their child, a new application form must be submitted, and it will be processed according to the school's priority of places as set out above. When an application to change Sections is accepted, the transfer shall take place at the beginning of the following semester, and usually in August of the upcoming school year, dependent on availability of places.



6. Declined offers / requests to defer entry

If the offer of a place is declined by a parent, the applicant must wait a minimum of six months before submitting a new application.

A request to defer entry to a later starting date than that which is offered may be considered by the Registrar. However, payment of full fees for the interim period is required to guarantee the place in school.

7. Year group placement and class allocation

It is school policy to place students in their age-appropriate year group, in accordance with Section policies. Only the Head of Section can make an exception to this rule, in such circumstances as when a child is moving from another school with the same curriculum and has been studying in the subsequent year group, or when it is considered highly beneficial for an individual to join TES in the year group directly below their age-specific level.

Children are allocated to classes within a year group based on a number of factors, including the ratios of native and non-native speakers and boys to girls. It is not possible for parents to select a particular subject teacher or form group (class) for their child.