



OSNOVNA ŠOLA DANILE KUMAR
DANILA KUMAR INTERNATIONAL SCHOOL
Gogalova ulica street 15, 1000 Ljubljana, Slovenia



ADMISSION POLICY

MISSION STATEMENT

Danila Kumar International School (DKIS) was founded to facilitate the lives of foreign families in Slovenia by offering two reputable International Baccalaureate programmes: The Primary Years Programme (PYP) and the Middle Years Programme (MYP – the first three years).

Beyond intellectual rigour and high academic standards, strong emphasis is placed on the ideas of intercultural understanding and respect, responsible communication and citizenship, and cooperation with schools and institutions both in Slovenia and abroad to create a better and more peaceful world. Hence, DKIS welcomes all students and their families, regardless of nationality, religion, physical abilities, sexual identity, ethnicity or cultural background.

INCLUSION

With the current professional staff structure at DKIS, we cannot offer sufficient support to students with severe learning disabilities, whether the disability is related to physical motor skills, hearing, speech, autism or other such developmental disorders. Nonetheless, the student is the centre of our philosophy; consequently, we will discuss any student individually. To properly assess a situation, parents of children with learning difficulties who are being considered for admission to DKIS must inform the school about their child's learning support requirements. Furthermore, parents must present a psycho-educational assessment conducted by a licensed educational psychologist within the previous two years.

In the case where the parents do not provide a psycho-educational assessment or the child has been previously diagnosed with a learning disability, DKIS reserves the right to revoke admission at any time during the first three months after enrolment. The same will transpire if the Admission Committee (Head of the International Department, teachers and a school pedagogue) determines that a student requires more support than DKIS can provide.

LANGUAGE

Teaching and learning at DKIS is given in the following languages: English as the language of instruction, Slovenian as the host country language and German or French as additional languages offered from PYP 5 onward.

Upon enrolment, parents complete a student language profile form (in order to monitor the progress of language learners in our department, we keep records of students' progress in language development for EAL/ESL students), which gives the school necessary information used for student placement. If a student is an EAL candidate, they are placed in the EAL programme instead of mainstream English lessons. Monitoring of their progress in EAL lessons is carried out regularly. The EAL teacher cooperates with the homeroom and subject teachers and enables the student to progress at their level of English as well as to learn the subject-specific terminology and concepts. If the progress is rapid in these areas, but the student still needs support, they can transfer to EAL lessons at the intermediate level. These are offered once or twice a week before or after regular lessons.

ASSESSMENT

The assessment in the PYP and MYP is holistic. Teachers use various tasks, strategies and tools to give every student the possibility to develop to the best of their ability in their own way. Alongside subject teachers, students, peers, and other teachers, outside experts and the school community are also included in the assessment to help create a culture of continuous learning and intellectual growth. Students get final report cards if they have been enrolled at Danila Kumar for at least 3 months in the PYP and 5 months in the MYP during a school year, if not, they will receive a certificate of attendance.

ADMISSION CRITERIA

We accept a maximum of 20 students in the PYP classes and a maximum of 25 students in the MYP classes. When there are more applicants for a particular class than places available, the Admission Committee will consider the following priorities before reaching a final decision:

- Does the applicant have siblings or family members who either currently attend or previously attended DKIS?
- Does the applicant exhibit the linguistic, academic and social-emotional behaviours necessary to succeed in DKIS?
- Does the applicant require learning support that DKIS cannot provide fully?

ADMISSION PROCESS

DKIS accepts applications throughout the school year. The applicants will go through the following process:

1. Contact DKIS via phone (+386(0) 563 68 34) or via e-mail (inter@os-danilekumar.si).
2. An appointment will be scheduled at DKIS or as a video conference call at a mutually convenient time.

The following documentation is **necessary** for all students applying to attend Danila Kumar International School:

- A completed application form to attend the International Kindergarten, Primary or Middle Years programme.
- The child's academic records from their previous school year, translated into English if necessary. Kindergarten students may be exempt from this requirement.
- A photocopy of the student's passport or identity card displaying their photo.
- A recent medical health certificate.
- Psycho educational assessment if necessary.

Applications will not be considered complete until all documentation has been submitted. If necessary, families may be asked to provide further supporting documentation to help facilitate the admission process.

3. The Admission Committee will review the application promptly and provide feedback.
4. Applicants who meet the admission criteria will be invited for an interview at DKIS or via video conference. The Admissions Committee will then review the interview. The decision will be communicated to families via e-mail.
5. Accepted students will be offered a conditional place in the grade level they applied for. During the first three months of enrolment, the DKIS team will monitor language acquisition, academic development and social-emotional issues. DKIS reserves the right to revoke admission at any time during the first three months of enrolment if the team determines that the student requires more support than the DKIS programme can provide.
6. Students placed on the waiting list will be offered a conditional place in their relevant grade level when openings become available.

7. Students who are not accepted will not be offered a place in the grade level they applied for.
8. Upon acceptance, families must sign the DKIS Registration Contract.
9. To complete the admission, the school must receive one month's school fees within 10 days upon signing the contract which is held by the school as a deposit to cover the last month of the school year or the last month of the child's attendance fee, should they leave during the school year.

The Admission Policy is linked to other school's policies.