



We are a respectful, learning focused community where each student is inspired to achieve his or her potential and to become an ethical, confident, and internationally-minded citizen of tomorrow.

Admissions Policy

Introduction

We are a respectful learning-focused community where each student is inspired to achieve his or her potential and to become an ethical, confident, and internationally-minded citizen of tomorrow. The ISR community is united by a shared commitment to this Mission. It drives all aspects of school life, including school admissions.

Admission to ISR is highly competitive, though open to all students who will benefit from a rigorous programme of academic and extracurricular activities, within an internationally-minded framework. Successful applicants demonstrate high levels of motivation and perseverance. This is particularly true in the higher grades, and especially if a student is changing to English from a different language of instruction.

We seek dynamic, open-minded, and responsible students who will contribute to our diverse school community, and whose desire to learn is matched by their enthusiastic engagement with peers and school faculty and staff. Our curriculum embraces an intentionally international perspective and we encourage students to take full advantage of the opportunities available to them in academics, athletics, community service and extracurricular activities, with other students from around the world.

As a strong and inclusive community, we expect families to engage fully with the school, supporting both its educational philosophy and community spirit. Likewise, we value transparent communications, with constructive, respectful interactions. On the rare occasions when the School believes that individuals are behaving in ways that do not align with these values, we reserve the right to refuse admission or suggest withdrawal to the individuals concerned. Equally, failure to provide accurate information or disclose a known learning disability may result in an admissions refusal or the subsequent removal of a place.

Admissions Principles

International School of Riga is a non-profit, co-educational, independent day school for preschool through Grade 12 children. All applicants who meet admission policy requirements will be considered equally for admission to all grades regardless of their, or their parent's age, gender, sexual orientation, national origin, race, colour, religion or disability. However, the school is not equipped to educate children with moderate-to-severe learning or physical handicaps.

All admissions decisions are based on input from the Admissions committee, comprised of School administration, faculty and or/professional staff. In all matters regarding admission, the School Director's decision is final.

Considerations for Acceptance

Offers of admission are based on a judgement about whether a child will thrive in ISR's educational environment. Thus, the later the stage in a child's education when an application is made, the more likely it is that a higher level of proficiency in spoken and written English will be required.

Applicants may be admitted into any appropriate year group provided a place is available. However, entry into grades 10 or 12 must be approached with caution as these years are the second of two-year curricula programmes.

The following factors may additionally be considered when making admissions decisions:

- ☐ Evidence of previous academic performance and the applicant's ability to succeed in the course of study at ISR
- ☐ Evidence of the applicant's parent(s)/guardian(s)' ability to provide the support that the school believes necessary for the applicant to succeed in the course of study at ISR
- ☐ Evidence of the applicant's ability to contribute positively to the school's diverse community
- ☐ Evidence of the applicant's parent(s)/guardian(s)' ability to contribute positively the school's diverse community
- ☐ Foreign applicants, who cannot access the Latvian school system due to a language barrier
- ☐ Applicants with parent(s) employed at ISR
- ☐ Applicants with siblings currently attending ISR
- ☐ Applicants who have previously attended ISR

Ultimately, an applicant's admission to ISR is subject to the selection process for the appropriate year group and the availability of places in that year group.

Considerations for Grade Placement

The ISR Age-Grade Placement Table is based on a September 1 birth date cut-off, as indicated in Appendix 1. In cases where applicants apply from a different education system or country, grade placement will be considered sequentially according to the programme in which they are currently enrolled or have last completed.

In exceptional circumstances, an applicant may have fallen behind in their education due to illness, time spent abroad, etc. When it appears most beneficial for the student, s/he may be placed in a grade lower than indicated on our placement table, after discussion with the family.

An applicant would only be placed in a grade *higher* than their age group in exceptional cases.

Factors considered for such an exception might include:

- ☐ The age-grade cut-off date in the child's country of origin
- ☐ The child's successful completion of the equivalent grade elsewhere
- ☐ A transcript or report cards from the previous years demonstrating exceptional academic performance and social skill

Please note that no exceptions are granted to PreSchool students based on age or prior school experience.

The final decision on grade placement will be taken by the School based on all the information gathered through the application process.

This policy is for guidance and will be adapted by the School as circumstances require.

Special Education Needs

The International School of Riga has limited facilities to accommodate students with learning disabilities or severe physical handicaps. Such cases are reviewed on an individual basis and the School will do all that is reasonably possible to comply with its moral imperative and legal responsibilities under Latvian law.

Where the School agrees to support the provision of additional services, such as the use of additional staff or physical resources, an applicant's parent(s)/guardian(s) will be charged an additional fee that reasonably reflects the cost to the School of providing those services.

Data Protection

ISR recognizes its responsibility to protect personal information and will process any and all personal data in accordance with existing legislation. All documentation, electronic or paper, gathered for the purpose of application and enrolment will be held securely by the School. No part of an applicant's personal application or enrolment information will be sold to or shared with additional parties, except where it is required to do so by law.

Admissions and enrolment documentation is held:

- ☐ for a period of 5 years beyond the date which an admitted student graduates/withdraws from the School
- ☐ for a period of 5 years beyond the date which an applicant is formally denied admission to the School

Enrolled students are identified on the School student register (direktora rīkojumu par izglītojamiem reģistrs) and student database (izglītojamo elektronisks uzskaites saraksts) for 75 years, as per Latvian law.

Our Privacy Policy can be read in full [here](#).

Admissions Process and Procedures

Admissions Timeline

ISR offers rolling admissions, meaning there are no deadlines for application and most students are able to join ISR at any point during the academic year, dependent on meeting admission requirements, and placement availability. If any given grade level is full the School will maintain a waitpool and applicants will be contacted when places become available. Therefore, it is in the family's best interest to begin the formal admissions process at the earliest possible opportunity, to avoid disappointment.

Tours

Tours of the campuses are offered year-round, by appointment.

Applications

Interested families should complete the ISR online application form, available on the School's [website](#). Applications may be submitted up to two years in advance of the intended year of entry. Upon successful submission of the online application, applicants will receive an automated email response confirming receipt of their application.

Supporting Documents

The following documents are also required, in support of a student's application.

PreSchool - Grade 1

1. Copy of the applicant's passport identification page
2. Proof of Enrolment letter from previous nursery/schools attended*, if applicable
3. Completed Early Childhood Questionnaire

Grades 2 - 5

1. Copy of the applicant's passport identification page
2. Copy of the applicant's report cards for the previous 2 years of schooling*
3. Confidential Teacher Recommendation Form - to be (e)mailed to ISR directly from the applicant's school

Grades 6 - 12

1. Copy of the applicant's passport identification page
2. Copy of the applicant's report cards for the previous 2 years of schooling*
3. Confidential Teacher Recommendation Forms - to be (e)mailed to ISR directly from the applicant's school
4. Completed Student Questionnaire
5. Any other supporting documentation available, such as standardized test results

*All required application supporting documents originally produced in a language other than English or Latvian should be accompanied by a notarized English translation. ISR reserves the right to contact previous schools for verification of information.

Applicants to grades 3-12 are also required to complete grade-appropriate online tests of English language usage, reading, and math. Tests will be scheduled only after all supporting documentation has been received.

Where parents have indicated any special education need on the application form, full written details, including a copy of all reports prepared by an Educational Psychologist and/or other appropriate specialist, should be submitted in support of the child's application.

ISR will consult with parents and the school advisers about the accommodations, modifications and support which can be reasonably made for the child, within consideration of usual routines and budget constraints, both during the admission process and, if applicable, later as a pupil.

In some circumstances, an additional interview with the division Principal, Learning Support Coordinator, College Counsellor, and/or School Director may be required.

Admissions Decisions

Admissions decisions include decisions regarding acceptance, grade placement, and additional services required if applicable. Final admissions decisions are made only once the entire application process (application form, supporting documents, testing, personal interviews if required) has been completed. Possible final admissions decisions include:

- ☐ Acceptance and placement with an offer to enrol*
- ☐ Acceptance and placement with a conditional offer to enrol*
- ☐ Acceptance and placement to a waitpool awaiting grade level availability*
- ☐ Refusal of admission

*Families who are offered enrolment for the subsequent school year are asked to commit to the place within two weeks from the date of the offer. Proof of registration/membership and capital fees payment and signed enrolment contract must be received within these two weeks in order to reserve the place. Families who are offered enrolment within the current school year are asked to commit to the place within one week from the date of offer. Proof of registration/membership and capital fees payment and signed enrolment contract must be received within that one week. Families who are offered enrolment within one week of the student's start date are asked to commit to the place prior to attendance. Proof of registration/membership and capital fees payment and a signed enrolment contract must be received prior to attendance. Families who receive an offer to the waitpool need make no payment until a place becomes available and an entry date is set.

Acceptance and Placement with an Offer to Enrol

This offer is made when an applicant's completed application provides evidence that all criteria for admissions have been met and there is space available.

Acceptance and Placement with a Conditional Offer to Enrol

Occasionally, applicant families may be granted a conditional enrolment offer. This offer is made when the school determines that the student's academic and social success at ISR is likely to improve significantly if an individualized set of conditions were to be met. Families are asked to commit to this specified set of conditions at the time of enrolment. Future enrolment is dependent upon the parent(s)/guardian(s)' and student's ability to meet and maintain these conditions over a predetermined period of time. Throughout this predetermined time period, the student's level of success is reviewed with the family. A final review will determine if the student's status will change to unconditional enrolment.

Offer to Be Placed In a Waitpool

On occasion, due to space constraints, it is necessary to accept an applicant and ask that the family wait for a place to become available. The accepted applicant is placed in a waitpool with all other accepted applicants hoping to enrol in the same grade level. Once a place becomes available in a grade for which there is a waitpool, all applicants in the pool are considered for offers of enrolment. A combination of factors are considered when making decisions regarding the waitpool, including:

- ☐ Applicants relocating to Riga and the surrounding area who have not studied in a local language
- ☐ Applicants whose parents work at ISR

- ☐ Applicants with siblings who are enrolled at ISR
- ☐ Date of application completion

Should an applicant be accepted and placed in the waitpool for a grade in a particular school year, they will remain eligible for an offer to enrol into that grade throughout the duration of that same school year. Applicants wishing to remain in the waitpool for a successive school year will be asked to submit updated supporting documentation for review, or to re-apply in full.

Refusal of Admission

Admission to the school may be refused for reasons which include but may not be limited to the following:

- ☐ Insufficient evidence of the applicant's ability to follow ISR's programme of study.
- ☐ The inability of ISR to provide a suitable programme or facilities for the applicant
- ☐ Dismissal under less than honourable circumstances from a previous school, or evidence of a poor disciplinary record at a previous school
- ☐ A criminal record
- ☐ Insufficient evidence of the parent(s)/guardian(s)' ability to contribute positively to the school's community
- ☐ Insufficient evidence of the family's ability to provide the support that the school believes necessary for the applicant to succeed

Enrolment

Enrolment Fees

A one-time, non-refundable Membership/Registration Fee, and the annual Capital Fee payment is required, per student, upon enrolment. In order to reserve enrolment for the student, the Membership/Registration and Capital Fees must be paid:

- ☐ within two weeks of invoicing for enrolment into the upcoming school year
- ☐ within one week of invoicing for enrolment offered within the current school year
- ☐ prior to first day attendance for enrolment offered within less than one week

Families who withdrawal and then rejoin ISR in the same academic year will be charged 25% of the Registration/Membership Fee, and the Capital Fee will be waived. If a family who has withdrawn rejoins ISR in a subsequent academic year the full Registration/Membership Fee and the Capital Fee will be applied.

Re-enrolment

Online re-enrolment invitations and the updated Tuition & Fees Schedule for the subsequent school year will be sent to currently enrolled families in the month of February. Families who wish to re-enrol should complete the online re-enrolment procedure and submit the designated re-enrolment tuition deposit by the stated March deadline. Families who do not meet the deadline requirements for re-enrolment are not guaranteed a place for the following school year.

Families will be offered the opportunity to re-enrol their child for the following year unless:

- ☐ consultation with a student's parents/guardian(s) and teachers concludes that the student can no longer benefit from ISR's educational environment.
- ☐ the student has been on academic probation and insufficient progress has been made.
- ☐ sufficient evidence of a poor disciplinary record in the previous year exists.

- ❑ fees from the previous school year have not been paid in full.
- ❑ the student's parent(s)/guardian(s) have been unable to support the school sufficiently in its philosophy and community expectations in the previous year.

The School reserves the right, after consultation with a student's parent(s)/guardian(s) and teachers, to require that a student repeat a year in the same grade if there is insufficient evidence that the student is ready to successfully advance into the next grade. The decision of the Director is final in this matter.

Re-enrolment Fees

The School requires a non-refundable tuition deposit to re-enrol a student for each succeeding school year. This deposit must be paid before the student can be officially re-enrolled and it is credited toward future tuition & fees due. The Director may impose a deadline for reception of the tuition deposit and may give the place to a new eligible applicant or charge a late fee if the payment deadline is not met.

Outstanding Tuition Fees

If all or any portion of the previous year's tuition fees are not paid in full, the School has the right to withhold all offers of re-enrolment for the following school year.

Entry Date Policies

All offers of enrolment and terms of financial commitments are based on an agreed upon entry date.

Offers of Enrolment for Future Entry Dates

Offers of enrolment will be made to accepted students with future entry as early in the school calendar year as possible. When there is limited space, families who have applied for an entry date that is greater than two months in the future may be accepted and placed in a waitpool. Any space that is still available two months prior to a family's entry date will be offered to the accepted student.

Requests for Change of Entry Date

All requests for a change of entry date will be reviewed on an individual basis. Depending on space availability and the suggested new date of entry, the offer of enrolment may be rescinded and tuition fees may be due in accordance with the original enrolment agreement.

Appendix 1

[International School of Riga Age-Grade Placement Table](#)