



Welcome and thank you for taking this opportunity to learn more about the American International School of Sweden. We are accepting applications for the upcoming school year and will also accept students at any time during the school year if there are openings in a class. If you have not already done so, please explore our website, designed to give you a wealth of information about school life and our curriculum.

### **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.

### **General criteria for admission**

The American International School of Sweden is a non-selective school and does not require children to take an entrance test. In order, however, to ensure that the school's educational programme is appropriate for individual children, parents are required to provide full and detailed information with their application, particularly if their child currently receives support in school, or is new to English language. Copies of recent school reports and a confidential reference from the child's current school are also required at the time of application. Where a child has not previously been enrolled in an educational setting, or where more information is needed to assess suitability, the school reserves the right to ask parents to arrange a visit with their child.

Children are placed in year groups according to their date of birth, with an annual cut-off date of 31st August, unless there are clear educational reasons for an exception to be made. To support an exception, evidence from a registered educational psychologist and/or reports from the child's previous school will normally be required. Where necessary, placement of a child may be decided after a personal interview to determine that we can offer a place in an appropriate year group.

### **Admissions Categories into the International Section at AIS;**

**The admissions categories are as follows:**

1. Students who are resident in Sweden for a confirmed limited period of time.
2. Students who have attended school abroad for a major part of their education and therefore have a reason to fulfil his/her education in an International School in Sweden.

3. Students who are currently living in Sweden but are planning to leave Sweden for a longer period of time.
4. Students who speak the language of the school daily with one or both parents/caretakers and has sufficient language skills to participate in the education.

Our admissions policy is in accordance with Chapter 24 Section 3 of the Swedish Education Act. Within each category applications will be looked at by American International School using the sibling priority and date of application as some of the key criteria. We are therefore only able to process applications in accordance with our admissions criteria.

### **Our priority system**

In the event that a class is oversubscribed, places will be offered according to the following priority system, provided applicants meet the criteria set out in Admissions Categories above:

- Siblings of current pupils
- Date of application
- Students who speak the language of the school and resident in Sweden for a confirmed limited period of time.
- Children of expatriate families and resident in Sweden for a confirmed limited period of time.

### **Admissions practices at American International School;**

Students wishing to apply to American International School must provide the following information besides picture of the applicant.

1. A copy of the applicant's passport. Note: If you are a diplomatic family, we also require a copy of your visa.
2. 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.
3. A copy of the applicant's immunization/vaccination record.
4. 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.
5. 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.

Applicants will be asked to upload these documents in conjunction with the application form. Please do not email your documentation as it overloads the school's email system and is not a secure nor accepted way to satisfy the terms and conditions of the application process.

In order for your application to be considered, you will be asked to pay an application fee of 1,500 SEK per child. This fee is not refundable even if the applicant is not accepted into American International School. Please review [www.aissweden.se/admissions](http://www.aissweden.se/admissions) for more information about our fees and bank transfer details.

The Admissions Committee will review each application and then schedule an interview and school tour with the applicant and his/her family, if needed. While we understand that it is not always possible for overseas families to arrange an admissions interview at the school, it is always preferable to do so.

The Admissions Committee meets regularly to review all applications and decisions are communicated to families by email when a space becomes available. Acceptance of the space must be done within one week. Failure to respond within one week will result in the space being forfeited.

Review of the applications takes time. Students are admitted as spaces become available. Please note that candidates are only considered if the application is fully completed; incomplete applications are not registered to the waiting list or reviewed by the Admissions Committee.

There is no deadline for the submission of applications but we recommend that you send in your application as early in advance as possible.

### **Entrance Age Requirements**

American International School is supported by an experienced and qualified faculty, the study programs, which allow the school to cater to students' needs regardless of previous educational experience. Upon application, we use the age guidelines to assist us in our placement of students into the appropriate grade levels. (See AIS Admissions FAQs)

### **Applicants with Special Needs**

An independent school that is approved by the Swedish school authorities is open to all children with the exception of those with special needs that can cause significant organizational or economic difficulties for the school. It is therefore necessary that the school have the possibility to judge if the admission of the child could cause such difficulties.

We must give children in need of support the help necessary for them to succeed in their studies. It is up to us to see to it that we get the correct and necessary resources for each child.

The child's home kommun is, in certain cases, not responsible for giving the support a child needs. In order for the school to obtain any additional support from the kommun, we must be informed of the nature and level of your child's special needs, be it behavioural, emotional, educational or physical. We must, therefore, ask you to give us all the information necessary about your child in order that we can make an objective judgement about his/her needs. Has the child received support before and, if so, what type? What is your judgement of the child's needs, etc.?

### **English as an additional language**

The Individual Needs department also supports children with English as an additional language (EAL), who are at an early stage of acquiring English language skills. If it is likely that a child will require learning or English language support, it is useful for the parents and the child to meet with our Head of Individual Needs, during the school visit.

A good level of English language skill is normally required for children joining the school from Year 3 upwards. The Principal or Deputy Principal may make an exception to this if they consider that the child

can be sufficiently helped by the English language support offered by the school. The school may also recommend additional language support outside of school, for which the parents will be responsible.

## **Re-enrolment and Withdrawal Procedures**

### **Re-Enrolment**

The re-enrolment period for students who wish to continue at AIS takes place during the month of March. Re-enrolment takes place electronically; families are sent an email from Open Apply with a link to an electronic form.

### **Withdrawal Procedure**

A late withdrawal fee will be charged if AIS is not notified of the withdrawal of a child during the specified dates during Re-Enrolment in March or if AIS is not notified of the withdrawal of a child at least two months prior to their departure from AIS between September and March. The Late Withdrawal Fee amounts to 25 % of the Annual Tuition Fee for each student.

### **Failure to notify the school**

If you do not notify the school during the re-enrolment period you will automatically be re-enrolled and an invoice will be issued.

### **Roles and responsibilities**

The Admissions Officer is responsible to ensure that the policy is followed with all applicants. This maintains transparency and equality in applications. The Admissions Officer will update and facilitate that Principal, Vice Principals and administration staff are aware of the contents of the policy.

The Director as Head of School, has overall responsibility for ensuring that staff have the required training and that all relevant staff are following the correct procedures and policies. Furthermore, it is the task of the Director to ensure that the review and revision process of this policy occurs on an annual basis.

### **Revision of Policies**

All American International School policies should be living documents with all staff knowledgeable of their content. The policy should be reviewed on a yearly basis and made public and accessible to the community through the school's channels of communication.