

Admission Policy

IB Mission Statement

“The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.” (“Programme standards and practices” vi)

Our Mission and Vision

As an **IB WORLD SCHOOL**, we believe that it is important for everyone in our school to **belong** to a principled, open-minded, collaborative and caring school family. People who experience an inquiry-based, constructivist approach towards teaching and learning on a daily basis **grow** into educated, responsible and independent thinkers. They **engage** in creating a more just and peaceful world and to contribute to the global community.

Our admission policy aims to give all applicants, parents and guardians a clear orientation and understanding about what we expect from our students and how we envision teaching and learning according to the IB mission statement, the IB philosophy and the IB Learner Profile.

IB students align with the school’s mission statement.

Admission Requirements for all IB Programmes at Our School

This policy outlines our admission criteria to the IB programmes at Heidelberger Privatschulzentrum.

According to the IB mission statement and the mission statement of our school, we respect each student with his or her individual talents and needs. We respect different opinions, cultures and traditions and show empathy and compassion toward one another. Lived diversity enriches our everyday school life. Our students belong to our diverse school family, engage

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globally and subsequently grow for the future. This is why we are aiming for equal access while ensuring that candidates have the necessary skills to fulfill our IB programmes.

Our prospective students and their parents understand, support and live the IB philosophy, the IB mission statement, the role of the IB Learner Profile and the school's mission statement for the success of learning at our schools.

Programme-Specific Admission Requirements

The IB Primary Years Programme

General Requirements

The Primary School Programme is available to all students who also would be accepted in the public primary schools provided that candidates and their parents fulfill the following requirements:

- The child has at least a basic understanding of one of the languages taught in dual language immersion: English and/or German.
- The parents and the student(s) agree with the IB philosophy, the policies and the school's mission statement.
- The parents pay the required fees according to the school contract.
- The parents fill in the application forms to be found on our website and sign the school contract.

Personal Requirements

As a precondition to success in our Primary School Programme, we expect parents to be interested in a bilingual education. The parents of each candidate will be personally interviewed by the PYP coordinator in a personal meeting or via Skype or telephone.

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Students with special educational needs are encouraged to apply for the programme. Counseling can be provided to support their learning. Medical reports should be handed in with the application to enable the school to take necessary action. For further detail consult our Special Educational Needs Policy.

Students who have started their primary years at other schools can also apply for a school place.

Admission Procedure

Contact: Parents contact our school via website, where an application system (button) is integrated. They can also contact the secretary via email, contact one of the relocation offices we cooperate with or attend one of our monthly parents' nights which dates are published in the internet.

The family then is invited to school for an interview, but can also be interviewed via Skype or on the phone. Questions about the school programme are answered in this meeting. If the child already attends school, report cards are also included in the discussion.

The applicant then is invited to attend school for one day. Our multi-professional team then decides whether to accept the applicant or deny a school place. Every student who is accepted to our school will have a three-month probation period.

Transition Between Schools/Programmes at HPC

After grade 4 we encourage students to continue their education in our middle year programme within HPC. For those cases the following rules are applicable:

1. The parents can apply for a school place in one of our junior high schools (weiterführende Schulen der F+U Gruppe).
2. The decision on the acceptance of the child is made by the head of school.

The IB Middle Years Programme

Transfer into International 5th Grade

General Requirements

The International 5th grade programme is available to all students who also would be accepted in the public secondary schools provided that candidates and their parents fulfill the following requirements:

- The child is fluent in English and has completed their Primary School Years.
- The candidates and their parents agree with the IB philosophy, the policies and the school's mission statement.
- The parents pay the required fees according to the school contract.
- The parents fill in the application forms to be found on our website and sign the school contract.

Personal Requirements

As a precondition to success in our International School Programme, we expect parents to be interested in a bilingual education and the children to be fluent in English. The parents of each candidate will be personally interviewed by the head of school in a personal meeting or via Skype or telephone.

Students with special educational needs are encouraged to apply for the programme. Counseling can be provided to support their learning. Medical reports should be handed in with the application to enable the school to take necessary action. For further detail consult our Special Educational Needs Policy.

Students who have started their primary years at other schools can also apply for a school place.

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Students with special educational needs are encouraged to apply for the programme. Counseling will support their learning. Medical reports should be handed in with the application to enable the school to take necessary action. For further detail consult our Special Educational Needs Policy.

Any decisions regarding the participation in the International School Programme must be approved by student's parents and the head of school. This includes the signing of the school contract from both sides.

Students who have completed their primary years at other schools can apply for a school place.

International PrepClass

International PrepClass

Our International PrepClass (grade 9 and 10) provides the foundations (particularly English and German language proficiency) for entering the IB DP Programme starting from grade 11. It focuses equally on the academic foundations and the development of competences related to the IB mission statement, international-mindedness, the IB Learner Profile and the IB Approaches to Teaching and Learning.

All classes will be taught in English language and students are supported in their English language proficiency. Non-German speakers will take first steps into this new language or further develop German language skills.

General Requirements

The International PrepClass is available for students between 14-16 years who aim to enter the IB Diploma Programme in grade 11 and who fulfil the following requirement:

- Applicants can provide a report card that states that they have completed at least 8 years of prior school education.

Personal Requirements

Furthermore, we expect our students to fulfil the following personal and social requirements:

- Applicants are interested in global issues: In order to demonstrate their general knowledge of political, cultural and social issues, each candidate is interviewed personally by the admission officer via Skype or telephone.
- As for all other school branches, all applicants understand, support and live the IB philosophy, the IB mission statement, the role of the IB Learner Profile and the school's mission statement.

Language Requirements

The PrepClass develops the students language skills according to the demands and challenges of the IB Diploma Programme. Regarding language requirements, they should fulfil the following:

- Applicants for the International PrepClass should have a basic command of English (min. B2 level).
- Further language skills are not mandatory.

Admission Procedure

All applicants apply online via *OpenApply* to our International PrepClass:

(<https://heidelberger.openapply.com/>).

They undergo the following application process stages:

1. Stage 1 - Inquiry

Parents or guardians or agents fill out the respective application form for the International PrepClass, including the data of the applicant and the data of at least one parent or other guardian or agent. For the further process of the application it is important that the data is correct and that email addresses for applicants and parents are not the same (each registered person needs a unique email address). As soon as the application form is submitted, the school will be informed and if all criteria are met, the applicant's profile is set to "applied". All registered email addresses will receive a confirmation email with the option to activate their account and

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choose a password for the system. At least one parent or guardian must activate their account, since only the parents or guardians or agents can continue with the application process on *OpenApply*. We highly recommend that the applying student is involved in the completion of the application process.

2. Stage 2 - Applied

In stage 2 of the application process, the registered parent or guardian or agent accounts can log into *OpenApply* via https://heidelberger.openapply.com/parents/sign_in and enter their email addresses and set their passwords which should be noted and kept for future reference.

Parents or guardians or agents must upload the following documents to finish stage 2 of the application process to *OpenApply* (required checklist items can be found on the toolbar option “Student Details” on the left side):

- a transcript or a copy of the report cards from the last 2 years
- a letter of motivation from the applying student in which they demonstrate their motivation to join our school community and their commitment to the IB philosophy
- a curriculum vitae (CV)
- a copy of the applicant’s passport
- a passport-style photo (for report cards)

As soon as all these documents have been uploaded to *OpenApply*, the system will inform our admission officer. If the applicant fulfills all requirements, they will be transferred to stage 3: “admitted”.

3. Stage 3 - Admitted

In stage 3, the applicants will receive a new checklist with items to complete and documents to upload. Parents or guardians or agents log in and complete the following items:

- choose the payment options (download, sign and upload the attached document)
- pay the registration fee and upload a digital copy of your payment receipt. As soon as the payment receipt is uploaded, the payment of the registration fee is confirmed.
- accept the offered place in the International PrepClass

As soon as all items are completed and all documents are uploaded, the applicant will be enrolled to our International PrepClass and moved on to stage 4: “enrolled”.

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4. Stage 4 - Enrolled

In stage 4, the enrolled students will receive their final checklist of items to complete and documents to upload. Parents or guardians or agents log in and complete the following items:

- Students and their parents or guardians read and sign that they understand and support the IB Learner Profile, the IB Mission Statement and the school's policies. They upload the signature forms.
- For minors, the parents or guardians sign and upload the consent form for the use of images (data protection law) and the consent form for leaving the school premises.

Furthermore, parents or guardians can access further information about the welcome week, the booklist for the International PrepClass, the academic calendar, list of materials, etc.

Assistance During the Application Process

As soon as stage 1 is completed, the school offers support for all questions concerning the application process or the required documents. The admission contacts can be found on <https://www.heidelberger.openapply.com/>.

The IB Diploma Programme

General Requirements

The Diploma Programme is available for students between 16-19 years that provide the following documents and academic achievements:

- proof that the applicants have successfully completed the intermediate level (usually after 10 years of prior education) in form of a copy of report card
- Applicants who have started the IB Diploma Programme at other IB schools will be admitted to our school, provided that the subjects they have taken in their previous school are currently offered.
- a letter of motivation in which they demonstrate their motivation to join our school community and their commitment to the IB philosophy.

Personal Requirements

Furthermore, we expect our students to fulfil the following personal and social requirements:

- applicants are interested in global issues: In order to demonstrate their general knowledge of political, cultural and social issues, each candidate is interviewed personally by the Head of IB and the IB DP coordinator via Skype or telephone.
- as for all other school branches, all applicants understand, support and live the IB philosophy, the IB mission statement, the role of the IB Learner Profile and the school's mission statement.

Language requirements:

According to our language policy, the following language requirements must be met in order to be admitted to the first year of the IB Diploma Programme:

- applicants are expected to have a very good command of English.
- the school offers an intensive language training programme before the beginning of the first school year in our PrepClass.
- German language skills are not required prior to the programme, but we expect students without German language skills to take German as a foreign language in Subject Group 2.

The school offers the chance to apply for a scholarship to excellent or highly motivated applicants. Applicants who want to apply for a scholarship contact our Head of IB (contact can be found on our website <https://www.hpc-schulen.de/en/schools/international-baccalaureate/>).

Admission procedure

All applicants apply online via *OpenApply* to our IB Diploma Programme

(<https://heidelberg.openapply.com/>).

They undergo the following application process stages:

1. Stage 1 - Inquiry

They fill out the respective application form for the IB Diploma Programme, including the data of the applicant and the data of at least one parent or other guardian. For the further process of the application it is important that the data is correct and that email addresses for applicants and parents are not the same (each registered person needs a unique email address). As soon as the application form is submitted, the school will be informed and if all criteria is met, the applicant will be set to “applied”. All registered email addresses will receive a confirmation email with the option to activate their account and choose a password for the system. At least one parent or guardian must activate their account, since only the parents or guardians can continue with the application process on *OpenApply*. We highly recommend that the applying student is involved in the completion of the application process.

2. Stage 2 - Applied

In stage 2 of the application process, the registered parent or guardian accounts can log into *OpenApply* via https://heidelberg.openapply.com/parents/sign_in and entering their email addresses and their set passwords.

Parents or guardians must upload the following documents to finish stage 2 of the application process to *OpenApply* (required checklist items can be found on the toolbar option “Student Details” on the left side):

- a transcript or a copy of the report cards from the last 2 years
- a self-written letter of motivation by the applying student in which they demonstrate their motivation to join our school community and their commitment to the IB philosophy
- a curriculum vitae (CV)
- a copy of the applicant’s passport
- a passport-style photo (for report cards)
- a proof of language skills

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As soon as all these documents have been uploaded to *OpenApply*, the school will be informed. In case the applicant fulfils all requirements, they will be transferred to stage 3: “admitted”.

3. Stage 3 - Admitted

In stage 3, the applicants will receive a new checklist with items to complete and documents to upload. Parents or guardians log in and complete the following items:

- choose the payment options (download, sign and upload the attached document)
- pay the 500€ registration fee and upload a digital copy of your payment receipt. As soon as the payment receipt is uploaded, the payment of the registration fee is confirmed by school
- accept the offered place in the IB Diploma Programme

As soon as all items are completed and all documents are uploaded, the applicant will be enrolled to our IB Diploma Programme and moved on to stage 4: “applied”.

4. Stage 4 - Applied

In stage 4, the enrolled applicants will receive their final checklist of items to complete and documents to upload. Parents or guardians log in and complete the following items:

- the applicants and parents and/or guardians choose the 6 subjects and levels (SL or HL) and upload the completed subject choice form.
- applicants and their parents and/or guardians read and sign that they understand and support the IB Learner Profile, the IB Mission Statement and the school’s policies. They upload the signature forms.
- for applicants under 18 years, the parents and/or guardians sign and upload the consent form for using images and the consent form for leaving the school building. Applicants over 18 years can sign these consent forms themselves.
- parents and/or guardians fill out the “Feedback on parental work” form and upload it

Furthermore, parents and/or guardians can access further information about the welcome week, the booklist for the IB Diploma Programme, the academic calendar, etc.

Assistance during the application process

As soon as stage 1 is completed, the school offers support for all questions concerning the application process or the required documents. The admission contacts can be found on <https://heidelberg.openapply.com/>.

Bibliography

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