Admissions Policy and Procedures

Last update: August 2026

Admissions and Placement of Students

Introduction

Welcome and thank you for considering International School Basel (ISB) as a school for your children. We recognise that the choice of school is one of the most important decisions any parent makes for their child. We know that ISB is a fantastic school, and we are excited to show you what we can offer your child. Our team endeavours to provide timely confirmation of the application outcome.

ISB is proud of our student-centred Mission, which we work to achieve across the school:

"We all want to learn more;
We all do it in different
ways; We all have fun
learning; We all help."

Parents are invited to contact our Admissions Office (**admissions@isbasel.ch**) to arrange a visit to the School. Please visit our Admissions web page for more details: www.isbasel.ch/join

Application Dates

Admissions for the current academic year are accepted and welcomed throughout the year, contingent on space being available. Parents are advised to initiate the formal admissions process at the earliest opportunity, which starts by submitting an online enquiry.

As soon as the admissions process is completed and a place has been offered, a mutually agreeable start date (whenever possible on a Monday) will be agreed upon.

Age Requirements for Admission

As a general rule, ISB follows very clear minimum age requirements for admission into a particular Grade (See our **Grade Placement Chart**).

Applications Process

The Admissions Process can be summarised as follows:

i. The process begins by submitting an online Enquiry. .
ii. Our Admissions Office will contact parents to set up an initial call or an in-person or virtual visit to ISB.
iii. If desired, a trial day can be arranged for interested families.

iv. Parents wanting to proceed with an application complete an **online Application** (a link to our Admissions Portal will be sent to parents by our Admissions team). Parents are encouraged to complete this as soon as possible. The following documents must also be submitted at this stage:
   a. **School Reports for the past 3 years**.
   b. **Confidential School Questionnaire** from the student's current school
   c. **Copy** of the applying student's **passport**
   d. **Digital photograph** of the student
   e. **Language Profile** (this provides feedback on students' levels in English and German for all students, and Spanish and French for Grade 6 and above)

v. ISB is an Inclusive School, supporting students with a wide range of mild to moderate Learning Support Needs. True to our Mission (We all do it in different ways), at ISB: i) We value inclusion of all learners; ii) We innovate and adjust our approaches to teaching and learning to address student needs; and iii) We celebrate diversity as a strength and promote equal opportunity for all.

vi. ISB caters for students with a range of additional learning needs, including:
   a. Mild to moderate Learning Support Needs - these students receive support from our Learning Support team.
   b. Beginner learners of English - these students receive support from our team of English as an Additional Language (EAL) teachers.

vii. Parents of students with Learning Support needs, and EAL needs, or students with significant Behaviour Needs must pay careful attention to the additional information provided at the end of this document, under the section **Student Support Services**.

viii. ISB reserves the right to deny admission or to disenroll a student in the event that educationally significant information was withheld from the School during the admissions process.

ix. Once the online Application and all supporting documentation and processes are completed, the full application is reviewed by the relevant divisional team (Junior, Middle and Senior School). This review will determine the type of offer made by the School.
   a. In most cases, an **unconditional offer** of acceptance is made.
   b. In some cases (usually linked to Learning Support or EAL needs) a **conditional offer** of acceptance is made confirming the need for additional support.
   c. Sometimes, when a particular Grade is fully subscribed or we have reached the maximum number of Learning Support or EAL students, a **waitlist offer** may be made.
   d. In a small number of cases, a **probationary offer** is made. These students are admitted for a defined period of time, after which a final decision about continued enrolment at ISB is made. This typically happens when there are known, significant previous behavioural issues at a previous school.
   e. Finally, in a very small number of cases, ISB may determine that we are **unable to support the additional needs of a particular student**.

x. As soon as a decision is made to offer a student a place at ISB, our Admissions Office will send parents a formal **Offer of Admission** letter. This email includes a link to the Admissions Portal, where the Offer can be accepted or declined.

xi. Parents have 7 days to respond to the Offer by:
   a. Completing the Enrolment Policies and Contract via the link provided.
   b. Paying the **non-refundable** Development Fee and a minimum of 20% of the Annual Tuition fees (not applicable to corporate-sponsored families).

xii. A student's enrolment to ISB is only confirmed **once all required enrolment policies are accepted, and the applicable fees are paid**.

xiii. The Development Fee can be paid by either transferring the payment to the ISB bank account (using the details below), or by requesting a credit card payment link from **finance.receivables@isbasel.ch**.

Bank Cler AG:	4002 Basel, BC 8440
Account:	697009.290000-3
IBAN:	CH79 0844 0697 0092 9000 0
SWIFT CODE:	BCLRCHBB
Payable to:	International School of the Basel Region AG

Please indicate your family name and the names of each child to identify the payment.

Enrolment Process

Parents who have accepted the Offer of Admission for their child must now complete and/or upload the following additional enrolment requirements:

i. **Student Health Form** - this provides very important information for our School Nurse
ii. **Student Vaccination Records**
iii. **Parent Statement** (only for students joining one of our Early Childhood classes) - this is an opportunity for parents to give us personal feedback about their child and their interests. This allows us to better support their child's transition into ISB.
iv. **Additional Language Proficiency Test** - in German (all Grades), French and/or Spanish (Grade 6 and above). This allows ISB to place students in the most appropriate class for German and or French/Spanish. In many cases these tests will be completed after arrival at ISB. Students with no experience in learning these languages do not need to complete these tests.
v. **Subject Options Forms**
    a. **Students entering Grade 9 or Grade 10** must complete a Subject Options Form. Students must meet the following minimum **Entry Requirements for Grade 11** in order to complete the full IB Diploma Programme.
    b. **Students entering Grade 11 or Grade 12** will be offered a consultation with our College Advising Team prior to completing the IB Diploma Subject Options Form. All students entering Grade 11 must meet the following **Entry Requirements for Grade 11** in order to follow the full IB Diploma Programme.
vi. Parents are encouraged to complete all of the above processes as soon as possible after confirming their child's acceptance to ISB. Some of the above (such as the Subject Options Forms) are vital for student placement purposes and should be prioritised by parents.
vii. **A formal starting date for the student is only confirmed once all Enrolment requirements are completed and applicable fees are paid**.

Factors Considered during the Admissions Process

1) All Application process requirements must be completed and received by the Admissions Office before any application is processed. This includes the online Application and all required documentation. To avoid unnecessary delay, parents are encouraged to submit all required documents as soon as possible.
2) Admission to the ISB is determined by the Director, with the advice of the divisional Principals, based on information obtained with respect to:
    i. the capacity of the School to meet the educational needs of the student
    ii. the availability of places
3) Initial grade placement is determined on the basis of age (see the **Grade Placement Chart**). The decision of the School in grade placement will be communicated to parents prior to acceptance and is considered final. Decisions with respect to: i) promotion from one grade to another; ii) retention in a particular grade; and iii) continued enrolment at ISB will be based on academic, personal, behavioural and social/emotional aspects of a student's school record, and will be determined by the Director, based on the advice of the divisional Principals.

4) ISB reserves the right to deny admission or disenroll a student if:
   i. the student's best interests and needs cannot be met by the School's programmes and services;
   ii. the student's behaviour is deemed to jeopardise the welfare of the school community;
   iii. educationally significant information is withheld from ISB (especially in the application process);
   iv. the School Fees are not paid in accordance with **ISB's Financial Regulations**.
   v. a disciplinary or other reason exists that makes the continued enrollment of the student impossible at ISB, as deemed appropriate by the Director of ISB.
5) A decision by ISB to disenroll a student from the School would follow consultation with the parents/guardians and a thorough review of the educational interventions that have been attempted and documented.
6) Once a grade level is full, applicants are placed onto a Waitlist for that Grade. Placement on the Waitlist is on a first-come-first-served basis and requires: i) acceptance of the Offer of Admissions by completion of the Enrolment Policies and Contract; and ii) a Waitlist payment (to be deducted from the Enrolment fee payable once a place becomes available). Should a place not become available within a period of 8 months, ISB will refund the Waitlist payment if parents no longer wish to proceed with enrolment.

Student Support Services

ISB lives its Mission Statement by welcoming students with a range of diverse learning profiles.

ISB strives to offer all students high quality learning opportunities. Embracing each student's differences and unique abilities adds to the rich diversity of our school community and establishes a culture of mutual benefit, where students learn from and care for one another.

Our Student Support Services team is dedicated to upholding our inclusive values. The team supports individuals acquiring English as an Additional Language (EAL) as well as individuals with a variety of individual learning needs through our Learning Support Programme.

English Language Proficiency

ISB provides a nurturing and welcoming environment for students who are either Beginner or Developing Learners of English through our English as an Additional Language (EAL) Programme. Initially, English as an Additional Language (EAL) placements are determined during the admissions process through various measures including but not limited to: the Language Profile; additional English proficiency testing (conducted either face-to-face or virtually); feedback from previous school reports; years of formal education in English; any formal English language exams conducted in the past 6 months; additional language exposure; and academic writing samples.

ISB has different English language expectations (CEFR or equivalent) for new students, depending on the age of entry into ISB. Our minimum grade level language expectations are based on the language demands of the corresponding IB programme:

Grade of Entry into ISB	Minimum Level of English required
Early Childhood to Grade 8	• All levels of English supported (<A1 or above)
Grade 9	• Students must be at least at a level A2 or above
Grade 10	• Students must be at least at a level B1 or above if they hope to follow the full IB Diploma in Grade 11 • Students may be admitted into Grade 10 with an English level of A2 but on the understanding that they will only be allowed to follow a modified IB Diploma Programme in Grade 11
Grade 11 or 12	• Students must be at an English level B2 or above if hoping to follow the full IB Diploma Programme • Students may be admitted into Grade 11 with an English level of B1, on the understanding that they will only be allowed to follow a modified IB Diploma Programme in Grade 11

To provide the highest level of support to students acquiring English as an Additional Language Support, ISB limits the number of students enrolled in our EAL program in each Grade. Students in need of EAL support are admitted to the EAL program at the discretion of the School and receive EAL support for as long as deemed appropriate by the school. There are no additional fees payable for EAL support.

Learning Support

For students previously identified as requiring additional Learning Support, copies of relevant documents must be uploaded onto the Admissions Portal. These may include: psycho-educational evaluations; therapy evaluations and progress reports; speech and language evaluations; Individualised Education Plans (IEPs); 504 Accommodation Plans; Behaviour Plans and documented history of behavioural issues; medical information about conditions that impact a student's learning; and other relevant information. These documents are vital to allow us to identify the appropriate level of support needed, setting incoming students up for success at ISB.

To enable ISB to provide the appropriate level of support, parents are required to provide details of all previously identified Learning Support needs, during the admissions process. ISB reserves the right to deny admission or to disenroll a student in the event that educationally significant information was withheld from the School during the admissions process. The school reviews all records in order to make a decision about the type of support and programming essential for meeting the Learning Support needs of a student.

ISB requires all students who receive Learning Support to undergo a formal Educational or Psychological Assessment/Evaluation **within the first two years of joining our Learning Support Programme**. Additionally, a new formal evaluation/assessment **must be completed every three years** to ensure all services and supports are in the best interest of the child and address their individual learning needs. By the end of Grade 10 all students receiving Learning Support services are required to have an updated evaluation on file in order to apply for accommodations with the IB Organisation and the College Board. These evaluations are normally administered by ISB's School Psychologist, at an additional cost. The School expects all parents to work with the School in cases such as those outlined above. Parents/Guardians are responsible for the additional cost payable for these Educational Assessments.

ISB offers a continuum of support for students with mild to moderate learning needs. ISB appreciates the complexity of providing support for students with learning differences. To provide the highest level of support to students requiring additional Learning Support, ISB limits the number of students receiving Learning Support across each grade level. This allows us to ensure a quality and equitable education for all our students. Students in need of Learning Support are admitted to the Learning Support program at the discretion of the School and receive Learning support for as long as deemed appropriate by the school. There are no additional fees payable for the Learning Support programme offered at ISB.

In many cases, students' individual Learning Support needs are identified only after they have been admitted to ISB. In these cases, ISB may require students to complete a range of educational assessments, as determined by the school team. All students receiving Learning Support are given either an **Individual Learning Plan (ILP)** or an **Accommodation Plan (AP)**, outlining the level of support offered to each student. These are shared with parents, as well as with all the child's other teachers.

Please note: Some students with learning or behaviour needs might require additional support to access the full school curriculum. This support might include: a 1:1 teacher assistant; therapies; and/or psycho-educational evaluation. Parents/Guardians are also responsible for these additional costs, if required.

ISB will reconsider any unsuccessful applicants after a suitable period of time (typically 12 months) with updated documentation to determine if a student's individual needs are able to be met through the services coordinated by the School.

Behaviour Support

ISB provides an inclusive educational environment that is physically safe and psychologically secure for all. As a general rule, **ISB does not enrol students with significant behavioural needs that negatively impact the**

learning of others. To ensure appropriate support is available for students with more severe emotional and behavioural challenges, ISB requires a trial period of up to 5 days on campus for individuals with significant behavioural needs.

Significant behavioural needs may include (but are not limited to): physical and/or verbal aggression; escape behaviours (running from staff, hiding, leaving the room, area or building); extensive non-compliance; defiance; self-injurious behaviours; inappropriate touch and/or sexualised behaviours. These types of behaviours typically occur across multiple environments and take away teacher-time from others, preventing peers from attending to and/or engaging in learning tasks. Often, these students may require 1:1 behaviour support and/or causing harm and/or distress to others affecting how safe others feel.

To enable ISB to provide the appropriate level of support, parents are required to provide details of all previously identified Behaviour Support needs, during the admissions process. ISB reserves the right to deny admission or to disenroll a student in the event that educationally significant information was withheld from the School during the admissions process. The school reviews all records in order to make a decision about the type of support and programming essential for meeting the Behaviour Support needs of a student.

The School reserves the right to deny or discontinue enrolment should an individual's behavioural needs significantly impact the learning of self or others and/or it be determined that 1:1 behaviour support would be required.

ISB will reconsider the denied application after a suitable period (typically 12 months) with updated documentation to determine if the student's individual needs can be met through the services coordinated by the School.