

International School of Flanders

Chaussée de Waterloo 280
1640 Rhode-Saint-Genèse
Belgium
Tel Waterloo +32 (0)2 358 56 06

Stationsstraat 3
3080 Tervuren
Belgium
Tel Tervuren +32(0)2 767 30 98



Admissions Policy

Dated: 12 September 2019

Next Revision: September 2021

Policy ID: 001

Objective

The objective of the admissions policy is to provide prospective children and families, the best opportunity possible of gaining access to our school, subject to the standards and criteria set out below.

Admission Criteria

ISF operates an open enrolment policy. It provides an innovative, inclusive, international education for children aged from Pre-school until A-Level in Waterloo and Pre-school- Year 6 in Tervuren. The school community is characterized by a shared commitment to the ISF Mission. It drives all aspects of school life, including school admissions.

Admission is dependent upon an interview between the Head of School and with the parents and where possible the potential student. ISF is inclusive, it does not discriminate on the basis of race, creed, colour, sex or national origin and seeks to accept all qualified students who apply.

The school is responsible for assessing whether it can meet the academic and social needs of the student. It is important that the ISF knows, and is able to assure parents that it will be able to meet the needs of the child. There may be instances where there are Special Educational Needs the school is unable to meet and the school would advise the parents appropriately.

ISF accepts a limited number of students with learning difficulties, physical or mental handicaps or emotional problems. If there is a child with special needs, an interview with the Head of School will be necessary to determine what options may be available within the school, taking into account the best needs of the child and the other children in the class. Failure to provide accurate information, or to disclose a known learning disability, may result in an admissions refusal or the subsequent removal of a place.

International School of Flanders

Chaussée de Waterloo 280
1640 Rhode-Saint-Genèse
Belgium
Tel Waterloo +32 (0)2 358 56 06

Stationsstraat 3
3080 Tervuren
Belgium
Tel Tervuren +32(0)2 767 30 98



Students are placed in the class appropriate to their year group (this is defined by their year of birth and related to the school year which begins in September). In exceptional circumstances, students can be allocated to a different year group. There is a period of assessment for all students in order to assure the school and parents that an appropriate placement has been made.

Admission A Level

New Students will not be admitted into the final year of A-Levels.

Students must achieve a minimum grade of C in their IGCSE examinations in subjects they wish to study at A-Level. It is our experience that students who do not achieve this minimum grade, will not be able to cope with the demands of the subject at A-Level.

Students joining from a system other than IGCSE will have to sit an entrance examination in the subjects they wish to take. These examinations will be based on the IGCSE course, and a minimum grade of C and a recommendation from the subject specialist has to be obtained in order to register for the subject at A-Level. Registration for subjects will be at the sole discretion of the school.

English as an Additional Language

In order to enable the non-native speakers to attend mainstream classes, they are either provided with extra support lessons in addition to their English mainstream classes. This is called “English as an Additional Language (EAL)” or they receive EAL support in small groups during normal mainstream classes.

A student who qualifies for EAL classes at ISF is defined as follows:

- a child who was not born in an English-speaking country or whose native language is a language other than English;
- a child who comes from an environment where a language other than English is dominant;
- a child who comes from an environment where a language other than English has had a significant impact on his/her level of English language proficiency and who, by reason thereof, has sufficient difficulty speaking, reading, writing or understanding the English language. The EAL support classes will give that child the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in the school's community.

International School of Flanders

Chaussée de Waterloo 280
1640 Rhode-Saint-Genèse
Belgium
Tel Waterloo +32 (0)2 358 56 06

Stationsstraat 3
3080 Tervuren
Belgium
Tel Tervuren +32(0)2 767 30 98



The school has no obligation to admit a student who applies for admission and is not obliged to justify its decision not to admit a student.

Waiting Lists

Waiting lists will be developed when classes reach their maximum. Places are offered first to siblings of current ISF students and then according to the date when a completed application is submitted to the Office. The family will be notified in writing as soon as a place becomes available.

Assisted Places

ISF provides two programmes that offer students the possibility to attend the school for a reduced Tuition Fee.

Academic Scholarship programme

The criteria and the application procedure for Scholarship Places are published on the school's website and available upon request from the Office.

Financially assisted places

ISF provides a limited number of financially assisted places. Each application is assessed on a case by case basis by the Financial Committee, comprising the Board Chair and Director of Administration. Forms are available.

Admissions data and information

ISF recognizes its duty to protect personal information and will process personal data in accordance with all existing legislation.

Admissions Procedure

Step 1- Application

To apply, parents must submit a completed Application form to the school office. If the employer is paying the school fees, the parents must obtain payment details and an authorised signature. Submission of the application form represents a commitment by the parents to enrol their child and that they have read and understood the ISF's Terms and conditions.

International School of Flanders

Chaussée de Waterloo 280
1640 Rhode-Saint-Genèse
Belgium
Tel Waterloo +32 (0)2 358 56 06

Stationsstraat 3
3080 Tervuren
Belgium
Tel Tervuren +32(0)2 767 30 98



Step 2- School Assessment

The Administration team assesses if the school can meet the needs of the candidate, class placement and availability of places.

Step 3-Acknowledgement Letter

Once a student has been accepted, an acknowledgement email and invoice is sent for the payment by the school, including further instructions regarding the placement of the child. If the decision has been made that a student can not be accepted the Head of school will both call the parent and send an email.

Step 4- Documents that need to be submitted to the School

New families must provide:

- The school report/ transcript from the child's previous school.
- Any standardised testing that has been carried out within the last three years.
- If the pupil is following a special programme or taking modified programmes of learning at their current school.
- Specialist reports and any diagnosis of special needs or learning difficulties (if applicable).