

## Admission rules for Społeczne Liceum Ogólnokształcące z Oddziałami Międzynarodowymi (IB) im. Maharadży Jam Saheba Digvijay Sinhji.

### I. Admission deadlines

1. Admissions to the first grade of Społeczne Liceum Ogólnokształcące z Oddziałami Międzynarodowymi (IB) im. Maharadży Jam Saheba Digvijay Sinhji (hereinafter: IB High School) are carried out between February and April of each school year (spring session).
2. Candidates for admission to first grade who cannot take the exams in the spring session due to a long-term stay abroad, long-term illness or other important objective reasons may take them in the summer session.
3. Detailed dates for admission are published on the IB High School website in the autumn of the year preceding admissions.
4. Admissions to the third grade (hereinafter DP1) of IB High School are conducted in the summer and details dates are published on the school's website. In justified cases, by decision of the Principal, admissions may be held earlier.
5. In special situations, it is possible to be admitted to the third grade (DP1) during the school year. Such a decision is made after an individual conversation with the Principal.

### II. EXAMINATION BOARD

1. The number of persons admitted each year is determined by the School Principal.
2. The Principal of the IB High School shall appoint an Examination Board.
3. The Examination Board shall consist of 3 persons: The School Principal, the Deputy School Principal and the MYP/DP Coordinator. The Principal may determine a different composition of the Examination Board.
4. The Examination Board shall make decisions in its full composition.
5. The Examination Board shall make decisions on admission to the IB High School and on placing candidates on the reserve list.
6. The Examination Board shall indicate the persons conducting and reviewing written and oral examinations as well as set the dates of the examinations.
7. In justified situations the Examination Board can make changes in the dates of admissions.
8. There are several places (two persons per class) that are the disposal of the Principal. Children with special needs and refugees are admitted to such placed under a special procedure and by the decision of the Principal.

9. If all such places are not filled, the Principal may decide to increase the pool of places for admission by examination.

10. Decisions of the Examination Board are final.

11. The exam consists of two stages: a written exam and an interview.

12. Admission is determined by the results of both stages.

### III. ENROLLMENT FOR THE EXAM

1. Candidates may register for the written exam or their parents/guardians may do it for them.

2. Enrolment for the exam session is conducted on the dates specified on the IB High School's website and in the school calendar.

3. In order to register for the exams, it is necessary to have:

a) a valid school ID card

b) the candidate's PESEL number (if available)

c) the email address of candidates and parents/guardians

d) two ID photos

e) declaration of the choice of third language

f) confirmation of paying the full examination fee, the amount of which is determined by the School Principal

3.1 The examination fee or part of it is non-refundable regardless of whether the candidate takes all or part of the exams. If the school is informed of the withdrawal from the written exam no later than ten days before the exam date, it is possible to apply for a refund for half of the examinations fee.

4. The photo ID received by the candidate at the time of registration is both the only and necessary pass for the exam - both for the written stage and for the interview. The school may decide that the ID is not necessary during the summer session.

5. Students of schools belonging to the Bednarska Group (Zespół Szkół Bednarska) pay a reduced examination fee in the amount determined by the TPISLO Board.

6. A candidate or his/her parents/guardians when enrolling for the exam may submit an opinion issued by a psychological counselling centre about dyslexia or other conditions that may affect the quality of the written exam. If such a certificate is not submitted, these conditions will not be taken into account in the evaluation of written work.

7. In the case of several different interview dates, the candidate or his/her parents/guardians may declare upon registering for the exam which date is more convenient for them. The Examination Board will, if possible, take into account the preferred date in case the candidate is eligible for the second stage of the exams.

#### IV. THE FIRST STAGE OF THE EXAM - THE WRITTEN EXAMS

1. The written exam lasts two days (e.g., two consecutive Saturdays or Saturday and Sunday), during which examinations in Polish, mathematics and English are conducted.
  2. Candidates who for health or fortuitous reasons are unable to take the exam should present an explanation in writing stating the reasons for their absence. In such a case the school will consider the possibility of setting another date for the written exam.
  3. Candidates who appear for the exam on time and present their ID are admitted to the exam.
  4. The Examination Board shall set the limit of candidates admitted to the interviews
  5. No later than one week before the interview date, a list of persons qualified for this exam will be published on the school's website.
  6. The results of the written exam shall not be disclosed.
  7. The school does not make the graded written examinations available for review.
  8. Candidates who have not been admitted to the interview may file an appeal no later than two days after the publication of the list of admitted candidates on the school's website
  9. The Examination Board may decide to admit to the interview candidates who have appealed against the results of the first stage.
- Note: A positive consideration of the appeal does not indicate a change in the result of the exam.
10. in exceptional situations the School Principal may decide to cancel part of the written exam or to change the dates of the written exams.

#### V. THE FIRST STAGE OF THE EXAM - THE WRITTEN EXAMS - EXCEPTIONS

1. Candidates applying for admission for MYP1ic who:
  - 1.1 obtained in the seventh or eighth grade of elementary school the title of laureate or finalist of a subject competition in the Polish language or mathematics organized by the school superintendent (kurator oświaty), as well as the title of laureate or finalist of the Junior

Mathematics Olympiad (OMJ) are exempted from the exam in the given subject and receive the maximum score from it.

1.2 obtained in the seventh or eighth grade of elementary school the title of laureate or finalist of a subject competition organized by the school superintendent (kurator oświaty) in: French, Spanish, German, Russian, biology, chemistry, geography, philosophy, physics, history, computer science, WOS, or the Olympiad of Junior English (OJAJ), have their written exam score increased by 5% and 10%, respectively.

1.3 Documents certifying the results of competitions and Olympiads that are listed in 1.1-1.2 must be submitted to the school prior the end of enrolment for the exams.

2. Candidates for whom Polish is not their native language and in other justified cases may take part in the admissions procedure without taking the Polish language exam. In such a case it is necessary to talk with the School Principal about the conditions of admission without this exam and about the subsequent choice of subjects at the IB High School. The conversation should take place prior to the end of enrolment for the exams.

3. Candidates living outside the Republic of Poland who do not have the opportunity to attend the entrance exam may apply for the opportunity to take the exam in a different mode. In this case, it is necessary to talk to the School Principal about the admissions procedure. The conversation should take place prior to the end of enrolment for the exams. Details are described in Chapter IX.

4. Students of elementary schools belonging to the Bednarska Group (Zespół Szkół Bednarska) may be admitted to the IB High School under a special procedure, namely Group Recruitment to High Schools of the Bednarska Group.

4.1 Students from the Bednarska Group who did not participate in the special procedure mentioned in 4 or who do not gain admission under this procedure may apply for admission to the IB High School under general rules. In this case they will be exempt from the Polish language exam.

## VI. SECOND STAGE OF THE EXAM - THE INTERVIEW

1. Only those candidates are admitted to the exam whose names are published on the school's website after the written exams.

2. Only those candidates who appear for the interview on time and present their ID are admitted to the interview.

3. The interview shall be conducted in English.

## VII. EXAM RESULTS

1. On the basis of the results of the written exam and the interview, the Examination Board shall create a list of admitted candidates admitted and a reserve list.

2. Information on admission to the IB High School and of placement on the reserve list is published on the IB High School website.

3. The school does not disclose the results of written nor of oral examinations and does not make available for inspection candidate exam papers nor interview grade sheets.

#### VIII. ADMISSION TO HIGH SCHOOL / ADMISSION FROM THE RESERVE LIST

1. Within two weeks of the publication of the admission list the enrolment fee equal to a monthly tuition fee must be paid.

2. The enrolment fee shall be paid once. The entry fee is not refundable.

3. By the date set by the school and announced on the website the child's guardians/parents should sign and hand over the following documents:

a. Child information sheet

b. Declaration of subject choices (applies to DP1 candidates)

c. Payment for school statement

d. "Zero tolerance" statements

e. Consent to the processing of personal data (a requirement of RODO)

f. Statement on the use of image

g. Original certificate of completion of elementary school

h. The original of the results of the eighth-grade exam

i. Health declaration/health card, vaccination card

j. Two photographs

k. Certificate of dyslexia

The documents listed in items a-f can be obtained from the IB High School office.

4. Missing any of the above deadlines is treated as a resignation from being on the list of those admitted.

5. In the event of resignation from being on the list of those admitted, the place is offered to a person from the reserve list of the order determined by the Examination Board.

6. If a person from the reserve list cannot be contacted, the place is offered to the next person.

7. Parents/guardians of the candidate admitted to the school from the reserve list have three days to complete the formalities described in paragraph 3. After that the place is offered to the next person.

## IX. ADMISSIONS DURING THE SCHOOL YEAR OR TO UPPER GRADES

1. If a place in the IB High School becomes vacant, those who have previously submitted applications to the IB High School office are invited to take an additional exam.

2. Admission to Myopic during the year is based on the results of exams analogous to those described above: English, Polish (optional), mathematics, and interview.

3. Admission to the DP1 is based on:

3.1 Having a list of subjects chosen by the candidate accepted by the Principal.

3.1 The results of the general entrance examinations: English, Polish (optional), mathematics, interview.

3.2 The results of the subject specific entrance examinations (subjects that the candidate chooses at HL level and those subjects that the candidate chooses at SL level but did not study them at the previous school).

3.3 The school will make every effort to ensure that the candidate's chosen subject path is implemented but reserves the right to change it.

3.4 The school principal may exempt a candidate from part of the examinations in justified cases.

## X. TESTS DIAGNOSING LANGUAGE COMPETENCE

A diagnostic language competence test may be conducted during the entrance examinations if so decided by the principal. The result will not be taken into account when making the decision on admission to the school. Its purpose is to prepare students for the optimal composition of language groups.