



Application Guide for Parents

General note

Early registration is advisable because the date of receipt of the application form and required documentation will be decisive where there is more than one applicant in the same priority group and only one place available. Final confirmation of a place will be given as soon as possible.

Whilst the school makes every effort to keep parents of applicants fully informed about the status of waiting lists, and the chances of their child's admission, it cannot be held responsible should a child be refused admission to another school.

Applying to AIS is a five step process. This section is a guide for parents who wish to enroll their children at the school and should be read before completing the Application for Admission form.

Details of the admission procedure are provided in five stages. Before proceeding, we encourage you to read these documents thoroughly:

- **Admissions Policy at AIS**
- **General Terms and Conditions**
- **Fee Schedule and Terms of Payment**

The online application needs to be completed within one week of the submission of the Application Fee payment form. Students are accepted on a space-available basis throughout the current school year. Applications will not be accepted more than two years in advance of the expected date of entry. The Admissions team is happy to answer any questions at any time of the application process.

STEP 1: INTEREST APPLICATION (FEE –FREE)

To begin the application process, we ask you to fill out the interest application Online on our website and submit it. The interest application provides the school with some information about the applicant. After completing this step, the school will inform you as soon as the application process is open. The interest application is for free and just to reserve a place for your child.

STEP 2: ONLINE APPLICATION FORMS

The school will contact you as the application process is open then, you can proceed to the first part of the online application (Application form and Health form). You will need to fill out separate forms for all your children.

STEP 3: SUPPORTING DOCUMENTS

In addition to the Application form, AIS requires supporting documents for each application.

Students wishing to apply to American International School must provide the following information in a PDF, zip or image file format:

1. A picture of the applicant.
2. A copy of the applicant's passport. Note: If you are a diplomatic family, we also require a copy of your visa.
3. A copy of the parent's/guardian's passports, in separate files. Note: If you are a diplomatic family, we also require a copy of your visas.
4. A copy of the applicant's immunization/vaccination record.
5. Official school transcripts/report cards (in English) highlighting the last three academic years (where applicable). The official school transcripts/report cards must be combined into one file, e.g. a PDF or a zip file.
6. Psycho-educational reports (applicable for students with special needs). The psycho-educational reports must be combined into one file, e.g. a PDF or a zip file.

STEP 4: APPLICATION REVIEW

Vice principal reviews each individual application.

- looking at Principal's recommendation; looking for previous Learning support issues; IEP's; diagnosis; behavioural issues,
- Reviewing Past 3 years report cards; looking for subjects studied; matching of curriculum; academic and social progress; academic potential.
- Age appropriateness of the desired class
- Years in school
- Subject choices;
 - MYP - 2nd language choice, Arts choice (8-10) enrichment
 - DP - subject choices
 - Higher Level, Standard level
 - Presumed knowledge.
 - Successful completion of MYP5 or equivalent.
- Satisfying the criteria of the AIS Admissions policy.

Students can be "flagged" for

- Further information needed to make an accurate assessment. (Admissions officer to communicate with parents and/or previous schools asking for more information)
- further EAL testing required (EAL staff to conduct EAL testing at mutually agreed time)

- Further grade level testing if applicant has some irregularities in school history/age. (Learning support coordinator arranges testing.)
- Further academic testing if there are questions about student's ability to satisfy the academic demands of the programme. (Learning support coordinator arranges testing using any relevant test)
- Further thought given to subject choices, especially in DP. (Diploma Coordinator consulted; student advised based on wishes/plans for further studies) Careers Counsellor available on request.
- Further information is needed regarding health or student welfare issues. Medical diagnosis is important in our assessment of a student. (Nurse, Counsellor or Learning support coordinator to follow up with parents)

Students need to be able to 'access the curriculum' - some learning difficulties do not allow this to happen or cannot be accommodated by AIS.

Head of Admissions ensures;

- Business Dept. is informed and confirmed payment of application fee.
- Staff are informed of start date and all relevant information.
- Nurse has access to medical history.

STEP 5: ACCEPTANCE

A formal Offer Letter, stating the fees payable and the terms and conditions of the offer will be made in writing for your child immediately should a place be available or when a place becomes available, should there be a waiting list for your child's year group. Our waitlist is made up of five categories, as explained in our Admissions Policy. We will try to give some indication about when a place may become available.

Admission is subject to the following:

- A satisfactory reference from your child's current school.
- Payment of the non-refundable Enrolment fee and non-refundable School Development fee.
- Your acceptance of the offer and payment of indicated fees must (except in exceptional circumstances), be made prior to your child starting school and before the lapse date as shown on the Offer Letter. ¹
- After accepting the offer, you will receive an information pack welcoming you to the school, which will include details of the first day arrangements and after-school activities. Our Parent Teacher Association will also be in touch to help you settle as a family.

We look forward to meeting and welcoming you to The American International School of Sweden and its Community. In the case of a child starting at short notice, fees must be paid by the date stated on the offer letter.