The Bavarian International School e.V. (hereafter referred to as BIS) is an International Baccalaureate World School and serves the educational needs of the international community in the Greater Munich area. The school admits students whose academic, personal, social and emotional needs can be met by the school’s programmes and services, and who can be integrated into a mainstream classroom subject to availability at the time of admission. Applications for admission are accepted throughout the school year.

Students as well as the families of students admitted to BIS are expected to further the School’s Mission and Mandate and to contribute to the BIS Community of Learners.

We request that you do not withdraw your child from his/her present school until he/she has been officially accepted by BIS and you have received notification in writing.

### 1. PARENTAL SUPERVISION/GUARDIANSHIP REQUIREMENTS

It is required that at least one parent must be a legal resident in Munich and permanently living in Munich for the entire length of the student’s enrollment at BIS. If a student’s parents are not able to reside in Munich, and wish to place their child in the care of a legal guardian, they must notify the School and gain the Directors’ approval. For students living with legal guardians, there must be provision made for automatic tuition payments and written confirmation that the student is directly supervised by the guardian in residence, who is responsible for the student’s well-being. A guardianship contract must be obtained from the Admissions Office, completed and placed on file with Admissions.

If there is a change in a student’s legal guardianship during their enrollment at BIS, the above procedures must be observed.

### 2. GRADE PLACEMENT

Placement in the Primary School grades (Pre-Reception to Grade 5) is made on the basis of BIS birth date guidelines, which are published on our website and included in the application package. Placement in Secondary School grades is based on both the student’s educational background and on the basis of their age. Secondary School applicants should note that the academic history is generally more useful than the student’s age as a guide to placement. A BIS High School Diploma requires four full years of education between grades 9 and 12.

Any initial placement is tentative, and the school reserves the right to change a grade level or class after the student’s abilities have been assessed.
3. SELECTION CRITERIA

When determining admission, preference is granted to applicants of demonstrated academic proficiency who meet the following criteria:

1. Children of expatriate families who have no local educational alternatives in their primary language, and who further the school’s mission and mandate and contribute to the BIS Community of Learners.
2. Siblings of students attending BIS.

Students who meet the above selection criteria may be wait-listed, particularly if class-size limits have been met.

4. ADMISSIONS AND PLACEMENT PROCEDURES

1. Students/parents must submit a completed application including all requisite forms and supporting documents to the Admissions Office before an applicant can be considered for acceptance.

2. The parents and/or guardians of all prospective students must certify that, at the time of admission, all information pertinent to the application has been disclosed. Omission of pertinent information relevant to the acceptance of the student (e.g. disciplinary action taken at other schools, suspension or expulsion from other schools, a requirement for specialist educational services, a medical or psychological condition, etc.) will result in the cancellation of the acceptance.

3. Once an application has been received, the Admissions Office will confirm its receipt, and will request any missing or additional information needed in order to proceed with the admissions process. The Admissions Office may schedule an appointment to discuss the transfer with applicants and/or their parents, as well as to arrange a personal interview or specific assessments as required.

4. Testing and screening will take different forms based on grade level, academic ability, social and behavioral characteristics, and language proficiency. Requirements may include, but need not be limited to, the review of confidential teacher references, consideration of past school reports (translated into English, as needed) or individual student portfolios and a personal interview, as well as subject-specific tests in English and Mathematics.

5. When the application is complete it will be reviewed by the BIS Admissions Committee, and within two weeks parents will be notified as to the status of the application in one of the following categories:
   (a) Acceptance
   (b) Probationary admission
   (c) Unsuccessful application
   (d) Waiting list

The granting or declining of admission is the responsibility of the Director and the Business Director, following a recommendation from the respective principal.

Upon written notification of official admission, parents must notify the school of their acceptance of the offered place(s) in writing by returning the School Contract and a completed Payment Form (both will accompany the acceptance offer), within two weeks of receipt.

5. PROBATIONARY ADMISSION

A student may be admitted on probation if:

a) past academic performance indicates that a student may have difficulty meeting the School’s standards or

b) the previous disciplinary record indicates cause for concern. When probation is for academic reasons, the School will commit to the student’s education for the period defined in the Acceptance Letter. During this time, the student’s progress will be closely monitored, and parent support and teacher encouragement maximized. If, by the end of the probationary period at BIS, the student’s teachers establish that insufficient progress has been made or that the student is unlikely to be able to fulfill the School’s graduation requirements, parents will be asked to consider retention or withdrawal of the student.
6. LEVEL OF ENGLISH

Students entering Grades 11 or 12 must give evidence of near-native English Proficiency.

Students applying to Grades 8-12 who do not have English as their mother-tongue may be asked to complete an English placement test, dependent on the student’s ability as evidenced in his/her school reports.

BIS will consider accepting beginners to English up to the beginning of Grade 8.

7. ADMISSION TO GRADE 11

All initial student subject selections for the IB Diploma Programme are provisional and subject to review based on subject availability. Subject selections will also be reviewed if the student is not experiencing the necessary success.

Students accepted into grade 11 will be placed into the IB Diploma Programme, a challenging two-year pre-university curriculum, or a programme of study leading to graduation with the BIS High School Diploma and IB Certificates. The School reserves the right to determine which programme will best meet a student’s needs and prepare him/her to continue on to tertiary studies.

North American colleges and universities do not usually require the Diploma, but having participated in the IB Diploma Programme enhances a student’s application. Students who have attained scores of 6 or 7 in Higher Level subjects may be awarded advanced standing or college credit.

German universities do not automatically recognize successful IB Diploma candidates for admission. All applicants from Germany are strongly advised to contact the Zeugnisanerkennungstelle für den Freistaat Bayern (zastby@zast.bayern.de) to determine if they will be able to meet the academic requirements for entrance to German/and or Bavarian universities.

8. LANGUAGE SCREENING

Applicants to EC1 (age 4-5) – Grade 1 may be screened by a speech therapist to gain insight in regards to the child’s language development.

9. HIGHLY ABLE AND TALENTED

Identification of highly able and talented students is the responsibility of the classroom teachers in Primary School and the subject teachers in consultation with the principal and curriculum leaders in Secondary School. Teaching strategies such as appropriately differentiated instruction to extend the regular curriculum provide learning opportunities that challenge the highly able student. The comprehensive programme of after-school activities also helps meet some needs of students who are highly able or have a special talent in a particular area. In addition to extension provided within the regular curriculum, BIS can provide some support through the School’s Learning Support Services.

10. LEARNING SUPPORT

BIS can offer places to and limited support for a limited number of students with mild learning difficulties. Since BIS does not have separate classes for children with learning difficulties, a primary consideration in offering a place will be the student’s ability to access and achieve success in the regular curriculum with limited support. Places cannot be offered to students who need extensive programme modifications, an alternative curriculum, or constant support.

The School reserves the right (in consultation with the parents) to conduct all necessary assessments and obtain copies of all previous reports and records. We will offer a provisional place only to those students whom we believe can benefit from the educational programme we provide.
Future placements at the school for all students entering the Learning Support Programme at BIS will be guided by the school’s Support Services Referral Process. This is a collaborative process in which parents, teachers, the learning support staff and the school principal all participate. The full referral process is described in the document “Whole School Referral Process”, and this document is available upon request.

### 11. FEES

No fees need to be submitted with the application. Upon receipt of the official signed Enrolment Contract, payment of the initial registration fee is due. Invoices for this fee, as well as the Tuition, the Entrance Fee, and the bus fee will be issued shortly thereafter.

Parents of Secondary School Students choosing Mother Tongue Tutoring or a Self Taught Language A option in the IB Diploma Programme (Grades 11 & 12) as well as parents of students enrolled in Mother Tongue Tutoring in Grade 6 - Grade 8 will be responsible for the tutor’s fees. BIS will provide the student with a room and the scheduling time for the self taught language.

Should BIS require parents to provide their child with services outside of the school curriculum or provision, for example, speech therapy, the costs of these sessions will be borne by the parent/guardian.

### 12. TAX DEDUCTION OF SCHOOL FEES

Parents of students in grades 1-9 may be entitled to deduct 30% off a maximum of 5000 € of their child’s school fees. Please check with your tax consultant to find out if you qualify for this deduction.

Parents of students in grades 10–12 may qualify for an income tax deduction. They must receive a letter from the Zeugnis- anerkennungsstelle in Munich (Tel. 0049 (0)89/383 849-0), confirming that their child’s selected courses meet the university preparatory requirements of the German government to submit with their tax return, in order to apply for the deduction.

Single working parents, or families in which both parents are employed, may qualify for a childcare deduction of up to 4000 € on school fees for Pre Reception and Reception children. Please check with your tax consultant to find out if you qualify.

BIS does not assume responsibility for accuracy of the above information. Please contact your tax consultant directly with any questions.

### 13. FINANCIAL ASSISTANCE

Parents of applicants wishing to apply for the Financial Assistance Programme may obtain the document “Bavarian International School e.V. Financial Assistance Programme” from the school’s internet site.