



Agreed by IB

PYP Coordinator: Idris M.K.

MYP Coordinator: Askarova E.S.

DP Coordinator: Bolatova A.Zh.

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Approved by the Head of School

Kartayeva T.Zh.

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Admission Policy

International school № 81 «Astana English School»
Developed by Guldana Nessipbayeva, Elmira Askarova, Dana
Makazhan

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Developed by Guldana Nessipbayeva, Elmira Askarova, Marzhan Idris, Aibarshin
Bolatova, Dana Makazhan

Reviewed by Elmira Askarova, Saule Serkebayeva, Aibarshin Bolvatova, Nazym
Bozymbayeva, Azhar Iskakova, Marzhan Idris

AES ADMISSION POLICY

Introduction

Astana English School aims to develop inquiring, knowledgeable, tolerant and caring young people in a supportive trilingual environment. AES provides high-quality education based on national and international standards with challenging programmes and thorough assessment that encourages the students for the life-long learning and respectful attitude towards other people and nationalities.

The School enrolls only those students for whom there are appropriate educational programmes. The School admits learners with mild-learning difficulties only on a case by case basis and in compliance with the Inclusion Policy. The school does not have the facilities to admit learners with severe physical disabilities. If a student has health problems (see paragraph 10) the school reserves the right to decide about the student placement in AES, Astana on a case by case basis.

Admission is based on entrance test results, reports, teachers 'recommendations, references from a previous school, interview with the prospective student and vacancy availability in the targeted class. All admission procedures are transparent and fully explained to the parents of prospective students. Prior to being considered for admission to the School, parents must fill in an application form and submit all documentation as required by the prescribed Admission team.

Admission policy and the IB learner profile

Our school's admission policy is closely aligned with the attributes of the IB learner profile , ensuring that we admit students who embody the attributes essential to the IB philosophy. We seek inquirers who are curious and eager to learn, thinkers who can critically and creatively solve problems, communicators who express themselves effectively, and principled individuals who demonstrate integrity and fairness. Additionally, we value open-mindedness, encouraging students to appreciate diverse perspectives, and we prioritize the admission of students who are reflective and committed to their personal growth. This alignment guarantees that our student body is well-prepared to thrive in an IB educational environment.

Regulations for admitting students to the Pre-school, Primary and Secondary school

This regulation has been developed with the purpose of putting in order the procedure of admitting students to the Pre-school, Primary, Secondary of AES. It defines the order and terms of enrolling the students. This regulation is subject for mandatory familiarization and fulfillment by all the participants of the admission process.

Terms of admission

1. AES, Astana adheres to the Admission Policy when making decision on the admittance of students.
2. Any student may enter AES regardless of his/her previous place of study and residence on condition that the under mentioned requirements are fulfilled.
3. The age of the students entering the Pre-school must correspond to established requirements of AES (see appendix 1)
4. Pre-school groups are formed on the basis of the waiting list at the end of May/beginning of June.
5. Students are admitted to Pre-school, Primary and Secondary school during the year whenever there are available vacancies.
6. Students are admitted to school based on the admission exams results, positive results in a previous educational institution and the availability of places.
7. In particular cases, the Admissions Committee may request an additional interview with the applicant so as to make a final decision regarding enrolment.
8. For a student who achieves not less than 50% out of the maximum score, the Admissions Committee may recommend the student to be enrolled with a probation period of one semester. At the end of the probation period, a case conference will be held to discuss whether to complete or prolong the probation period. Parents are informed about the decision by letter from the school.
9. The Admissions Committee may permit the retaking of an admission test which was not passed satisfactorily, after a minimum interval of two weeks after the first test.
10. The state of the students' health is considered when being enrolled. The following medical conditions may hinder a student's enrolment:
 - demonstration of severe mental intellectual challenges and/or severe intellectual and emotional behavior conditions;
 - diseases connected with abnormalities of the nervous system such as epilepsy and related conditions;

- physically challenged children, who are in need of special care;
- various chronic diseases which may cause difficulties in mastering the material and the handling of an increased learning load.

The School can admit students with special educational needs for those who are able to work within lessons, with some additional support from teachers and teaching assistants. The School reserves the right to terminate the contract where parents fail to disclose important health information which can affect learning process.

11. Parents/Guardians may appeal for the retake of the admission exams within the first week of receiving the results of the admission exam. This must be considered within the three days by the relevant subject committee.
12. Enrolment of students to the Pre-school/Primary/Secondary School is done only on condition that the parents provide all the necessary documents.
13. A student is admitted to Preschool following the provision of medical documents such as "Health Passport", the Vaccinations' Card and recommendations made by the psychologists, following interviews with the student.
14. Students who enter the Grade 1 (age 6 by 1 Sept) have an interview with the psychologist to define the level of the student's abilities.
15. Students who live out of Astana and wish to enter AES should provide contact details of their school administrator for receiving a copy of the admissions test and list of required documents.
16. There is an adaptation period after which either party, parent or school, has the right to ask for a "case conference" to discuss how best to help the student about an apparent learning problem. Recommendations to consult with outside agencies may be made to the family.

Organizing admission.

The Admission Committee will:

1. Familiarize the parents with the admissions regulations, inform them of the school educational process and provide them with the list of documents necessary for enrolment and details of the tuition fees.
2. Organize a tour around the school for new parents/students.
3. Provide application forms to parents to be completed and check for accuracy on their completion.

4. Organize a meeting for parents with the P In accordance with subparagraphs 32 and 33 of Article 5 of the Law of the Republic of Kazakhstan “On Education”, students who enter Grades 5-11, have to take admission exams: Kazakh Language, Mathematics, History of Kazakhstan and English.
 - 1.
5. Primary/Secondary School Principal or Vice Principal/Head of School if necessary.
6. Agree with parents upon a convenient date and time for interviewing/testing the child and informing them of any requirements for further information about their child’s/student’s abilities.
7. Following recommendations by the Admissions Committee invite the child/student for an oral interview with specialists.
8. Inform the Admissions Committee about the date, place and time of the test/interview;
9. Familiarize parents with written of the Admission committee decisions about enrolment/admission within two days after holding an admission test/interview.
10. Provide the student folder to the Personnel Manager.

The Personnel Manager will:

1. Familiarize parents with the School documents (Charter; IB Agreement).
2. Receive all necessary documents on the basis of a written decision of admitting the student.
3. Provide parents with the Agreement on the education of the student.
4. Prepare an Order for accepting the child after receiving confirmation that the entrance fee has been paid.
5. Inform relevant school staff about the starting date for the new student.
6. Update the school database (student lists)

Admission procedures.

Pre- school

- Children who enter Preschool are interviewed by the psychologist (to define the level of the student’s readiness for preschool). The duration of an interview is no more than 20 minutes. The age group of a child is determined after meetings with the Primary Deputy Head of School, school doctor and if necessary with a psychologist.

Primary school.

All children who enter Grade 1 are interviewed by the psychologist and class teacher to define the level of the student's preparation for school. The psychologist defines the level of learning motivation, the student's wider general knowledge and the level of cognitive sphere forming. The duration of an interview is no more than 45 minutes.

In accordance with subparagraphs 32 and 33 of Article 5 of the Law of the Republic of Kazakhstan "On Education", students who enter Grades 2-4, have to take admission exams: Kazakh Language, Mathematics and English.

Basic and General Secondary School

Application Process

The steps required for a successful application process are outlined below:

Astana English School offers detailed information about the school's vision and mission, campus, IB Programs, faculty, tuition fees, scholarships, and other relevant details for applicants on the designated website www.81aes.edu.kz

Specific information regarding the IB programs can also be found through the IB organization website – www.ibo.org. Both students and parents are encouraged to explore these websites thoroughly prior to applying to Astana English School.

In addition, the Astana English School provides information and assistance to applicants and to their parents/guardians upon request. The school provides an opportunity for applicants to meet with the School Counsellor to get information regarding the requirements for selecting courses and giving recommendations.

The admission team is reachable by email 81aes@edu.kz or by phone +(717)2259040.

Appendix 1

Rules for admitting students to the Pre-school, Primary and Secondary school admission of International School #81 Astana English School

I. Organizational period

1. Students of grades 1-11 can submit an application to the admissions committee.

Documents required for application:

- Application
- Copies of tables from the 1st grade
- Copy of birth certificate
- Copies of diplomas, letters of commendation

2. Application period - from April 30 to May 30

II. Procedure for the entrance exam:

1. The entrance exam will be held on the subjects of natural science-mathematics and social-humanities.
2. Exam subjects include Kazakh language, English language, and mathematics for grades 2-11. Candidates applying for the IBDP follow a separate admissions procedure.
3. The test tasks for the subject of Kazakh language and mathematics consist of 20 questions, for the subject of English language there are 20 questions from two parts (vocabulary, grammar and pronunciation).
4. English subject, conversation, psychological test for 1st graders.

III. Exam time - May 30-June 30

1. The exam starts at 9:00 a.m.
2. The time allotted for the exam is 3 astronomical hours.

IV. Reflection

1. Applications for appeals based on the test results are accepted from 14:00 to 15:00 after the announcement of the test results and are considered by the selection commission within 1 hour.

V. Conditions for school admission.

1. The results of the exam for students of grades 2-11, if they score more than 45 points according to the 60-point system, are accepted to the school on a competitive basis.
2. Admission of students to 1st grades in the current school year is conducted on a competitive basis among students in the preparatory group of our school and among students who wish to study at the school by conducting a psychological test and taking a test in the subject of the English language.

The test result will be published on the school website (81aes.edu.kz).

Admission to the school is carried out using the following documents:

1. Application from the child's legal representatives (freely);
2. Copy of the child's birth certificate;
3. Health passport, No. 26 and vaccination card No. 63;
4. 2 photos of 3x4 size;

The following documents are recommended for admission to grades 2-9:

1. Application to the school director;
2. The student's personal file, with school progress reports approved by the school's seal;
3. Child's health passport, medical form No. 63, No. 26;
4. Child's birth certificate (copy);
5. 2 photos of 3x4 size.
6. Leaving certificate of the school he attended

Regulations for admitting students to the IB Diploma Programme

This regulation has been developed with the purpose of putting in order the procedure of admitting students to the IBDP of AES. It defines the order and terms of enrolling the students. This regulation is subject for mandatory familiarization and fulfillment by all the participants of the admission process.

Applying to Astana English School:

Applications to Astana English School are accepted from November 1 to May 30, with admission granted on a first-come, first-served basis. The following indicates the documentation necessary for a successful application process:

- Prospective students and parents begin by contacting the Admissions Office to express interest in the IBDP.
- Attend information sessions or open houses to learn more about the programme and the school's offerings.
- Complete and submit the official application form, which can be obtained from the school or downloaded from the school's website.
- Include all required personal information, academic history, and other relevant details in the application.

- Meet with the School Counsellor to discuss the available subjects in the IBDP and which subjects the student can choose according to their grades.
- Submit supporting documents, such as:
 - Academic transcripts or report cards from previous schools.
 - Letters of recommendation from teachers or counselors.
 - A personal statement or essay detailing the student's interest in the IBDP and why they want to attend Astana English School.
 - Any applicable standardized test scores.
- MYP students do not need to take tests to enter the IBDP program. Admission is based on their grades and the decision of the admissions committee members. The grades earned during the MYP play a significant role in determining the selection of specific subjects in the IBDP program.
- Non MYP applicants need to take an entrance exam and write an essay in accordance with the criterion D to assess their proficiency in required subjects. The exam evaluates the student's readiness for the academic challenges of the IBDP.
- All candidates will be invited for an interview with the admissions committee, which includes a representative from the school authorities, DP teachers, and a psychologist. A representative of the administration oversees the student admission process to ensure that it complies with the admissions policy standards. DP teachers review the recommendations from MYP teachers. The psychologist conducts a conversation to determine if the student exhibits any specific speech, behavioral, or cognitive characteristics. If so, they refer to the inclusion and language policies.
- If a student has any speech or cognitive peculiarities, the school psychologist who is part of the admissions committee will base the decision on the student's admission based on the language policy or inclusive policy.
- The interview focuses on the student's motivation, interests, alignment with attributes of the IB learner profile, communication skills, and suitability for the programme.
- The admissions committee reviews the application holistically, considering academic records, exam results, recommendations, and the interview.

To enter the DP at AES the candidate should have the following marks

a. For MYP:

i. A minimum 5 out of 7 in all subjects (Reports) or 5 out of 7 in all subjects (eAssessment exam)

ii. 6 out of 7 in subject choosing at HL in DP except Maths (Group 5) and Science (Group 4) At the discretion of Principal/Vice Principal/DP Coordinator, students may still be admitted on a probationary basis to allow for academic growth.

b. For other candidates studying according to the state program of education:

i. A minimum of 4 out 5 in all subjects of choice

ii. A minimum of 5 in subjects where the choice is HL in DP

iii. At the discretion of Principal/Vice Principal/DP Coordinator students may be admitted to the DP for probationary period of 6 weeks, where the minimum grade requirement has

not be made as above in a and b.

- Admission decisions are based on the overall assessment of the applicant's fit for the IBDP.
- Successful applicants will receive an offer of admission from the school, which includes details on enrollment procedures and deadlines.
- Admitted students must confirm their acceptance by completing the enrollment form and paying any required fees.
- The final decision on admitting a student to the program is made by the admissions committee based on the above listed requirements for both MYP students and those candidates who studied according to the state program of education.

2.

Before the start of the academic year, an orientation session is held to introduce new students to the IB curriculum, school policies, and the learning environment at Astana English School.

The Admissions Department will review the application, and based on the information provided, the applicant will either receive an invitation for an interview, or a rejection letter.

Interview: The interview serves a dual purpose. First, it allows the Admissions Department to get to know the applicant, learn about their background, address any questions, and ensure that the student understands the school's mission, values, educational context, and student life. It also allows the psychologist and teachers determine if a student needs any additional support from them. Second, it gives the applicant a chance to ask questions and gather more information about the school. Given the potential challenges of the two-year boarding program, it is crucial that the Admissions Team, the applicant, and their parent(s)/guardian(s) are confident that Astana English School is the right choice for pursuing the IBDP.

Registration: Upon acceptance to AES, families must complete a series of required forms, including, but not limited to:

Documents required for application:

- Application
- Copies of tables with grades,
- Copy of birth certificate
- Copies of diplomas, letters of recommendation and other supporting documents

Tuition: The tuition includes the academic program, IB fees, three meals a day and school activities. Fees do not cover travel, additional spending expenses, visa fees, and mandatory medical insurance.

Policy review

The Admissions Policy will be jointly reviewed and amended by the school's faculty and administration on an annual basis.

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