

## Admissions Information and Procedure

### GENERAL INFORMATION

H.I.S. has an open enrolment policy, offering enrolment to students who can benefit from the educational programme. Special consideration is given to siblings and to applicants of the international community. Students are placed with due regard for their age, social development and previous schooling and in consultation with their parents. Families are welcome and encouraged to arrange for a visit before applying for admission.

Applications are accepted and students can be admitted to the Primary and Middle Years Programmes (Early Primary to Grade 10) at any time during the school year. There is no deadline for the submission of applications but it is recommended to begin the application process early in the calendar year for the next school year. Timing and other restrictions may apply to Diploma Programme (Grades 11 & 12) applications. Wait list situations can arise. If classes are full, it may not be possible to offer enrolment before an opening is available or before the re-enrolment of current students has been completed for the next school year.

### ADMISSIONS PROCEDURE

#### Submit the following for all Applications:

1. Online Application for Admission ([www.hischool.de/admissions](http://www.hischool.de/admissions))
2. Payment of the Administration Fee
3. Invoice Information Form

#### For Applications to Early Primary 1, Early Primary 2 or Grade 1:

- Picture drawn by the applicant of his/her family
- If the applicant has attended a nursery, kindergarten or pre-school:**
  - Copy of the most recent progress/developmental report
  - Copy of the progress/developmental report from the previous year
  - Three recent examples of the applicant's work in literacy at pre-school or kindergarten
  - Three recent examples of the applicant's work in numeracy at pre-school or kindergarten

#### For Application to Grade 2 through Grade 12:

- Copy of the most recent mid-year or end of year school report
- Copy of the end of year school report from the previous school year
- Copy of the end of year school report from two years ago
- Three recent examples of the applicant's school work in English
- Three recent examples of the applicant's school work in Mathematics

**English language/academic prerequisites:** For admission to the Middle Years or Diploma Programme additional prerequisites could apply. The Admissions Counsellor will inform parents of any additional requirements.

**Interview:** After all of the above has been submitted, parents will be contacted to arrange an appointment for the student applicant to be interviewed. (Alternative arrangements may be possible for students who do not live in the Heidelberg area.)

**Admission decision:** Can be made only after completion of the steps listed above. Parents/guardians are notified of the decision by email from the Admissions Counsellor. H.I.S. reserves the right to determine the appropriate grade level placement for the student.

**Offer of enrolment:** If an offer of enrolment can be made, parents receive the H.I.S. Enrolment Contract and an invoice for school fees by email. The student's enrolment is confirmed by H.I.S. only after the completed Enrolment Contract and payment of school fees have been received by the stipulated due date.