



ADMISSIONS POLICY

GUIDING STATEMENTS

ISR Mission

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.

ISR Vision

The International School of Riga will be the ideal choice for internationally-minded families in Latvia who desire an education focused on developing the whole person through inquiry and experiential learning.

ISR Definitions of learning

High Quality Learning

High quality learning at ISR occurs when students are motivated to inquire, engage and reflect on subject matter in ways which develop creative and critical thinking skills. The students are guided, supported and motivated to achieve their individual potential.

Intercultural Learning

Intercultural learning at ISR encourages students to develop a global awareness and understanding, and to contribute positively to their local and global communities.

ISR Philosophy

- The Mission, Vision, and Definitions of Learning guide all aspects of the school
- Development of moral character, wellness, leadership, teamwork and learning to learn are as important as academics
- Embracing both the Latvian Heart and ISR diversity unites the community
- A collaborative and stimulating environment, which facilitates student ownership over their learning, inspires students to achieve their full potential
- Individual needs and abilities are respected, supported and celebrated throughout each learning journey
- ISR members respect and positively contribute to both local and global communities
- ISR members adhere to environmentally sustainable practices
- ISR fosters enjoyable and experiential learning
- Teachers, students and parents act in partnership to achieve the ISR Mission

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. The application process is open to students who would benefit from a rigorous program 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, 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.

We would like to inform you that the International School of Riga (ISR) implements a strong Child Protection Policy to guide our staff and families in matters related to the health, safety, and care of children in attendance at our school.

All of us at ISR want you to know that we genuinely value our partnership with you in providing for the safety and care of your children. For this reason, ISR has endorsed a Child Protection Policy that defines the standards as to how all ISR students will be treated with respect and dignity at all times, both at school and outside of school.

The ISR Child Protection Policy is based upon International and Latvian law and on the United Nations Convention on the Rights of the Child, of which Latvia is a signatory. Of particular relevance are UNCRC Articles 19 and 34.

Admissions principles

The 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 age, or their parent's age, gender, sexual orientation, national origin, race, colour, religion, or disability. As an internationally-minded community, we reserve the right to make admissions decisions that enhance our diverse population.

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 professional staff. In all matters regarding admission, the School Director's decision is final.

Consideration for acceptance

Offers of admission are based on the school's professional judgment 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 to the school's diverse community.
- Foreign applicants, who cannot access the Latvian school system due to a language barrier.
- 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. Failure to provide accurate information or disclose a known learning disability may result in an admissions refusal or the subsequent removal of a place.

Consideration for grade placement

The [ISR Age-Grade Placement Table](#) is based on a September 1 birth date cut-off. Placement by age is strict up to and including Grade 1. From Grade 2 the placement is based on the previous educational experience, including the grade completed and the curriculum requirements for the previous grade. For example, if a student has not completed Grade 1 in any school system, the student starts with Grade 1.

In cases where applicants apply from a different education system or country, grade placement will be considered sequentially according to the program in which they are currently enrolled or have last completed.

An applicant would only be placed in a grade higher or lower in exceptional cases after a conversation with family. 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 card from the previous year demonstrating exceptional academic performance and social skills.
- An applicant may have fallen behind in their education due to illness, time spent abroad, etc.

The final decision on grade placement will be made by the Admissions committee 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 handicap needs. 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 for 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 on which an admitted student graduates/withdraws from the School;
- for a period of 5 years beyond the date on which an applicant is formally denied/refused admission to the School.

Enrolled students are identified on the School student register and student database (izglītojamo elektroniskās uzskaites saraksts) for 75 years, as per Latvian law.

The [Privacy Policy](#) can be found on the ISR website.

Admissions process and procedure

Admissions timeline

ISR offers rolling admissions, meaning there are no deadlines for application and many students are able to join ISR at any point during the academic year, depending on meeting admission requirements and placement availability. If any given grade level is full the School will maintain a wait pool and if a position that fits the applicant becomes available, the family will be contacted. Therefore, it is in the family's best interest to begin the formal admissions process at the earliest possible opportunity.

Admissions tours

Tours of the campuses are offered year-round by appointment. Please contact the Admissions office directly, to set up an individual tour, at +371 2511 9337 or admissions@isriga.lv.

The school also organizes Virtual Open Houses - more information about this can be found on the ISR [website](#).

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 email response confirming receipt of their application and requesting supporting documents.

Supporting documents

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

	Preschool, Kindergarten & Gr. 1	Grades 2 - 5	Grades 6 - 12
Application form	Yes	Yes	Yes
Copy of the applicant's passport identification page	Yes	Yes	Yes
Proof of enrollment from previous nursery, preschool (if applicable)	Yes		
Completed Early Childhood Questionnaire	Yes		
Copy of transcripts (academic reports) for the prev. 2 years of schooling		Yes	Yes
Confidential Teacher Recommendation Forms		<ul style="list-style-type: none"> • Homeroom teacher • Principal 	<ul style="list-style-type: none"> • English teacher • Mathematics teacher • Principal
Complete grade- appropriate admissions test - online/offline		<ul style="list-style-type: none"> • Math • English 	<ul style="list-style-type: none"> • Math • English
Any other documentation available, such as standardized test results		Yes	Yes
Completed Applicant Questionnaire		Yes	Yes
Interview with the DP Coordinator			Yes

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

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 as well as the individualized learning plan developed from the most recent school***. In cases where families have not shared the information and the student requires special support, the admissions can be withdrawn. **awn.**

*Ideally, the reports are less than three years old. If they are more than three years old, ISR may request a reevaluation before admission.

ISR will consult with parents and the school advisers about the accommodations, modifications, and support that 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, University Counsellor, Social-Emotional Counselor and/or School Director may be required.

Admissions decision

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 enroll*.
- Acceptance and placement with a conditional offer to enroll*.
- Acceptance and placement to a wait pool 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 10 days from the date of the offer. Proof of registration/membership and capital fees payment and signed enrolment contract must be received within 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 three days from the date of the offer. Proof of registration/membership and capital fees payment and signed enrolment contract must be received within 3 days. Families who receive an offer to the wait pool need to make no payment until a place becomes available and an entry date is set.

Acceptance and placement with an offer to enroll

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 enroll

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 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 the wait pool

On occasion, due to a variety of possible reasons, it is necessary to accept an applicant and ask that the family wait for a place to become available. The accepted applicant is entered in a wait pool with all other accepted applicants hoping to enroll in the same grade level. Once a position becomes available, all applicants in the wait pool are considered for offers of enrolment. A combination of factors are considered when making decisions regarding the wait pool, including:

- Applicants relocating to Riga and the surrounding area who have not studied in a local language.
- Applicants with siblings who are enrolled at ISR.
- Date of application completion.

Should an applicant be accepted and placed in the wait pool for a grade in a particular school year, they will remain eligible for an offer to enroll into that grade throughout the duration of that same school year. Applicants wishing to remain in the wait pool 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 program of study.
- The inability of ISR to provide a suitable program 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.

Enrollment 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,
- prior to the first day of attendance for enrolment offered within the current school year.

Families who withdraw and then rejoin ISR will not be charged the Registration/Membership Fee, For more details, please visit the [school's website](#).

Re-enrollement

Online re-enrolment invitations and the updated Tuition & Fees Schedule for the subsequent school year will be sent to currently enrolled families at the end of March every year. Families who wish to re-enroll should complete the online re-enrolment procedure and submit the designated re-enrolment tuition deposit by the stated 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-enroll 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-enrollment fees

The School requires a non-refundable tuition deposit to re-enroll 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 enrollment for future entry

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 wait pool. Any space that is still available two months prior to a family's entry date will be offered to the accepted student.

Request 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.