

IB Diploma Programme

Admissions policy



Gymnasium Klosterneuburg
IB World School

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Introduction

At Gymnasium Klosterneuburg IB World School we believe that a diverse student body enriches the school community and that the admittance of students with a varied and international background not only accelerates language learning but also provides students with new insights, a wealth of experience and resources and promotes international understanding.

Gymnasium Klosterneuburg is an Austrian state-funded school, therefore its admission policy is an adjunct to the general admission policies for “Allgemeine Höhere Schulen” in Lower Austria, as issued by “Bildungsdirektion für Niederösterreich”. All of these policies apply.

Gymnasium Klosterneuburg covers eight years (four years in lower grades usually from age 10-14 /grades 5 - 8, and four years in higher grades usually from age 14-18/grades 9 - 12), leading up to the Austrian school-leaving examination (“Reifeprüfung”, also referred to as “Matura”). Gymnasium Klosterneuburg offers bilingual education (English/German) in two international classes in the lower grades and in one to two in the higher grades. Every year Gymnasium Klosterneuburg opens one class in the higher grades that finishes with the International Baccalaureate Diploma.

General points concerning admission

Professionally trained staff is to determine whether a child fulfills the requirements for being a “regular student”, as specified by the Educational Board of Austria:

- 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(s) required
- any child deemed mentally and physically fit
- any child regardless of social class, sex, ethnicity, native language or religious orientation
- any child residing in the school’s catchment area with at least one legal guardian (valid unless there are more free places than required by fitting candidates)

Legal documents and reports giving proof of the above requirements and an enrolment form are to be submitted upon admission to Gymnasium Klosterneuburg.

Should the requirements concerning the language of instruction (German, French, Spanish, Latin) not be met, students shall be granted the status of “guest student” (“Außerordentliche(r) Schüler/in”) for a period no longer than two years (*see Appendix B*).

Application and admission to the international classes

Admission to grade 5 (1. Klasse)

As places within the international classes are limited, all students, to whom the above general points and criteria apply, will be admitted according to a priority system as follows:

- Based on the fact that in the international classes at Gymnasium Klosterneuburg the courses in lower school are partly taught in German and to socialize with other students, knowledge of German at a level that enables the student to follow courses is a requirement in Grades 5-8.
- An entry assessment for Grade 5 (*see Appendix A*), designed to fit the programme requirements of flexibility, language skill and the ability to think logically, determines the potential of the candidate to benefit from the educational benefits available. The applicants are placed according to their total score.
- Previous report grades (Grade 5-12)
- Joint evaluation of the Conference of Teachers (internal candidates) or a confidential Student Report (external candidates)
- Letter of motivation (external candidates Grades 6-12 only)

Whenever not all qualified applicants can be accommodated, a waiting list will rank them based on the above criteria. In case of equally qualified candidates the date of application will be decisive in case a place for the following school year becomes available.

Admission to grades 6-8 (2.-4. Klasse)

Applicants from other Austrian or international public or private schools are required to complete a Student Educational History Form to indicate their proficiency in their mother tongue, English, German and further foreign languages. Additionally, they have to take and pass a placement test designed to fit requirements of specific grades by professionally trained staff to determine the potential of the candidate to benefit from the educational benefits available and the capacity of the school to meet the requirements of the candidate. Students usually take these assessments in English, Maths and sometimes also in German. The result of the testing, the student's latest grades and the class size determine whether a student is admitted.

Students from abroad who wish to be admitted to Gymnasium Klosterneuburg must be competent in German and/or English in order to be able to follow the programme. According to SchUG § 4, a student can, under certain conditions, be granted the status of "guest student" ("außerordentliche(r) Schüler/in") in one or more subjects. The aim of this is to give the student time to catch up in certain mandatory subjects (e.g. Maths, German, foreign languages) before being assessed as a regular student. (*see appendix B*)

Admission to the class leading to the IB Diploma in grade9-10 (5.-6. Klasse)

Students of Gymnasium Klosterneuburg are accepted for the DP programme by a committee consisting of the principal, IB coordinator, IB deputy coordinator, form teachers and several class teachers. To be considered, students must:

- apply for the programme during year 5
- accept the IB philosophy
- write a letter of motivation upon request
- have above-average grades in their latest school report

Applicants from international public or private schools to the higher grades of the programme are required to complete a Student Educational History Form to indicate their proficiency in their mother tongue, English and further foreign languages. Additionally, they have to take and pass a placement test designed to fit requirements of specific grades by professionally trained staff to determine the potential of the candidate to benefit from the educational benefits available and the capacity of the school to meet the requirements of the candidate. The result of the testing, the student's latest grades and the class size determine whether a student is admitted.

Admission to the IB DP Programme in grades 11&12 (7. & 8. Klasse)

External students seeking to join the Diploma Programme in grade 11 or 12 who have previously attended any IB World School will be accepted at Gymnasium Klosterneuburg provided that

- the principles and academic programme of the student's previous school correspond to the IBDP's and Gymnasium Klosterneuburg in terms of academic rigour and attitudes
- the IB courses which the student has previously chosen and participated in are offered in the respective year.
- offered courses correspond in terms of subject routes.
- when applying to Grade 12, these transfer students have achieved pass criteria (usually 28 points, a first draft of the Extended Essay and a hundred CAS hours) at the end of their first year in the IBDP.
- if class size does not exceed the legal limit
- the student may be asked and then must pass assessment tests in chosen IB subjects

Applications to grades 11 or 12 from within the school and to grade 12 from other bilingual schools without the IBDP cannot be taken into consideration.

APPENDIX A: ADMISSION TO GRADE 5

Admission to grade 1 (1.Klasse/ Year 5) of the international 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 international classes each take about 23 students.

APPENDIX B: The Status of “guest students” (=Außerordentliche(r) Schüler/in)

According to Austrian Education Policy § 4 a student can obtain the status of “guest 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 fulfill 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) Students who have completed compulsory education can be exempt from subjects they do not have prior knowledge in or do not need to complete their education. They are entitled to attend courses on different levels.

(7) Guest students 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.