

## ADMISSION POLICY

### *School Mission*

At Invento the Uzbek International School, we strive to empower each child to grow their unique personality and inclinations with self-confidence. Invento education instills the skills to build healthy relationships by imparting a more profound and meaningful understanding of our immediate environment. We help Inventors build solid academic foundations combined with lifelong learning habits to develop international mindedness through a carefully crafted bilingual student-centered program.

### **1. Rationale and context.**

Invento the Uzbek International School believes in equal opportunity in admission practices without discrimination based on race, religious beliefs, colour, gender, nationality, source of income or family status. We recognise that we are responsible for offering a place at our school within our resources and abilities to provide the best learning outcomes to all the students under our care. Candidates to our school must embrace our values, vision and mission. Families wishing to enroll their child/children in our school are required to use the Toddle platform to communicate with the school and to actively collaborate with us to support teaching and learning for all our students.

#### **Regarding Special Educational Needs:**

In line with the school Inclusion policy, [Inclusion Policy 23-24 Eng](#), we currently do not have support staff for students with severe mental disabilities, nor do we have the means to support students with severe physical disabilities. To be eligible for admission, a student must reach his/her zone of proximal development in a regular classroom without substantial curriculum modifications.

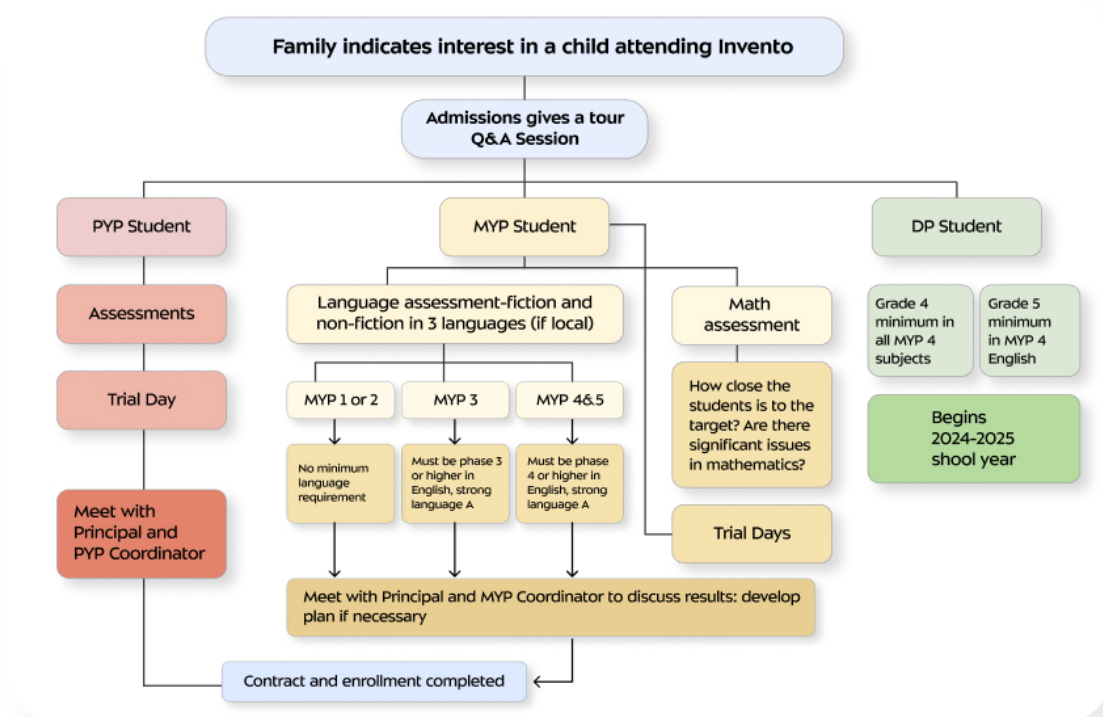
#### **Regarding English proficiency:**

In line with our Language Policy, Invento the Uzbek International School is a school offering international education using English as the language of instruction; our priority is to admit those students who can access our curriculum in English within a reasonable timeframe considering the support mechanisms available at the school. Our support mechanism is the intervention of an EAL teacher in each section of our Ashgabat Campus and to ensure that all teachers are teachers of language.

## Overview of the Admission process

The Admissions process is as follows:

1. Parents call and arrange a date and time for a school tour.
2. Families provide previous school contact details (email address, Name of person to be contacted) and academic reports.
3. Entrance tasks are being conducted to evaluate the academic level of the student.  
(See further details below in the next section)
4. An interview with the Principal/Coordinator is arranged.
5. Discussion is being conducted to evaluate if IUIS is a suitable place for the child.
6. A trial day is organised - until noon (12 pm) at our Tashkent City Campus and two trial days until 3.30 pm at our Ashgabat Campus if the school is in operation. No trial days are available during school breaks.
7. If the student's place is approved, parents are contacted with an acceptance letter, an application package that includes the application forms, financial forms, all school policies and a list of required documents.
8. Upon reception of the required Fees, contract signed by parent along with completed application forms and Medical Report, a start date is confirmed. For students enrolling in Grade 3 onwards coming from any school located in Uzbekistan the School will issue acceptance certificate for previous school to retrieve Transfer Certificate, original of Academic Reports and Medical File from the previous school.



Note: If any part of the completed application and the supporting documentation is false, misleading, or incomplete, the school reserves the right to withdraw the offer of placement or to ask that the student be removed from school. Once accepted, students will start school after a minimum of two days once all procedures have been completed.

## Important elements of our enrollment process:

### 2.2. Enrollment and Placement by age

From Grade 2 onwards, enrolling students must submit previous school report cards and fill out an application form. Please note that this does NOT guarantee admission. In addition, all students will be interviewed by the Program Coordinator or another designated specialist may need to be, such as a Psychologist. There are a maximum of 20 students per class at our Tashkent City Campus and 17 students per class at our Ashgabat Campus.

Invento The Uzbek International School guidelines for 2023/24 Academic Year placement are as follows:

Year of Birth	Age	Invento IB	Uzbek National	US System (full years by 31-Aug)	British System	Age for British system
2021	2-3	Toddlers	KG1	Pre School	-	-
2020	3-4	EY1	KG2	Pre School	-	-
2019	4-5	EY22	KG3	Pre KG	-	-
2018	5-6	Pre-school	KG4	KG	Year 1	5-6
2017	6-7	Grade 1	KG5	Grade 1	Year 2	6-7
2016	7-8	Grade 2	Grade 1	Grade 2	Year 3	7-8
2015	8-9	Grade 3	Grade 2	Grade 3	Year 4	8-9
2014	9-10	Grade 4	Grade 3	Grade 4	Year 5	9-10
2013	10-11	Grade 5	Grade 4	Grade 5	Year 6	10-11
2012	11-12	Grade 6	Grade 5	Grade 6	Year 7	11-12
2011	12-13	Grade 7	Grade 6	Grade 7	Year 8	12-13
2010	13-14	Grade 8	Grade 7	Grade 8	Year 9	13-14
2009	14-15	Grade 9	Grade 8	Grade 9	Year 10	14-15
2008	15-16	Grade 10	Grade 9	Grade 10	Year 11	15-16
2007	16-17	Grade 11*	Grade 10	Grade 11	Year 12	16-17
2006	17-18	Grade 12*	Grade 11	Grade 12	Year 13	17-18

\*Grades 11 and 12 will not be offered for the 2023-2034 Academic Year

The final decision on the enrollment of a student is taken based on an interview, a written test on English and Maths from Grade 1 onwards. For students entering Grades 6 and above, Uzbek and/or Russian as mother tongue will also be tested. Students carrying a foreign passport will be tested based on their previous experience. Students who have attended Grade 2 or higher are requested to supply report cards from the previous school as a prerequisite for the entrance tasks. The admission level also considers the previous grade level in which the student was enrolled.

When a student is accepted for admission, the parents must submit the following documents:

- *An application (the school provides the form);*
- *A medical record card issued in Uzbekistan along with copy of Vaccination Card (required by the Ministry of Healthcare of the Republic of Uzbekistan);*
- *Personal file (records from the previous school);*
- *Transfer certificate from previous school (applicable for students enrolling in Grade 3 onwards coming from any school located in Uzbekistan);*
- *The copy of the birth certificate and the copy of travel passport (if available);*
- *The copy of both parent's passports/ID cards, including certificate of residence in Uzbekistan and PIN FL for foreign citizens only;*
- *The guardian list (those who can pick the students up from the school).*

Families MUST read all the policies published by the school for which they acknowledge by signing the Contract.

***The school reserves the right to deny admission to students who were dismissed from other schools.***

### **2.3 Applications for students who speak English as an Additional Language (EAL)**

**2.3a.** To accept students to all Groups and Grades up to MYP 3/Grade 8 whose first language is not English and the level of English needs support, the school employs EAL teaching staff. New students of MYP 3/Grade 8 must have a minimum of Phase 4 in English to enroll at the school.

A student whose first language is not English can be admitted if they are considered able to access the curriculum with EAL support in a meaningful way upon admission. The school will advise whether an EAL course needs to continue, but the prime aim is to have students study without EAL support at the earliest opportunity.

**2.3b** *Students who are Russian or Uzbek native speakers applying for the Middle Years Programme (MYP5, Grade 10)*

These applicants who are EAL beginners will not be accepted as they would not be able to reach a level of English high enough to access the Diploma Programme curriculum and be successful at Grade 12 examinations.

### **2.4 Language A requirements of the MYP**

Students entering MYP 1 (Grade 6) must be fluent or nearly fluent in one of the languages offered at Invento, that is English, Uzbek, and Russian.

For foreign students that do not meet requirement 2.4, additional language support procedures will be followed by creating an Individual Education Plan for that student.

Students must be at least phase 4 in English if Russian and Uzbek are foreign languages.

## 2.5 Applicants who need learning support

The school provides welfare and learning support according to our published inclusion policy (Include the link here). However, the school will only admit students if it can support them and in accordance with the needs of other students in a class.

The school is the only entity able to make this decision.

Consideration may be given to applicants with a physical impairment or more severe learning difficulties if the following conditions apply:

- *a sibling has already been offered a place*
- *the family are willing to pay for appropriate additional support deemed to be necessary*
- *in the opinion of the school it has the resources to offer an effective education without any detriment to the education of other students*
- *in the opinion of the school the child, with this support, can function as a member of one of our mainstream classes*

If a place is offered to a child with more severe learning support needs, the conditions of the offer will be clearly indicated in a written document signed by parents and the Principal/Program coordinator.

It is the responsibility of parents to offer complete information in advance concerning a child's possible learning support needs. Failure to do so may result in the withdrawal of an offer or requiring the child's withdrawal from school.

## 2.6 Diploma Program

The Diploma Programme (DP) being a two-year rigorous academic programme aimed at preparing students to the university requirements of international universities, specific expectations must be met to admit new students.

Students must have a minimum of an MYP Grade 4 as a level of achievement in all subjects offered at Invento for the DP, or its equivalent if the student does not come from an IB school (Year 11 in the British system and Grade 9 in the Uzbek system)

Furthermore, students joining Invento for the Diploma Programme must have achieved a minimum of a Grade 5 in MYP 5 (Grade 10 or its equivalent) in English Language Acquisition course if they have a minimum of Grade 4 or either Russian/Uzbek Language and literature course. This is to ensure the maximum chances of success in the Diploma Programme. Our school is also checking with the previous school if the candidate displays the research and independent learning skills required for success in the DP. Same conditions apply to students enrolled at our school before Grade 10.

Students who may not meet all the requirements for the completion of the Diploma Programme but are able to meet the requirements for the Course Certificate will be advised to do so. In a meeting, parents will be explained the difference between the two and written confirmation will finalize the process.

Students who may not succeed in either the IB Course certificate or the IB Diploma are advised in writing before the end of the first semester of Grade 10 that they need to enroll into the Uzbek national end of school examination. The school will exercise a waiver in case of refusal from the parents.

## 2.7 Re-enrollment

Re-enrollment contracts will be sent out by the Admissions Department in January and February and must be signed and returned by the 15th of March. Contracts may require advance payment for the next year to reserve a place. School is not responsible for reserving a place for returning students in case the Contract was not signed and/or advance payment was not received by the 15th of March. Families failed to do so before this date are free to contact the Admissions department later to proceed with Contract and payments for the next Academic Year subject to place allotments.

## 2.8 Transfers

As with new admissions at the beginning of an academic year, all transfer students coming to the school during the academic year must submit previous school report cards, contact details from previous school for referencing purposes. Please note that this does NOT guarantee admission. In addition, all students will be interviewed by the Principal/Program Coordinator, have a probation period (2 school days max) in the student's age group and take a written test for class placement in English/Russian/Uzbek and Maths.

Transfer students will be admitted based on interviews, testing results, recommendations from the previous school, and space allotments.

Once accepted, transfer students can expect to begin school after two school days, once all documents and payments have been received, for teachers to have enough time to prepare for the incoming student.

Please note that students enrolling in MYP 4 (Grade 9) must do so at the beginning of the academic year unless transferring from another IB school.

## 2.9 Withdrawal

Parents withdrawing their child from Invento must provide a request to the Admissions Department. Students/parents will also have a checklist form to complete with the support of the Admissions Department. This will require signatures from various departments indicating that the student has returned all Invento property, such as books, that there are no financial obligations to the school, etc. Once this form has been completed and submitted, the Admissions department will provide the necessary official paperwork for the student's new school if a minimum of ten clear working days' notice have been given.

**Responsibility: Admission team, pedagogical and leadership teams in all sections of the school.**  
**Published on Toddle and on the school website.**

### Development and review cycles.

This policy was initiated by the Principal in August 2021 and finalized with the support of PYPCs, MYPC. It was reviewed with the staff in September 2021 and February 2022 to meet the needs of our community. Reviewed by staff in August 2022 during induction week. Reviewed by Principal and staff in August 2023. Shared with the admission team, the whole academic team and the leadership team during induction. It is translated into Uzbek and Russian and shared with parents upon enrollment.

### Next Review: end of AY 2023/2024

