



ADMISSION DOCUMENTS

INTRODUCTION

Thank you for your interest in the International School of Düsseldorf. In these admission documents it is referred to as “ISD” or “the school”.

These admission documents contain all the information needed to apply for admission to ISD. Please familiarise yourself with this information, and use the checklist provided below to make sure your application is complete. The necessary documentation should be sent, ideally all at the same time, to Förderverein DIS (Förderverein Deutscher Internationaler Schulen) e.V., Admissions Manager, c/o International School of Düsseldorf, Niederrheinstrasse 336, 40489 Düsseldorf, Germany. Once the file is complete, the admissions manager at Förderverein DIS will pass it to the relevant principal for consideration, and you will be informed as soon as possible of the principal’s decision by means of an offer letter.

When you are completing the admission documents, please leave blank anything you cannot yet complete (such as local address and telephone number if you are moving) but be sure to let us have this information as soon as it is available. A student signature is not required from students applying to the elementary school.

Checklist:

All students

- Admission form
- Passport photo
- Copy of birth certificate, or passport page showing date of birth
- Payment of admission fee
- Health form
- Language information form
- Work samples - one page of free writing in English and one page in another language, one page of mathematics, or drawings in the case of younger children
- Information relating to any special services suggested, provided or required (original and translation into English)
- Partnership agreement (two copies)

Students applying to reception and preparatory

- Letter from current kindergarten teacher (original and translation into English) describing the child’s behaviour, interaction with adults, co-operation with peers, fine motor skills and academic readiness
- School reports if issued (original and translation into English)

Students applying to grades 1-12

- Academic information form
- Confidential school report
- School reports from last 3 years (original and translation into English)



BACKGROUND INFORMATION

What you should know before you apply:

To better understand the personal and legal relationships created by admission to ISD, please read the partnership agreement (pages 13-16) and the introduction to the school agreement (page 17). These rules will show you how we function and care for you and your child.

ISD is a private school; it provides many extra services and facilities built up over the years to create the very special international educational environment that we have today.

Grades 1 to 10 at ISD are officially qualified to replace German public schools (Ersatzschulstatus). In this context the German State of Nordrhein-Westphalia reimburses those parts of the costs which are comparable to the cost of German public school education. Our parents contribute the balance of the school's financial needs.

Against this background, it is important for you to know that ISD makes every effort to avoid any kind of discrimination against academically qualified students whose parents cannot find the necessary financial resources to pay contributions to the same extent as other parents. We do not support a practice of separation of students in regard to the income or wealth of their parents. Should you find that your family is unable to match the funding of the school provided by others in accordance with ISD's suggested funding rules, please do not hesitate to speak to us. We will be happy to review with you the financial aid options, including employer support and scholarships.

Applicants will pay to Förderverein DIS a one-time admission fee, payable at the time these admission forms are submitted. The admission fee is refunded in full if a place is not awarded. If a place is awarded but you decide not to accept it, 75% will be refunded.

ADMISSION PROCEDURES

The International School of Düsseldorf welcomes expatriate students and, if space allows, host country students who meet the school's standards and can benefit from the programme offered. Provided space in the relevant classes is available, the main criterion for admission is the match between the candidate and the programme offered by ISD. Consequently, ISD is unable to offer places to children whose educational needs exceed what the school can accommodate. Whilst ISD endeavours to keep families together, siblings do not have an automatic entitlement as they may have very different needs.

1. Expatriate

These interviews are held in English.

- These students are currently attending schools in countries other than Germany. The language of instruction is a language other than German;
- Or they may be from expatriate families posted temporarily to Germany and attending a local kindergarten;
- Or they may be from expatriate families posted temporarily to Germany and attending another English medium school.



Timescale for expatriate candidates:

- Applications are considered and students may start throughout the year, although it may not be possible to process elementary school applications for the following academic year before 30 April.
- English tests where appropriate for grades 1-5 take place in early August.
- Testing and decisions for grades 6-12 may take place throughout the year, or in early August. Final placement depends on test results.

2. Host country (local)

These interviews are usually held in German.

- These students speak native or near-native level German and are currently attending a school or kindergarten where the language of instruction is German;
- Or they may be attending a school within Germany with a different language of instruction, such as English or French;
- Or they may be German candidates applying to take the International Baccalaureate at ISD after spending one year abroad.

Timescale for host country candidates:

- The deadline for receipt of completed admission paperwork for local students in all age groups is 30 April. Start date is mid August.
- German tests for grades 1-5 take place at the end of May, with decisions in early July. English tests take place in early August.
- Testing and decisions for grades 6-12 may take place throughout the year, or in early August. Final placement depends on test results.

3. Age placement. New students will normally be placed in their age-appropriate group based on a cut-off date of 1 September. For example:

Reception	4 by 1 September (and must be toilet-trained)
Preparatory	5 by 1 September
Grade 1	6 by 1 September
Grade 2	7 by 1 September
Grade 3	8 by 1 September
Grade 4	9 by 1 September
Grade 5	10 by 1 September

Senior School applicants should note that academic history is generally more useful than the student's age as a guide to placement. Account will be taken of each student's all-round general welfare and not just their academic performance. An ISD high school diploma requires four full years of education between grades 9 and 12. ISD does not normally accept students who will reach their 21st birthday before the date of their graduation.



4. English as an additional language (EAL). Students for whom English is not the first language will normally be tested to establish their EAL requirements within the context of ISD. Students with no previous knowledge of English will not be admitted into grades 10 and above.

5. Learning support. ISD is able to offer some learning support to a limited number of students with mild special educational needs. Students must be able to function independently in a normal classroom environment. ISD reserves the right to refuse admission:

- to any student deemed unlikely to benefit from the existing programme,
- or if the school's learning support resources are already fully used by existing students.

Students experiencing problems at school in their own native language and who have limited English will not normally be admitted. While there are no special programmes for children regarded as gifted, the small class sizes and quality of instruction enable such children to be challenged appropriately within the existing programme.

6. Probation. A student may be admitted on academic probation if past academic performance indicates that the student may have difficulty meeting ISD's standards, or disciplinary probation if the previous behavioural record indicates cause for concern.

When probation is for academic reasons, the School will commit to the student's education for two full semesters. During this time, the student's progress will be closely monitored, and parent support and teacher encouragement maximized. If, by the end of the second semester at ISD, the student's teachers establish that insufficient progress has been made or that the student is unlikely to be able to fulfil ISD's graduation requirements, parents will be asked to consider retention (repeating a year) or withdrawal of the student.

7. Continuing enrolment. Admission of a student does not guarantee continued enrolment or automatic progression from grade to grade, as these depend on the student demonstrating the ability to meet ISD's academic and behavioural standards. If ISD determines that it cannot meet the needs of any student, it reserves the right to discontinue enrolment of that student.

8. Professional recommendations. Counselling, testing or extra tutoring (at the parent's expense) may be recommended if a student has difficulty meeting ISD's academic or disciplinary standards. Parents will be expected to comply with such professional recommendations, which are made for the benefit of the student.

9. Falsification of documents/withholding of information. ISD will not accept students whose academic, health or disciplinary records have been falsified, or where information regarding special needs, health or behaviour has been withheld. Students admitted on the basis of false information will not be allowed to continue at the school.

10. Returning students. An enrolled student will sometimes leave ISD temporarily to spend one or two semesters at another school, often overseas. We welcome students wishing to return to ISD, but we need to establish whether any issues have arisen that require attention. Please ensure you send us copies of all school reports and other relevant documentation issued during the period of absence, and also a new confidential school report (see admission documents) completed and signed by the current school. These must be received before readmittance to ISD can be confirmed. It may also be necessary for placement or other tests to be taken to assist us in placing the returning student correctly.



ADMISSION FORM & MEMBERSHIP APPLICATION

Please attach
passport photo

Student's name (family name)
(first names)

Date of birth (dd/mm/yy) Male/female

Requested grade at ISD..... Nationality

Grade last completed Start date at ISD

Is the student already following an IB curriculum? If so, please circle one: PYP / MYP / Diploma

IB personal code (if previously registered)

Brothers/sisters at ISD (name/grade).....

Home address at time of application

..... Home tel.....

Address in Düsseldorf (if different)

Effective from (moving date) Home tel.....

Father's name..... Mother's name

Employer..... Employer

Office address Office address.....

Office tel. & ext Office tel & ext.

Cell phone Cell phone

Email Email

Please name a person living locally whom ISD may contact if there is an emergency and the parents are not available (parent proxy).

Name Telephone.....



ADMISSION FORM & MEMBERSHIP APPLICATION (continued)

I have carefully read the partnership agreement (pages 13-16), the school agreement (pages 17-18), the information on Förderverein DIS regarding ISD's financing, and the other information provided in these admission documents. I am familiar with the legal relationships relating to the school as outlined in the introduction to the school agreement.

Based on the above,

1. I hereby apply for admission of my child as specified above and, subject to the admission of my child to ISD.
2. I hereby apply for membership of the International School of Düsseldorf e.V. My membership will commence if and when my child is admitted. I agree to adhere to the association's articles of association (statutes).
3. I hereby declare that I will be a party to ISD's school agreement and agree to adhere to its terms.
4. I and my child (signing for this purpose below) hereby declare that we will be a party to ISD's partnership agreement and we agree to adhere to its terms.
5. I hereby apply for membership of Förderverein Deutscher Internationaler Schulen e.V. ("Förderverein DIS"). As a member of Förderverein DIS I agree to adhere to the Förderverein DIS statutes, and understand that Förderverein DIS is the organization supporting the financial needs of ISD. I hereby commit to contribute in accordance with the current contribution schedule.

My financial contributions to Förderverein DIS will meet the standards applicable to all members, or any special written agreements concerning my participation in a financial aid programme. I will comply with such special agreements and will inform Förderverein DIS promptly if my financial situation changes. In order to facilitate my financial contributions, I hereby request Förderverein DIS to make the following arrangements (please select one option):

- Invoice to me/my employer/other third party, payable within 30 days of receipt
- I will pay contributions on a yearly/half-yearly/quarterly/monthly basis (please select one)
Name and address to which invoice may be sent:
.....
- I will give a standing order (Dauerauftrag) to my bank
- I hereby authorise Förderverein DIS to collect the admission fee and annual contributions (Einzugsermächtigung) from my bank account (details given below), subject to my right of revocation and the right of rejection of a collection in accordance with the applicable terms of my bank:
Name of account holder:
Account number:
Name of bank:
Bank code number:

Place: Date:

Parent's signature

Student's signature (not for elementary school students)



LANGUAGE INFORMATION

Please answer these questions:

Student's mother tongue (first language):

Language spoken with the student by: mother father.....

brothers/sisters others

The student began to read in (language) at age

Please complete this table to describe the student's level of language ability, using the key:
N – native level / NN – nearly native level / G – good / W – weak

Language	Speaking	Reading	Writing

If the student has never been in an English-medium school, please complete the following:

Has the student had English lessons? Yes/no. For how long?

How often?

Please indicate type of class:

- Private lesson (one student to one teacher)
- Group lesson
- School
- Home schooling
- Other (please explain)

Please add any other information relevant to the student's language background.....

Maintaining the mother tongue

Research has shown that, for students studying in a second or even third language, mother tongue maintenance and development are of vital importance for academic success.

ISD provides mother tongue instruction in German throughout the school, and in Japanese at Senior School Level.

ISD has a mother tongue programme through which students whose mother tongue is not taught during the school day can be taught their mother tongue by a native speaker. Languages currently taught include Swedish, Finnish, Spanish, French, Italian, Chinese, Russia, Portuguese, Japanese and Korean. For further information please contact Dr Patricia Mertin, telephone 0211 9406 727.



ACADEMIC INFORMATION, APPLYING TO GRADES 1-12

Please list schools attended

Name of school	Country	Grade	From mm/yy	To mm/yy	Language of instruction

Foreign languages studied

Language	Length of study	Level reached

What are the student's academic strengths and weaknesses?

.....
.....

Please list any awards received, offices held, etc.

.....

Extracurricular activities/hobbies:

.....

Has the student ever been tested or received any specialized educational support, or benefited from specific accommodations which assisted learning, e.g. extra time, tutoring, speech/language therapy, occupational therapy, extra support with reading, writing or mathematics? If so, please describe below and attach all relevant documentation including I.E.P. and educational or psychological evaluations, (translated into English). Please note: If ISD discovers at a later date that such matters were not fully disclosed, the parents will be asked to withdraw the student.

.....
.....

What are your educational aims in sending your child to ISD? (IB Diploma, IB certificates, high school diploma, international education, education in English, preparation for university in the UK, USA, etc.)

.....



CONFIDENTIAL SCHOOL REPORT FOR GRADES 1-5

Please sign below and then send this form to your son/daughter's present school. The school should complete the sections in full and then send the form not to the parents but direct to the admissions manager, c/o International School of Düsseldorf, Niederrheinstrasse 336, 40489 Düsseldorf, Germany.

To the student's present school: I hereby authorise the release of information requested by ISD in connection with the application of my son/daughter (name)

Parent's signature

Date

Please tick as appropriate	Excellent	Good	Fair	Below average	Poor	Not applicable
Academic potential						
Academic achievement						
Written expression						
Oral expression						
Reading skill						
Mathematics achievement						
Spelling in context						
Organisational skills						
Curiosity						
Creativity						
Behaviour						
Co-operation						
Reaction to criticism						
Leadership						
Self-discipline						
Independence						
Relationship with peers						
Concern for others						
Appearance						
Dependability						
Emotional stability						
Fine motor co-ordination						
Gross motor co-ordination						

Student's present reading programme Grade level.....

Supplementary reading programme..... Grade level.....

Present spelling programme..... Grade level.....

Present mathematics programme..... Grade level.....

If student is not on grade level in any area, please give details:

Has the student ever been tested or received any special services (counselling, learning support, reading, speech therapy etc)? Please give details

Signature School stamp

Position

School

Address Telephone



CONFIDENTIAL SCHOOL REPORT FOR GRADES 6-12

Please sign below and then send this form to your son/daughter's present school. The school should complete the sections in full and then send the form not to the parents but direct to the admissions manager, c/o International School of Düsseldorf, Niederrheinstrasse 336, 40489 Düsseldorf, Germany.

To the student's present school: I hereby authorise the release of information requested by ISD in connection with the application of my son/daughter (name)

Parent's signature

Date

Please tick as appropriate	Excellent	Good	Fair	Poor	Not applicable
Academic potential					
Academic achievement					
Written expression					
Oral expression					
Reading skill					
Reading interest					
Study habits					
Self-discipline					
Organisation					
Relationship with peers					
Relationship with teachers					
Conduct and behaviour					
Independence					
Responsibility					

What is the student's first language (mother tongue)?

Has the student taken classes in English as an additional language? Yes/no

For how long? How often?

Has the student demonstrated that s/he can follow instruction in mainstream English classes? Yes/no

Has the student ever been tested or received any special services (counselling, learning support, speech therapy etc)? Please give full details:

.....

Has the student been involved in any disciplinary procedures at your school? Yes/no. If 'yes', please describe the circumstances and outcome.....

.....

Signature..... School stamp

Position

Telephone

School

Address



HEALTH INFORMATION

Please complete all information with care. Your data will be treated in the strictest confidence.

Student's family name First name

Grade entering at ISD Date of birth dd/mm/yy

Nationality Male/female.....

Father's name..... Tel:

Cell:

Mother's name Tel:

Cell:

Local address (please leave blank if not yet known)

Medical insurance company

Emergency contact Tel:

Dates of past illnesses:

Does the student suffer from the following?

Chickenpox

Allergies (please specify).....

Diphtheria

.....

German measles (rubella)

Asthma

Measles.....

Diabetes

Mumps.....

Epilepsy

Polio

Heart disorder

Rheumatic fever.....

Hearing difficulty

Scarlet fever

Speech impediment

Tuberculosis

Vision problems

Whooping cough (pertussis).....

Other

Ear infections.....

Operations.....

Other

Any additional medical information that the school should be aware of:

.....
.....
.....



Immunisations: please complete in this table the dates of all immunisations given. Photocopies of immunisation record card will not be accepted.

	dd/mm/yy	dd/mm/yy	dd/mm/yy	dd/mm/yy	dd/mm/yy
Diphtheria					
Tetanus					
Pertussis					
Polio					
Measles					
Mumps					
Rubella					
Chicken pox					
Meningitis					
Hepatitis A					
Hepatitis B					
BCG (tuberculosis)					
Hi b					
Other					

Tuberculosis test (if performed): Date Result.....

Has the student been diagnosed as having any condition that may affect learning?
Yes/no. If yes, please give details.

.....
.....

Is student currently on any medication? Yes/no. If yes, please give details..

.....
.....

Is there any reason for the student to have restricted physical activity? Yes/no. If yes,
please give details.....

.....

Does the school have your permission to give the student temporary medication such as
paracetamol (Tylenol)? Yes/no

Does the school have your permission to take the student to the nearest hospital in the
event of an emergency and you cannot be reached? Yes/no

Signature of parent Date



PARTNERSHIP AGREEMENT

To confirm our mutual understanding of principal rules applicable at our school and school-related activities, this partnership agreement is made to supplement the school agreement and confirm our commitments.

1. We, the school, agree that, within the limits of our resources,

- a) we will provide a safe and structured learning environment;
- b) we will provide students with a broad range of meaningful developmental learning experiences through our academic and co-curricular programme;
- c) we will provide students and parents with a range of qualified personnel and appropriate resources to support student needs;
- d) we will provide a system whereby students can help students;
- e) we will use consequences which balance the needs of the individual student with the needs of the entire student body;
- f) we will apply consistent and appropriate behaviour limits within which students can develop self-discipline and responsible behaviour;
- g) we will maintain honest and open, timely and regular communication with parents.

2. I, the student, undertake that, within the limits of my ability,

- a) I will conduct myself in a safe and responsible manner;
- b) I will show respect to all individuals and property;
- c) I will seek help when having school or personal problems;
- d) I will encourage my friends to seek adult help when needed;
- e) I will be honest in all my interactions with peers, parents and staff;
- f) I will not do anything to disrupt the learning of others;
- g) I will become familiar with the school and classroom rules, and I will abide by them;
- h) I will manage conflict without behaviour which is harmful to others (such as physical force).



3. I, the parent, undertake that, within the limits of my resources,

- a) I will establish and maintain, in the home, a positive attitude towards my child's schooling;
- b) I will become familiar with the school and classroom expectations and assist my child in meeting these;
- c) I will maintain open and honest, timely and regular communication with school staff;
- d) I will seek help for my child as recommended by the school;
- e) I will assist my child in managing conflict without behaviour which is harmful to others, and I will not permit my child to use physical force on others;

We understand and will support by example
the school's educational philosophy and practices

<p>Signature Neil McWilliam Director</p>	<p>Signature(s) Parent(s) or Guardian(s)</p>	<p>Signature Student (grade 6 or older)</p>
	<p>Please print name(s)</p>	<p>Please print name</p>
	<p>Place</p>	<p>Date</p>



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- a) I will establish and maintain, in the home, a positive attitude towards my child's schooling;
- b) I will become familiar with the school and classroom expectations and assist my child in meeting these;
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<p>Signature Neil McWilliam Director</p>	<p>Signature(s) Parent(s) or Guardian(s)</p>	<p>Signature Student (grade 6 or older)</p>
	<p>Please print name(s)</p>	<p>Please print name</p>
	<p>Place</p>	<p>Date</p>

Student file



SCHOOL AGREEMENT

Introduction

Becoming a student at the International School of Düsseldorf (“ISD” or “the school”) involves the following four legal relationships:

1. **Membership** of the parents (or guardians) in the association that operates and carries ISD. This association is the **International School of Düsseldorf e.V.** (hereinafter referred to as “**ISD**”). In order to become a member of the ISD community, parents apply for membership, and agree to adhere to ISD’s articles of association (the “statutes”), by signing the admission form/membership application (page 6). The statutes are available at the school’s business office.
2. **Membership** of the parents (or guardians) in **Förderverein Deutscher Internationaler Schulen e.V.** (hereinafter referred to as “**Förderverein DIS**”). Förderverein DIS engages in the financial support of the school. Parents apply for membership, and agree to adhere to the Förderverein DIS articles of association (“Förderverein DIS statutes”) by signing the admission form/membership application form (page 6). A summary of the financial support rules relating to Förderverein DIS is enclosed or will be made available on request. The Förderverein DIS statutes are available at the school’s business office.
3. Parents (guardians) are a party to the **School Agreement**. This school agreement contains the contractual terms and conditions for attending ISD as an educational institution. Parents agree to adhere to the school agreement by signing the admission form/membership application (page 6).
4. Parents and students are a party to ISD’s **Partnership Agreement**. The partnership agreement contains certain principal covenants and commitments of anyone involved in the ISD community, representing fundamental rules and guidelines which are essential to the functioning of the school. Parents and students, ISD and its staff all agree to adhere to the partnership agreement. Parents and students agree to it by signing the admission form/membership application (page 6).

Terms and Conditions of the School Agreement

The student’s admission to and education at ISD are subject to this school agreement. Parents must submit to the admissions manager at Förderverein DIS a completed and duly signed set of the full admission documents (see checklist). The student must meet the legal conditions set out in German school and educational laws as well as the academic and personal admission standards set by ISD. Decisions on admission will be made by the relevant ISD principal. In cases of doubt, admission may depend on successful completion of an entrance test or a probationary period at the school.

Parents and students agree to obey the rules and regulations set by ISD in respect of its operations, and to support its mission, philosophy and policies. Written notices from the school concerning any default by the student in disciplinary or educational matters shall be addressed to the parents.

Learning to Be a World Citizen

INTERNATIONAL SCHOOL
OF DÜSSELDORF E.V.



Parents shall keep ISD informed of the physical, mental and emotional development of the student. If the school is not informed of important facts concerning the student, or if relevant information is withheld concerning past difficulties which would make it difficult to integrate the student into the school environment, ISD shall be entitled to terminate the school agreement.

ISD's financial needs beyond government funding are met by financial contributions from the parents. Parents may arrange such contributions through a third party such as an employer, but will remain responsible if such third party support is not paid. The school's financial needs shall be met in ways and means compatible with German private school finance requirements. Students shall not be segregated according to wealth of parents. Parents unable to contribute to Förderverein DIS to a degree that the school's financial needs can be covered appropriately may apply to the Board of Förderverein DIS to have their financial situation reviewed, and may apply to the school to participate in any available financial aid programme.

Term of the Agreement

Either party may terminate the school agreement as of 31 December or 30 June of each year by giving three months' prior written notice.

Notice of termination from the school shall be given by the Director in consultation with the Board of Trustees of ISD.

In addition, either party may terminate the school agreement at any time for an extraordinary, important reason, e.g. a student violating ISD's attendance or other regulations, or a reason relating to a breach of the terms and conditions of the school agreement or membership of Förderverein DIS.

In the event of immediate termination by ISD for an extraordinary cause, the agreed financial contribution promised to Förderverein DIS shall be payable up to the end of the period for which the commitment was made.

The invalidity or unenforceability of any provision of the school agreement shall not affect any other provision. The parties shall replace any invalid or unenforceable provision by a valid clause which serves the parties' purposes as expressed in this agreement. The same shall apply if the parties find that a necessary or advisable provision has been omitted.

This agreement shall be subject to German law.