



3.1

Admissions Policy

3.1.0

Conditions of Admission

Admission to IST is dependent on:

1. The applicant meeting IST's admission criteria in terms of age, academic performance, behaviour, and ability to benefit from IST's programme.
2. Available spaces (seats) in the grade for which the applicant qualifies.

It is the responsibility of the IST Director to make the final decision on all cases of admission in consultation with the Principals and their student admissions teams.

IST is a private international school owned and operated by parents. It is under no obligation to admit or readmit any student who does not meet IST's admission criteria.

Revised by the Board of Directors, September 25, 2008

3.1.1

Categories for Admission

All children are eligible to apply for admission to the school. In order to ensure a diversity reflecting IST's character as an international school, the applications of children deemed eligible for acceptance will be prioritized in the following order for admission:

- 3.1.1.1 a child of a full time teacher or Senior Manager employed by IST;
- 3.1.1.2 a child of an employee of a grant-giving international agency, foreign government, or company (See Note 1);
- 3.1.1.3 a child taking up residence in Tanzania, of a parent who is subject to fixed international assignments by his or her employer (See Note 2);
- 3.1.1.4 a child of an IST Alumnus/a, who has a sibling enrolled at IST (See Note 3);
- 3.1.1.5 a child of a foreign passport holder, who has a sibling enrolled at IST;
- 3.1.1.6 a child of an IST Alumnus/a (See Note 2);
- 3.1.1.7 a child of a foreign passport holder;
- 3.1.1.8 a child whose parents or sole parent holds a Tanzanian passports who has a sibling already enrolled at IST;
- 3.1.1.9 all other children.

Within each category, applications will be further prioritized in order of date of completed application.

Notes:

1. All grants are subject to Board acceptance.
2. The Admissions Section shall determine the necessary documentation to establish parents' employment situation and newly commenced residence in Tanzania.

3. For the purposes of this section only, an IST Alumnus/a is defined as a former student who attended at least two continuous semesters at IST.

Revised by the Board of Directors, September 27, 2008

3.1.2 Date of Application

For admission at the start of the academic year, the deadline for receipt of the application by the school is set annually. Allocation of places according to the priorities above will commence as soon as possible after this date. Applications received after this date or for entry after the start of the school year will be prioritized in a similar manner.

The date of application for the child of an IST teacher will be deemed to be the date the contract is signed.

Revised by the Board of Directors, March 27, 2008

3.1.3 Age of Admission

Children are placed in a grade according to their age. This is both a policy and a practice. The cut off dates for each grade are as follows:

EC1 students must be 3 by August 31st
EC2 students must be 4 by August 31st
EC3 students must be 5 by August 31st
Grade 1 students must be 6 by August 31st
Grade 2 students must be 7 by August 31st
Grade 3 students must be 8 by August 31st
Grade 4 students must be 9 by August 31st
Grade 5 students must be 10 by August 31st

In the Secondary School due to the varied educational background and experiences of the students, grade level placement is determined on the basis of previous school records, interviews and placement test. The final decision is made by the Principal in consultation with the parents.

Age determined placements provide for greater emotional, social and academic stability and support during the course of a student's schooling. In exceptional circumstances, there may be a need to review individual placement in order to ensure a fair, transparent and educationally sound placement. There is, therefore, a well-structured process, which allows us to review students' placement if there is a need.

At the time of admission, a student will not be more than one year older than the normal age of students in that grade level. Any exception to this policy may be granted by the Director only in exceptional circumstances.

Section 3.1.3 Revised and Approved by the Board, December 18, 2008

3.1.4 Admission of Non-English-Speaking Children

The school provides for comprehensive English as a Second Language (ESL) programme throughout the Elementary School and most of the Secondary School. While it is the school's policy to admit children with

limited knowledge of and experience with the English language, the curricular demands of the International Baccalaureate Middle Years and Diploma Programmes make a reasonable command of the English language a pre-requisite for admission to these programmes. This will be determined by a placement test prior to admission.

3.1.5 Admission of Children with Learning Disabilities

IST can provide an appropriate education for most students, including non-native English speakers, students with mild to moderate learning disabilities and highly capable students. However, because of the limitations of the local professional support network, IST is not able to serve the educational needs of those youngsters with severe mental, physical, emotional or learning disabilities. Admission is open to those students who are able to participate successfully in a mainstream class with some specialist support. In cases where IST determines that it may have an appropriate educational programme for a child, the school may require the parents to fund extra assistance beyond what is available in the classroom.

The Director has final discretion for all admission and discharge cases, and all decisions will be taken with the needs of both the student and the school in mind.

3.1.6 Provisional Admission

At its discretion, the school can determine to grant provisional admission to applicants for whom it is uncertain as to whether there is an appropriate educational programme in place. The provisional admission will be for a specific period of time, no longer than one year, and will allow the professional staff time to assess an individual child's learning background and academic problems. Continuation at IST beyond the period of provisional acceptance will be contingent upon the child achieving success in mainstream classes.

3.1.7 Discharge of Students

From time to time, it will become apparent that the school does not have an appropriate educational programme for an enrolled student. This may be so in the case of a severe learning disability, the seriousness of which was not fully apparent to the school at the time of admission. If the professional staff determine that IST's resources are insufficient to meet an individual student's needs that student may be denied continued enrolment. In such a case, the child may be permitted to finish the school year.

3.1.8 Class Size

3.1.8.1 The class size in EC1 is 16 students.

3.1.8.2 The class size in EC2 is 16 students.

3.1.8.3 The class size when EC1 and EC2 are combined is 16 students.

3.1.8.4 The class size for Kindergarten through Grade 10 is 20 students.

3.1.8.5 Grades 11 and 12 will enroll not more than eighty students each.

3.1.8.6 In all cases above, actual class sizes and composition of classes will be determined at the discretion of the Principal and the Director.

3.1.8.7 The number of classes in each grade will be dictated by actual demand and in consideration of existing resources.

3.1.8.8 Up to two additional seats per class section in Grades EC1 to 10 (or for each twenty students in Grades 11 and 12) may be made available under certain conditions by a decision of the Director. The creation of additional seats is intended as rare and exceptional act to be resorted to infrequently to accommodate a child and family whom IST believes it can uniquely serve.

The Director may consider creating an additional seat only when a child is deemed to be eligible for admission to the school, he or she cannot be accommodated under the set class size at the appropriate grade, and he or she is:

- a) A child of a full time teacher of Senior Manager employed by IST, or
- b) A child of an employee of a grant-giving international agency, foreign government, or company (See Note 1), or
- c) A child, taking up residence in Tanzania, who last attended a school outside of Tanzania, and who meets IST's admission requirements. (See Note 2)

3.1.8.9 The above class size limits will be phased in over a three year period beginning in the academic year 2008-2009. When existing classes move from three sections to four, a class size limit of twenty seats (excluding the two additional seats per section) will apply. For grades with enrolment of seventy-five students or above in 2008-2009, there will be a phase in period of two additional years in order to avoid an undue burden on any particular cohort.

Notes:

- 1. All grants are subject to Board acceptance.
- 2. The Admissions Section shall determine the necessary documentation to establish prior foreign residence.

Admissions Policy Revised and Approved by the Board of Directors, June 14, 2004; March 6, 2008; March 27, 2008

Section 3.1.8 Revised and Approved by the Board of Directors November 26, 2008. Section 3.1.8.8 Revised and Approved March 5, 2009