



AYAZAĐA IŐIK FEN LİSESİ



AYAZAĐA IŐIK LİSESİ

ADMISSION POLICY



April 2019

This admission policy has been prepared by the following members of the school community.

Özgür ALPER	Principal
Serhat KURT	Assistant Principal
Jenny CHAVUSH	IB Coordinator
LeylaTARAKÇI	Turkish/Literature Head of Department
Nilhan K. ATAY	Foreign Languages Head of Department
Berrin BAŞARAN	Visual Arts Teacher
Özgül VARİNLİ	Biology Teacher
Tevfik Cenk ÖNDER	Physics Teacher
Eren YILMAZ	Guidance Counsellor
Melin SANAL	Parent
Kazım ERGENÇ	Student

I. INTRODUCTION

FMV Ayazağa Işık High School-Science High School is a private Anatolian high school with a preparatory class, which abides by the rules and regulations of the Ministry of National Education. In our school all the work and processes related to education, administration, conduct of duties and services are carried out in accordance with the procedures and principals of the Ministry of education.

II. ADMISSION TO SCHOOL

At FMV Ayazağa Işık High School-Science High School the following terms and conditions are applied for student admission.

A. GENERAL ADMISSION

Graduates from FMV Ayazağa Secondary School are listed according to their end of year weighted composite score for grades 4,5,6,7 and 8. Those whose marks are above the base point determined by the school gain the right for admission to High School preparatory class and they are enrolled between the official admission dates announced by the school. In case there is still vacancy by the deadline, students will be accepted until the required number of students have been registered, regardless from which secondary school they have graduated from. During this process, the students' Ministry of Education High School entrance exam results and the base mark determined by the school administration are taken into account, and the students are admitted starting from the highest mark according to the point average.

If a student who has enrolled to the prep class would like to start directly from grade 9 without studying the prep, he/she sits a written and an oral exam (in June and/or in the first week of the new academic year) prepared by a commission of teachers from the school in order to determine his / her level in Turkish courses and English language.

The students who will continue to study in the school are reregistered every year between the determined dates that are stated in the academic calendar.

B. TRANSFER STUDENTS

Students who are transferred from other schools are admitted through a student selection examination. The number of students is determined by the school administration prior to the exam and the exam is conducted in accordance with the procedures by a commission.

The accreditation and admission process of those students who have completed a part of their secondary education abroad is conducted according to the

Ministry of Education Accreditation procedures. (Ref: Secondary School Procedures Article 25 – 1)

IB transfer students: In case a candidate moves from one IB World School to another IB World School during their Diploma Programme in order to continue their studies and to take IB examinations, it is necessary to inform IB Answers about them only if they have been registered for a forthcoming examination session.

The school may accept or refuse transfer candidates at its own discretion. The implications of accepting transfer candidates should carefully be considered before a decision is made. If the school accepts a transfer candidate, the registration of the candidate will be changed to the school and the candidate's results will be among those of the accepting school. Careful consideration must be given to whether the school is able to provide continuity in the transfer candidate's study for the Diploma Programme in case the school may not offer the same subjects as the candidate's original school.

A transfer candidate may only be entered for an examination session that is the designated session of the accepting school. FMV Ayazağa Işık High School is a May session school so it may enter the candidate for a May examination session only.

If a candidate transfers to another school after the registration deadline the IB will normally agree to a registration change. However, depending on the actual date and circumstances of the transfer, the IB reserves the right not to accept a transfer after this date.

The acceptance of a candidate from another school, especially during the final year of the Diploma Programme, can result in complicated arrangements. In such circumstances IB Answers is contacted by the coordinator. For example, if a candidate takes anticipated subjects in a May session school and then transfers to a November session school, that candidate must complete his or her remaining diploma requirements eighteen months after the anticipated session, not six months later in the following November session.

For candidates who transfer to another school during or after about September, two months before the written examinations, the candidate's answer cover sheets for the written examinations will be sent to the coordinator electronically.

C. FOREIGN STUDENTS

A foreign student must have a passport in due form and student visa. There is no requirement for a student visa in case the student's country is unknown or if the student is a refugee. In this circumstances, those students are enrolled with a residence permit for a six-month period given by the local police department, taking into consideration the admission procedures.

III. ADMISSION FOR IB CANDIDATES

A. APPLICATION PROCESS

IB Diploma Programme is implemented in grades 11&12. The application procedure for potential grade 10 IB candidates begin in February and end at the end of March the same year. The dates regarding the process are announced at the beginning of each academic year.

The application process begins with an introductory meeting that is held in November. In this meeting grade 10 students and their parents are informed about the details of the programme. Considering the challenges and high expectations that the IB Diploma Programme poses for the candidates, the selection of the candidates is with utmost care and attention. The candidates and their parents are informed about the further education opportunities that will be based on the candidate's diploma grade and those who feel that they may not conform with the requirements of the diploma programme are informed that they may not do certificates because as FMV Ayazağa Isik High School-Science High School we believe in the unity of education and we strongly recommend the advantages of the diploma programme rather than encouraging the candidates to do certificates on single subjects.

The academic conditions the school seeks in an IB candidate are as follows:

- Grade 9 and 10 overall average marks for all subjects studied up to the time of the application must be 80.
- Grade 9 and 10 overall English average up to the time of the application must be 85.

Following the meeting the students who possess the required conditions and who would like to become IB candidates gather and submit the following documentation:

- Application form
- A transcript that covers all the marks gained from each grade 9-10 subject until the end of the first term of grade 10.
- An article 'Why do I want to be an IB student' written by the student
- Reference letters from the teachers of the subjects the candidate wants to select
- A portfolio documenting any extra-curricular activities done in the last three years
- For Visual Arts candidates, a portfolio composed of ten pieces of art work produced in different techniques

Under circumstances when the school finds it necessary, further documentation other than stated above or an interview may be demanded from the student or

parents. Any student who would like to apply for the Diploma Programme must have a clean academic record. The students who violate the academic honesty principle during the 9th or 10th grades cannot apply to IB Diploma Programme. A candidate who violates the academic honesty principle at least one time during Diploma Programme is removed from the program.

B. ADMISSION PROCEDURE

Candidates' application forms and all other required documents including the teacher reference letters are filed. An admission committee is set up by the Diploma Coordinator, grade 10 assistant principal, all grade 10 teachers and the guidance counsellor. The committee gathers to revise and discuss the information for each candidate and a decision is made about whether the applicant can comply with the programme or not.

C. SELECTING THE IB CANDIDATES

Following this preliminary committee meeting each candidate is interviewed individually. Following the interviews and a further meeting attended by the committee members, the candidates are selected. The names of the candidates who are admitted to the Diploma Programme are announced by an e-mail sent to the parents in the last week of May. The parents of the candidates who are not admitted to the programme are also sent an e-mail clarifying the reason(s) why the student has not been admitted to the programme.

The candidates' parents are invited to the school to sign a letter of goodwill stating the loyalty to the philosophy of the IB Diploma Programme and the principles of academic honesty.

D. DIPLOMA PROGRAMME FEES

In addition to the regular school fees, no extra fees other than the exam fees are paid for the Diploma Programme. The exam fees are determined by the IB every year.

IV. OTHER POLICIES

A. Academic Honesty Policy

FMV Private Ayazağa Işık High School-Science High School Academic Honesty Policy, Malpractice, Part VII.7,8 (p.13)

'Any student who would like to apply for the Diploma Programme must have a clean record.'

'The students who violate the academic honesty principle during the 9th or 10th grades cannot apply to IB Diploma Programme.'

'A candidates who violates the academic honesty principle at least one time during Diploma Programme is removed from the program.'

B. Language Policy

In accordance with the implementation of the school language policy, there is a language profile for students who are admitted. The role of the language profile is to provide teachers with useful information about each student's level and needs within the languages used in the school. The language profile transparently demonstrates how school can support language development, and helps discuss, evaluate and record students' progress.

Ministry of Education procedures in Language Education in schools:

Part 2

Transfer students:

Part 3

Transfer to schools that teach a different foreign language:

ITEM 8 – (1) Students

- a) are preferably transferred to schools that teach the same foreign language,
- b) change their foreign language course with an alternative one in case the foreign language that he has studied is not taught in the school he has been transferred to. The student's mid-term and end of term marks are determined by the related procedures and regulations. However, in the event of the two term marks belonging to two different foreign languages, the mid-term mark is determined by taking the average of the two marks. In schools where there are special procedures, the related regulations are applied.
- c) School management takes the necessary precautions to prepare the transfer students whose foreign language courses have changed.

ITEM 9 – (1) If the transfer student is responsible for a foreign language course from previous years, his responsibility will be lifted up in case he is successful in the new foreign language course.

ITEM 51 - (3)

Turkish language and foreign language level of the students who are enrolled to a preparatory class is determined by a commission committee formed (organized) by the school administration(management). This committee prepares and carries out (through) a written and oral (preliminary) exam that is held in the first week of the new academic year.

C. SEN /Inclusion Policy

Considering the challenges and high expectations that the IB Diploma Programme poses for the candidates, the selection of the candidates will be done with utmost care and attention.

There are certain academic requirements for a student to apply for the diploma programme. A diploma candidate's grade 9 and 10 overall average marks for all subjects studied up to the time of the application must be at least 80, and grade 9 and 10 overall English average up to the time of the application must be 85.

In the circumstances when a candidate is likely to be in need of educational support despite fulfilling the academic requirements above, further documentation or an interview may be demanded from the student or parents.

Additionally, grade 10 teachers write a reference letter for each of the applicants. Following this, a candidate admission committee is assembled to evaluate each candidate separately. The candidate admission committee gathers to revise and discuss the information for the candidates with learning support requirements and a decision is made about whether the applicant can comply with the programme and whether the necessary support can be given to the candidate throughout the programme.

Besides the IB programme, our school is an institution that has high academic standards, the education language is the mother tongue and many lessons are taught in English appropriate to international criteria. The students who want to enrol in high school are required to have certain academic and behavioural standards for students who are within the institution or from another institution. For this reason, some applications are not accepted because they do not fulfil these requirements. (e.g. mother tongue not being Turkish, having serious disciplinary crimes, having chronic academic problems or physical ability at a level where it is not possible to follow the curriculum.)

V. REVIEWING THE ADMISSION POLICY

The admission policy is reviewed in order to make the necessary improvements at the beginning of each academic year before the admission process begins. During this process all members of the stakeholders and school community are referred to.