



MEF INTERNATIONAL SCHOOL ADMISSIONS POLICY

Statement of Aim

At MEF International School, we foster a diverse and inclusive community by welcoming students from various ethnic backgrounds, beliefs, and nationalities. Our admissions policy provides a comprehensive framework to ensure that we admit students who can thrive within our academic and extracurricular programs, benefiting from our resources and support in emotional, social, physical, and cognitive development.

Rationale

Parents seeking admission for their children must align with our mission, vision, and goals, as we strive to offer academic opportunities, social development, and emotional well-being. Admissions decisions are made considering the applicant's best interest, the overall student body, Ministry of Education regulations, and MEF IS admission procedures. The School Principal, in consultation with the Head of School, ratifies final decisions, particularly for non-standard cases.

Admissions Process

1. Families should contact the Admissions Officer to verify eligibility, then schedule a school visit to explore the facilities, and discuss the school's mission, vision, and goals.
2. During application, the school requires official academic records and other relevant documents from previous schools, including a confidential reference form.
3. Parents must declare any special learning needs, English language proficiency, and health or learning disabilities during registration.
4. Failure to provide complete disclosure of information during registration may result in forfeited enrollment.
5. Students must demonstrate satisfactory academic performance in their previous schools. For Secondary School (Grades 6-12) admission, a minimum GPA equivalent of 60% is required.
6. A non-refundable application fee is required for each application. Placement and tuition fees should only be paid after admission confirmation. If a student's

admission is not approved after payment, the amount will be returned, minus bank service charges.

7. Enrollment implies understanding and acceptance of all MEF IS policies by both students and parents.
8. No single enrollment should negatively impact other students.

Students with Special Learning Needs

MEF IS can admit students for whom it has the necessary resources, expertise, and facilities to ensure meaningful progress in cognitive, physical, social, and emotional development. We accommodate various abilities and needs but do not automatically register students with identified learning disabilities requiring specialist support.

Students with mild learning difficulties can be supported in standard classrooms with the assistance of the Student Support Team (SST). The school offers English Language Learners Programme (ELL), Learning Support, and Counseling.

Definitions:

- **Identified Learning Disability:** a professionally assessed and diagnosed disability requiring specific treatment and schooling.
- **Learning Difficulty:** a student requiring a broader range of methodologies for success.
- Parents must provide all relevant medical, psychological, and educational reports in English during the application process.

Students with Health Needs

MEF IS only admits students for whom it has the appropriate medical resources, expertise, and facilities to maintain a safe environment. Admissions involving students with health needs will be considered case by case, requiring additional documentation and pre-consultations with the MEF IS medical unit. Admitted students with health needs will undergo regular monitoring and reviews.

English Language Learner Integration

Our school is dedicated to facilitating the success of students whose primary language is not English, both in social and academic spheres. To achieve this, we conduct an initial assessment of English proficiency for all new students using the WIDA test, within the first two weeks of their enrollment. This assessment helps us determine the appropriate level of support in our English Language Learner (ELL) program, tailored to each student's language needs and the duration necessary as determined by the school.

In our ELL program, we primarily focus on providing intensive support for students who require the most assistance in English language acquisition. This includes replacing Modern Foreign Language classes with additional ELL classes, allowing students to concentrate on enhancing their English proficiency. As students progress and improve

their English skills, we reassess their needs and adjust their support accordingly, with the goal of smoothly integrating them into the full curriculum, including Modern Foreign Language classes, as soon as they are ready.

This approach ensures that each student receives personalized and effective language support, paving the way for their successful integration into our diverse educational community.

Class Sizes

We strive to maintain optimal class sizes to ensure students receive adequate attention and support from our educators. Our class size limits are as follows:

Early Childhood Centre (ECC) classes:

- Preschool: maximum of 16 students
- Pre-Kindergarten: maximum of 18 students
- Kindergarten: maximum of 18 students

Primary School classes:

- Grades 1-5 classes: maximum of 22 students

Secondary School classes:

- Grades 6-12 classes: maximum of 24 students

Early Childhood Centre Enrolments

Students can enroll in Preschool or Pre-Kindergarten on a half or full-day basis, with tuition fees adjusted accordingly. Parents can request changes to their child's attendance schedule through the Admissions Officer, subject to Principal approval.

To operate a class, we require a minimum of six students. The following guidelines apply for ECC students:

- Toilet training: Students must be capable of identifying and communicating their need to use the restroom.
- Admission criteria for full-time placement include:
- Adapting to the environment within a short period
- Participating in group activities and sharing adult attention
- Interacting with various teaching and support staff
- Demonstrating independence in dressing and toileting
- We implement a "drop and go" policy for caregivers and parents, encouraging quick goodbyes to facilitate a smooth transition into the classroom. Timely arrivals ensure students can establish routines and experience a sense of security.

Student Placement - Academic Year 2024-2025:

Detailed information can be found in the Class Placement Procedure.

ECC and Grade 1 students are placed according to their birth year:

Preschool	(Children born in year 2021)	3 years old by 31 December 2024
Pre-K	(Children born in year 2020)	4 years old by 31 December 2024
Kindergarten	(Children born in year 2019)	5 years old by 31 December 2024
Grade 1	(Children born in year 2018)	6 years old by 31 December 2024

New student placements for Grade 2 through Grade 9 will be made on the basis of the child's age, previous educational records, and the assessment of the School Principal. Entry into Grades 10-11-12 will be considered on a case by case basis.

The initial placement is tentative and the school may reassess placement after the child's abilities have been thoroughly observed in class or through additional testing.

Important Notes:

- MEF IS Academic Year spans from late August or early September to June, with one school year completed in 10 months.
- Students joining MEF IS mid-year must submit current grade progress reports/transcripts for placement in the same grade level as their previous school.
- Students from schools following the Southern Hemisphere school year calendar applying for admission in the second half of the school year will be placed in the same grade level they recently completed. They will advance to the next grade level at the beginning of the next academic year.
- High School applicants (Grades 9-12) without proficient English skills will not be enrolled.

Document History		
Date	Details	Responsible
February 2015	Policy created	Figen Sonmez
April 2023	Policy updated	Brett Warfield, Nicole Roman-Incel, Seda Pheby, Kylee Noland, George Aryeetey, Gokce Cimen
March 2024	integrated guiding statements	Brett Warfield