

# FMV ERENKOY IŞIK HIGH SCHOOL

## ADMISSION POLICY

**LAST EDITED: SEPTEMBER 2018**

**ADMISSION POLICY STEERING COMMITTEE**

<b>NAME</b>	<b>POSITION</b>
Müge YALIM ALPAN	Principal
Gülşah ŞENDİLEK	IB Coordinator/Head of Foreign Languages Dept.
Cem DEMİRHAN	Head of IT Department
Sevinç DENİZ UYSAL	Head of Applied Arts Dept.
Zeynep Tuğba KAHYAOĞLU	Physics Teacher
Susan BULDAN	English Teacher
Müge TÜRESİN YÜCEL	ITGS Teacher/CAS Coordinator
Didem TANGİL	Head of Guidance Counsellor
Hatice ÇEVİK	Head of Social Studies Dept. /Geography Teacher
Ayten ÖZTÜRK OKCUOĞLU	Head of Science Dept.
İnci MERT	Head of Turkish Language Dept.
Sevilay EROĞLU	Assistant Principal

**FMV ERENKÖY IŞIK HIGH SCHOOL**  
**2019-2020 ACADEMIC YEAR**  
**IB (INTERNATIONAL BACCALAUREATE) DIPLOMA PROGRAMME**  
**ADMISSION POLICY**

**GRADES IB/DP WILL BE OFFERED TO:**

The IB Diploma Programme is a two year long programme that will be offered to our grade 11 students.

**APPLICATION PROCESS**

The application process for grade 9 students and their parents starts in the same school year with a presentation of the IB DP programme, it continues with an orientation meeting in grade 10 and ends at the end of June of grade 10.

- “Application and Admission Policy” is shared with grade 9 parents. The policy includes application requirements and admission process.
- At the beginning of grade 10, a more comprehensive meeting is organized to inform students and parents about the IB Diploma Programme in detail. The meeting will be announced via e-mail and sms.
- Subsequently, students that meet the prescribed requirements and are willing to participate in the diploma programme submit an application form by mid April. The form has to be filled out together with the parents.

*\*\*\* The precise dates will be announced at the beginning of each academic year.*

**STUDENT SELECTION AND ANNOUNCING THE RESULTS**

It is of great importance for the smooth functioning of the IB Diploma Programme that the student selection is made meticulously and that students and parents are well informed of the challenging academic requirements and of the positive influence of a high diploma grade on further education and work life.

Mutual expectations have to be expressed clearly. Every applicant may not be able to fulfill the requirements of the IB Diploma Programme. Similarly, the IB Diploma Programme may not be suitable to the expectations and career plans of every student. Therefore, the selection process of the Diploma Programme will be carried out with utmost care.

After all documents have been handed-in and additional documents (if necessary) collected, **an IB selection committee, chaired by the school principal, will evaluate all applications. The committee will also take into consideration the comments made by the 10th grade teachers on each student.**

The final list of students selected for IB DP will be announced in the last week of June. **The applications of students who have not received a positive opinion and / or have not fulfilled their obligations regarding the averages are considered invalid.**

## **APPLICATION REQUIREMENTS**

To be admitted to the Diploma Programme a student has to fulfill the following requirements:

- The application form. (It contains applicant's personal information and choices of IB courses)
- An English essay written by the applicant about the IB learner profile.
- Recommendation letters written by two 10th grade teachers of student's own choice. (The letters will be submitted by the teachers directly and only to the IB Coordinator.)
- A contract signed by both student and parent that contains a promise to abide by the principles of academic honesty.
- A folder, which contains the proof of extra-curricular activities that the applicant has done so far.
- For Visual Art students, a portfolio, which contains at least ten pieces of work that the applicant has created.
- A questionnaire on the student's readiness level filled out by the student.

In order for our student to participate in the IB Diploma program, they should achieve the following GPAs:

40% of the candidate student's grade 9 GPA and 60% of grade 10 GPA is calculated and the average must be 80/100 or higher. In addition to this, the average score for English in grades 9 and 10 must be 80/100 or higher.

*\*\*\* The school may feel the need of requesting more information from the parents and/or the parents/guardians. This information may be a written document or an interview.*

The conditions stated above apply also to the **students who have completed grades 9 and 10 in another school and would like to apply the IB DP programme in our school.**

**Students who have started IB DP in another school in Turkey or abroad and who wish to continue the programme in our school** need to submit, to the IB DP coordinator, the list of the IB DP subjects that they have taken and any other document which shows their performance so far.

**Students who have completed another international programme in another high school in Turkey or abroad** and who wish to apply the IB DP programme in grade 11, need to submit their transcript and at least two reference letters. Upon evaluation of the documents, the candidate may or may not be accepted to the programme.

## **PROGRAMME COST**

The Diploma Programme cost is announced at the date when the school fee is announced. In addition to this, IB DP students need to pay for the examination stationery expenses. The amount will be announced by the IB and will have to be transferred to *the IB bank account*.

The parents also cover the expenses of the trips to be organized during the programme.

## **ADMISSION POLICY REVISION PROCESS**

The FMV Erenköy Işık IB Admission Policy will be revised under the supervision of the IB coordinator at the beginning of every school year in order to improve, make changes and /or additions to it.

*\*\*\*During the revision process all stakeholders views will be taken into consideration.*