

GERMAN EMBASSY SCHOOL TEHRAN

INTERNATIONAL SECTION

ADMISSION POLICY

Last modified: June 2022





Policy Principles and Aims

This policy aims to clarify the admissions procedure in the International Section of the German Embassy School Tehran. We wish to ensure that the applicant will be able to experience success in the curriculum academically as well as via the language of instruction, English. We also wish to identify students who plan to graduate via the German Abitur and advise their best method of success.

Timeline

In order to cater to the various needs of our international community, we accept applicants throughout the school year. However, applicants for the upcoming school year should apply in May to be assessed in June or August.

Admissions Procedure

Step 1: The family shows interest by contacting the school

Step 2: The family must submit the following documents:

- Completed school application
- Copies of information page of passports of parents
- Copy of information page of passport of applicant(s)
- Reports of students from the past 2 years
- Completed letter of recommendation form

Step 3: The applicant takes an entrance exam, and the assessment fee is paid

Step 4: When results arrive, the admissions committee gathers to determine the eligibility of the applicant

Step 5: Final interview with the applying family and Head of the International Section

Step 6: Payment of school fee

Step 7: First day of school

Cost

The assessment fee is 250 euros and is non-refundable. Payment of the fee does not guarantee admission.

Assessment

Students applying for the Early Years Program (Kg1-Kg3) will be assessed by the Head of Early years with their parents during a 15–20-minute session.

Students applying for Class 1 will have a 30 minute- 1 hour session with the Head of Admissions to assess math, reading and language capabilities.

Students applying for classes 2-8 will have a 1.5 – 2-hour assessment via the International Diagnostic Assessment Test (IDAT) proctored by the Head of Admissions.

Decision Criteria

To qualify for entry in KG1, the applicant must be 3 years old by the 1st of September and must be able to use the bathroom independently before entry can be considered.

Acceptance into The German Embassy School Tehran- International Section will be determined by the Admissions committee comprised of the Head of Admissions, the Head of the International Section,



the homeroom teacher, and heads of EAL or Early Years as needed. The decision is primarily based upon the result of the assessment, as well as previous student records of academic performance and behavior. We will only allow application to the grade following the last completed year. For example, if an applicant has not completed class 4, then they cannot be admitted into class 5 and must complete class 4.

Students with EAL should be identified upon application and are subject to admission based upon available capacity in the EAL department.

At present, the school has no official program for students in need of “learning support.” However, students with various needs may still be accepted if the inclusion needs can be accommodated.

Admissions Status

The decision of the committee will be one of the following:

Accepted: The applicant has successfully completed the entrance requirements and is fully accepted into the school in the class for which they are applying.

Conditionally Accepted: The applicant is accepted, but the test results or submitted documentation indicate an area that may need support- academically or behaviorally. Should this be the case, the school will use available resources to accommodate the student. If the applicant fails to meet the terms of his/her conditional acceptance, then they may be asked to repeat a year.

Rejected: The applicant did not successfully complete the entrance requirements and will not be admitted.

Probation Period

For students that are conditionally accepted. There is a probation phase during which the conditions of their individual acceptance are observed. This period lasts for a maximum period of one term. During this probationary period the student must demonstrate that they are satisfactorily meeting the academic and behavioral expectations of the school. If agreements are not met, the school will decide upon further action.

Limitations on Enrollments

Applicants who wish to graduate from the German Embassy School and obtain German Abitur are strongly encouraged to start their education in the German section.

Due to the size of our school as well as the classrooms, we can only accept students provided there is space.

Re-admission

At the start of May, the administration will send a form that parents must complete and return by the end of the month at the latest in order to ensure the re-enrollment of the student and forego the rest of the initial admissions process.



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Should a family decide to leave for a year or two and return later, students are treated as new applicants and must undergo the assessment procedure.

Review Cycle

This document will be reviewed biannually.