

ADMISSIONS POLICY

IB DIPLOMA PROGRAMME

Akademickie Dwujęzyczne Liceum Oxford Secondary School

Bielsko-Biała, Poland

IB World School No. 061648

The purpose of this document is to stipulate the conditions of entry to the IB Diploma Programme at Akademickie Dwujęzyczne Liceum Oxford Secondary School.

All candidates to the IB Diploma Programme are subject to the following conditions of entry :

1. Application form
2. Interviews with the Head of School and the Diploma Programme Coordinator
3. Language requirements
4. Academic achievement
 - 4.1. Internal students
 - 4.2. External students
5. Learning contract
6. Fees
7. Links to other school policies
8. Admissions Policy review
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1. Application form

Diploma Programme candidates and their parents/legal guardians are asked to complete an application form in which they provide personal information in relation to the admissions process only.

2. Interviews with the Head of School and the Diploma Programme Coordinator

The candidates and their parents/legal guardians are required to meet first with the Head of School, and then with the Diploma Programme Coordinator. The purpose of the first meeting

is to get acquainted with the philosophy and the mission of the school and to establish whether the candidate is able to meet the general requirements of the IB DP especially in terms of English language command and academic achievement. Also, it aims to establish what the general approach of the candidate towards further education is and what plans and ambitions they have. Students and parents/legal guardians are expected to familiarize themselves with the school mission and documentation such as the School Constitution and any relevant regulations. The documentation is made available to them on the school premises. After having read that, they discuss the provisions included in the documents with the Head of School and sign a statement confirming that they understand the provisions and undertake to comply with them.

The mission statement of ADL Oxford Secondary School reads as follows:

The primary objective of Bilingual Academic Oxford Secondary School is to prepare students for the challenges of the constantly changing world.

Following Martin Luther King Jr. we believe that the goal of true education is to develop both intelligence and character.

With this in mind, we aim to see our students become broadly educated, responsible and caring leaders with strong moral values.

In the teaching-learning process we promote language learning and self-study based on inquiry and critical analysis of information as well as practical application of knowledge and skills.

Open-mindedness and seeking to become better acquainted with other cultures are equally crucial.

The purpose of the meeting with the DPC is to inform the prospective DP candidates or course students and their parents/legal guardians about more specific requirements of the Diploma Programme and make them aware that the Programme is very challenging and engaging when it comes to study and dedication of time. It is equally important to show the candidates and their parents/legal guardians the opportunities that arise from participation in the Programme and answer all questions they might have in connection to it.

3. Language requirements

DP candidates should present at least B2 level of English command to be able to approach subjects taught exclusively in English. Since English is the main language of instruction in DP

classes, students take a written language placement test in English to estimate their level of proficiency, followed by an interview in English to evaluate their fluency.

In case a candidate possesses a certificate confirming that they have reached the B2 level (FCE or equivalent), or is a winner or finalist of a national or regional English language competition, only an interview in English will be held. Candidates are welcome to take the written test and attend an interview at any time during the year on the condition that it will be earlier arranged with the school. It is advised to take the test early enough prior to the start of the Diploma Programme in order to ensure time to retake it if the result is either not satisfactory for the candidate or does not meet the school's language requirements.

4. Academic achievement

4.1. Internal students

For internal students a minimum final grade of 3 is required if the candidate wants to take a subject at Standard Level and a minimum 4 grade if the candidate wants to take a subject at Higher Level. Those internal students who meet the above requirements and accept other regulations and school policies, automatically become participants of the IB Diploma Programme. The school has the right to refuse a candidate to be accepted to the DP if their general attitude and approach is not aligned with the IB philosophy and mission. This is also relevant to the candidate's family as the programme requires collaboration and engagement from both sides.

4.2. External students

The same requirements concerning academic achievement as for internal students apply. If a candidate has a lower grade than the ones mentioned above, the school may agree to give them an opportunity to take a competence test in the subject they would like to take at the DP in order to verify if the student demonstrates satisfying knowledge and skills to be accepted for the Programme.

5. Learning contract

After successfully meeting all the requirements the candidate signs a learning contract including a statement about their commitment to and awareness of the rigorous nature of the Diploma Programme and the obligation to meet both internal and external academic deadlines.

All candidates and their parents/legal guardians are also required to read the school's Academic Honesty Policy and sign a declaration that they oblige to comply with it and are aware of the consequences of academic misconduct.

6. Fees

On signing the learning contract the candidate is required to pay the admission fee, which is equivalent to one-month school fee. All fees concerning participation in the Diploma Programme will be specified in a separate document that will constitute an appendix to the contract.

7. Links to other school policies

This policy has been produced in alignment with the school Assessment Policy, Language Policy, Academic Honesty Policy and Inclusion Policy. Any matters which have not been covered in this document with relation to the Diploma Programme are addressed in the relevant policies.

8. Admissions Policy review

The policy is subject to review on a yearly basis in order to ensure it aligns with the IB current requirements and publications, as well as other school policies. The policy is reviewed at the annual general meeting of the school DP Faculty, yet in order to introduce any urgent amendments a special meeting can be summoned.

9. Access to Admissions Policy

The policy may be accessed on the school's website, via the school's register mobiDziennik as well as on the school premises – at the secretary's office, at the Head of School's office and at the DP Coordinator's office.