



KLOSTERNEUBURG
INTERNATIONAL
SCHOOL

Admissions policy

BG/ BRG Klosterneuburg is an Austrian state-funded "Gymnasium". It covers 8 years (4 lower grades usually from age 10-14 and 4 upper grades usually from age 14-18), leading up to the Austrian school leaving exam, the "Matura". KIS (Klosterneuburg International School) is part of BG/BRG Klosterneuburg. KIS offers bilingual education throughout the 8 years of education and the International Baccalaureate Diploma Programme in Years 7 and 8.

1. General points concerning admission to KIS

According to SchUG § 3 Abs. 1, 2, 5

- Any child who fulfills the legal requirements for Gymnasium and the specific grade they apply to,
- Any child who can follow lessons in the respective language required
- Any child deemed mentally and physically fit

may be accepted as a "Regular Student".

Basically state-funded schools are open to everyone, regardless of social class, sex, ethnicity, native language or religious orientation.

However, admission to KIS is selective (see 2).

Compulsory education is completed at the age of 15.

Should the requirements concerning the language of instruction (German, French, Spanish, Latin) not be met, students can be granted the status of "Irregular Student" (= "Außerordentlicher Schüler") (see § 1.5)

Before Compulsory Education is completed both Regular and Irregular Students have to attend all subjects prescribed by the curriculum of the respective year. After completion of Compulsory Education, Irregular Students do not have to attend subjects they do not have any prior training and knowledge in and are thus unable to participate in.

Residency in Klosterneuburg is a non-negotiable requirement for admission into both lower and higher grades.

A basic prerequisite to admission is that the student count of 25 (+10%) is not exceeded.

§1.1 ADMISSION DOCUMENTS

The following documents are to be submitted when applying to KIS. Admission to KIS is basically possible throughout the entire 8 years. However, we strongly advise against joining the school during the final year of education (Year 8).

YEAR 1:

- Semester report Year 4 of Primary School

The required marks for admission into Gymnasium are "Sehr gut/ A" and "Gut/B" in the main subjects (Maths, German, "Sachunterricht"). In case of a "Befriedigend/ C" in one of those, the conference of teachers of Primary School has to certify that the student is able to meet the requirements of "Gymnasium". Requests for nostrification of reports from abroad have to be submitted to the Federal Ministry of Education (vgl. SchUG § 75).

- Certificate of Birth
- Enrollment form
- Certificate of Residency in Klosterneuburg

Residency in Klosterneuburg is a non-negotiable requirement for admission into both lower and higher grades. When enrolling a child into the programme, a certificate of residency in Klosterneuburg must be submitted.

YEARS 2-7:

- Last report issued by the student's current school
Requests for nostrification of reports from abroad have to be submitted to the Federal Ministry of Education (vgl. SchUG § 75).
- Certificate of Birth
- Enrollment form
- Certificate of Residency in Klosterneuburg

Residency in Klosterneuburg is a non-negotiable requirement for admission into both lower and higher grades. When enrolling a child into the programme, a certificate of residency in Klosterneuburg must be submitted.

§1.2 APPLICATION PERIOD

Application period to Year 1 covers one week after the semester break, during which all necessary documents have to be submitted.

Applications to Years 2-6 will in general be accepted and processed within a previously set up period only, starting at the beginning of the school year up to the end of February of the same year. Under certain conditions, exceptions might be made by the headmaster.

§1.3 DEFINITE DECISIONS CONCERNING ACCEPTANCE

will be made within a pre-set period by the headmaster after application is closed. Decision on the allocation of a place will be based on the objective and fair evaluation of exam results, previous grades, letter of motivation, confidential student evaluation of previous school and suitability of students for the respective grades (see 1.5). Should the number of places be limited, suitable students will be ranked according to the previously mentioned criteria.

§1.4 APPLICATIONS FROM ABROAD

In general the school welcomes applications from abroad.

§1.5 KNOWLEDGE OF GERMAN

Based on the fact that KIS offers a bilingual programme in the lower grades, knowledge of German at a level that enables the student to follow courses partly taught in German and to socialize with other students is a requirement.

§1.6 THE STATUS OF "IRREGULAR STUDENT" (=Außerordentlicher Schüler)

According to SchUG § 4 a student can obtain the status of "Irregular Student" in one or more subjects provided that

- (1) age and level of maturity are suitable for the respective grade
- (2) on grounds of well-founded reasons the student won't be able to participate in the subject that is part of the curriculum of the respective grade (e.g. German)
- (3) Before completion of Compulsory Education, these reasons have to be related to language issues (The student cannot fulfil the requirements in the language of instruction) and the status will only be granted for 12 months. Should the student join the school within the 2nd semester, the stated period won't start before September 1st of the following year.
- (4) The stated period may be prolonged for another 12 months, should the actual fault of failing to catch up not lie with the student. In this respect a request has to be submitted at the school administration by the legal guardians.
- (5) After that, the student might be asked to sit an exam ("Feststellungsprüfung") to ensure that the requirements will be met. The student will be transferred into the status of a "Regular Student" afterwards, no matter what the outcome of the exam is.
- (6) Irregular student may only be accepted if there is no regular student applying for the place and if enrolment does not bring any disadvantage for Regular Students or the total number of students would exceed the legal limit and the class would have to be split.

2. Admission into Specific Grades

§2.1 ADMISSION TO GRADE 1 (Year 5)

Admission to grade 1 (1.Klasse/ Year 5) of the bilingual classes is decided by

- a written exam (beginning of March of the previous school year) and
- a subsequent oral exam both conducted by an external board of teachers.

Points scored in both exams as well as the grades of the last year of primary school are decisive for entry. An extra bonus is given to native speakers/ bilingual children who take their exams in English.

	Written Test	Oral Exam	Grades	Native Speaker Bonus
Weighting	Dependent on tasks 35%	Dependent on task 35%	All "Sehr gut" in D,M,Sachunterricht: 20pts 1x "Gut" in any of these: 10pts 2 or more "Gut", "Befriedigend": 5pts 20%	10pts 10%

The applicants are placed according to the points achieved in total. The two bilingual classes each take about 23 students, with a waiting list and two vacancies reserved for ISTA.

The children of employees of ISTA are exempt from these tests. They are given preference to the regular students (see §5 of General Points).

§2.2 ADMISSIONS TO GRADES 2-7 (Year 6-11).

- I) From within the school:
 - Applications to the Bilingual Classes from within BG Klosterneuburg in general require testing in both English and Mathematics (1 hour each) on the syllabus of the previously completed year/ term and positive recommendations from class teachers.
 - Lower Grade Students as well as Students up to Year 2 of the Upper Grades (2.- 6. Klasse/ Year 6 -10) coming from the Science Based Stream (Realistischer Zweig) face the same issues (catching up on 1-4 years of French or Latin/ 1-2 years of Latin or Spanish) as when changing into the regular language stream. In this respect the status of "Außerordentlicher Schüler" may be granted for one year. After this year, within which the student is expected to catch up on the required contents, an exam (Feststellungsprüfung) must be taken. After passing it the student will become a ("ordentlicher") regular student in that specific subject.
 - Upper grade students must submit a letter of motivation.

The results of the testing, the assessment of the student's teachers, previous grades as well as the letter of motivation (grade 5-7, Year 9-11) will determine whether the student will be accepted after the end of admission period and decision making process.

II) From outside the school:

- Applications to the Bilingual Classes from other Austrian public or private schools by Austrian natives require testing in both English and Mathematics (1 hour each) on the syllabus of the previously completed year/ term and positive recommendations from class teachers of the respective school.
- In case of "Neue Mittelschule" the passage "Gymnasiumsreife" must be awarded.
- Applications from Students whose mother tongue is not German, either coming from Austrian public or private schools or schools abroad require testing in both English and Mathematics (1 hour each) on the syllabus of the previously completed year/ term and positive recommendations from class teachers of the respective school. Such students applying to the lower grades (2.-4.Klasse/ Year 6-8) will also be required to take an exam to assess their German skills.
- In addition the two last reports before applying to KIS must be submitted.
- Furthermore KIS will ask the respective school to submit a confidential student evaluation of the applicant.
- Upper grade students (5. - 7. Klasse/ Year 9-11) must submit a letter of motivation.

The results of the testing, the assessment by the previous school and the grades as well as the letter of motivation (grade 5-7, Year 9-11) will determine whether the student will be accepted after the end of admission period and decision making process.

§ 2.3 ADMISSIONS TO GRADES 12 OF THE IB DIPLOMA PROGRAMME/ IBDP TRANSFER STUDENTS

Students seeking to join the Diploma Programme in Year 8/ Grade 12 and having previously attended an IB World School will be accepted into KIS, provided that

- the IB courses which the student has previously chosen and participated in are offered in the respective year.
- the offered courses correspond in terms of subject routes.

The results of the testing, the assessment by the previous school and the grades as well as the letter of motivation will determine whether the student will be accepted after the end of admission period and decision making process.

Applications from within the school and from other bilingual school cannot be taken into consideration when applicants have not attended Year 1 of the IBDP.