

IB DIPLOMA PROGRAMME

ACCESS AND ADMISSION POLICY

This policy has been produced in alignment with:

- *Programme Standards and Practices* (IBO October 2018, last update April 2022),
- *Rules for IB World Schools* (IBO June 2020, last update November 2023).

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1. IB mission statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

2. IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

- **Inquirers** – We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
- **Knowledgeable** – We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
- **Thinkers** – We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
- **Communicators** – We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
- **Principled** – We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
- **Open-minded** – We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
- **Caring** – We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
- **Risk-takers** – We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
- **Balanced** – We understand the importance of balancing different aspects of our lives – intellectual, physical, and emotional – to achieve well-being for ourselves and others.

- **Reflective** – We thoughtfully consider the world and our ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.
- We recognize our interdependence with other people and with the world in which we live.

3. Purpose of the policy

The purpose of this document is to stipulate the conditions of entry to the IB Diploma Programme at Akademickie Dwujęzyczne Liceum Oxford Secondary School in Bielsko-Biała for both internal and external students.

4. Access to the Diploma Programme

The school secures access to the IB Diploma Programme for the broadest possible range of students. The school provides for the full Diploma Programme for all students, and following the students' needs and university admission requirements, it broadens its subject offer on a yearly basis.

The description of the Diploma Programme, characteristics of DP subjects, the conditions of entry and participation in the programme and school policies can be easily accessed on the school's website. The school provides and shares relevant promoting materials about the programme in the form of printed school brochures, multimedia presentations, social media posts and local advertising. The school organizes open days for prospective students and their parents, information meetings with the head of school and the DP coordinator, meetings with DP teachers, meetings with DP students, meetings with DP alumni, during which future IB students have the opportunity to find out more about the programme and the possibilities it offers in terms of experiential learning, skills development and further education. The school admits both Polish and foreign students. Candidates may start studying at Oxford Secondary School either from grade 1 or join the international class from grade 2 or 3 on the condition that the candidates will catch up on curriculum not covered in their previous school. This is verified with competence tests the candidates take obligatory in Polish, English and Mathematics and other subjects they would like to take further in the Diploma Programme. Any candidates interested in taking the IB Diploma are required to make an interview appointment with the leadership of the school (the head of school and the DP coordinator) to find out the characteristics of the programme, the IB requirements for awarding the Diploma, the opportunities the programme may bring to a student, and access arrangements possibilities whenever necessary. This can be done at any time during the school year.

5. Requirements for admission to the international class (pre-IB, grade 1 of secondary school)

Students study at Oxford Secondary School for the period of four years. During the first two years the school covers the Polish national curriculum with emphasis on English language, subjects the students will continue in the Diploma Programme and developing knowledge and skills that will provide grounds for entering the programme in grade 3. The DP curriculum is covered in the last two years of study and in the final year students take IB DP examinations.

5.1 Application form

The first step of the admission process to Oxford Secondary School is submission of an application form to the international class. The form may be obtained either from the school secretary office or printed from the school website. Both the candidate and their parents/legal guardians are required to complete and sign the form in which they provide personal information in relation to the admission process only, and a preliminary choice of subjects the candidate would like to study at an extended level in the first two years. The form needs to be submitted at the secretary office in person or sent in an electronic form.

5.2 Interview with the Head of School and the Diploma Programme Coordinator

On filing the application form the candidate and their parents/legal guardians are required to make an interview appointment first with the head of school, and then with the Diploma Programme coordinator. If possible, the meeting may be held at the same time with both the head of school and the DP coordinator. The purpose of the meeting with the head of school 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, what are their needs and expectations, and what plans and ambitions they have. Candidates and parents/legal guardians are expected to familiarize themselves with the school mission and documentation such as the School Statute and any relevant regulations available on the school website and the school premises.

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 DP coordinator is to inform the candidate 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 candidate and their parents/legal guardians the opportunities that arise from participation in the programme and answer all questions they might have in connection with the DP.

5.3 Academic achievement

A candidate to the international class grade 1 is required to submit along the application form a copy of the last school certificate or report received. It is expected that the candidate's behaviour grade, which in general reflects their attitude and compliance with school rules, will be at least good. For the subjects the candidate would like to take at a basic level in the first two years before entering the Diploma Programme the minimum final grade awarded on the certificate/report is 3 (in the Polish grading scale 1 - 6, with 6 as the highest grade), and for subjects the candidate would like to take at an extended level the minimum final grade awarded on the certificate/report is 4.

5.4 Language requirements

Candidates to the international class grade 1 take a written language placement test in English to estimate their level of proficiency, followed by a short interview in English to evaluate their fluency. On the basis of the test results students are assigned to groups of relevant levels of English. The minimum language requirement for admission to the international class is level B1 (as described by the Common European Framework of Reference for Languages). In case the candidate holds a language certificate at B1 level or higher (PET, FCE, CAE or equivalent), 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 school year prior to the admission to Oxford Secondary School (i.e. in their final year of primary school) on the condition that it will be arranged earlier with the school.

6. Requirements for admission to the IB Diploma Programme (DP Year 1, grade 3 of secondary school)

6.1 IB DP application form

In June, students of grade 2 who are considering application to the Diploma Programme complete and submit to the DP coordinator a DP application form (in English). They are expected to make a preliminary choice of DP subjects that will meet the requirements for the full Diploma, propose CAS activities, write a personal statement describing their educational and personal background, in which the students also justify their decision to take the Diploma, and obtain a recommendation from their form teacher to start the DP. The recommendation should be based on the form teacher's estimation of the student's readiness to pursue the programme in terms of knowledge and skills, which is supported by the results of competence tests students have taken prior to application. Candidates to the Diploma Programme select their DP subjects from the list of subjects offered by the school, which can be accessed on the school website. 3 subjects need to be chosen at a standard level and 3 should be chosen at a higher level. It is possible that students can choose 4 subjects at a standard level and 2 subjects at a higher level. However, it is recommended for students who will need such a combination of subjects for future university application purposes.

6.2 Interview with the Diploma Programme Coordinator and the school Counsellor

As part of the application process, after taking competence tests, including the English placement test, and receiving feedback and recommendations from subject teachers and the form teacher, the candidates to the Diploma Programme are required to participate in an interview with the DP coordinator and the school counsellor. The aim of the interview is to help the student with the final choice of DP subjects so that it fits both their competencies and future university admission requirements. During the interview application forms are verified and missing information is completed and the candidate has a chance to clarify any doubts that may have arisen with regard to the start of the Diploma Programme and the IB requirements for the award of the Diploma.

6.3 Academic achievement

6.3.1 Internal students

For internal students a minimum final grade of 3 (in the Polish grading scale 1 - 6, with 6 as the highest grade) is required if the candidate wants to take a subject at a standard level, and a minimum grade of 4 is expected if the candidate wants to take a subject at a higher level. Those

internal students who meet the above requirements and have received recommendations from their form teacher and DP coordinator based on competence tests results, and accept the school regulations and policies relating to the IB Diploma Programme, become participants of the programme. The school has the right to refuse a candidate to be admitted to the DP if their general attitude and approach is not aligned with the IB philosophy and mission. This also pertains to the candidate's family as the programme requires collaboration and engagement from both sides.

6.3.2 External students

The same requirements concerning academic achievement as for internal students apply.

6.4 Competence tests

In order to verify internal students' current knowledge and skills and guide them well in the subject choice process, competence tests are organised in the summer term in the subjects of students' choices for both standard and higher level. The tests are scheduled for students of grade 2 in April over the period of one or two weeks. The results of the tests constitute feedback for students and their parents/legal guardians on their performance in the chosen fields and chances of success in studying a particular subject. The results of the tests are first discussed in a DP Faculty meeting and then consultation hours are held for parents and students at the school so that they can find out what the current level of the student's competence is in a given subject and what needs to be done to improve their performance and stand a better chance of success in the DP.

6.5 Language requirements

Since English is the main language of instruction in the Diploma Programme (excluding the candidate's mother tongue they will use to learn Language A Literature), it is required that a candidate to the DP, on completion of grade 2 of secondary school, will have at least B2 level of English language. This is verified with a written English placement test. The test is later followed by an interview in English to evaluate the candidate's fluency in spoken English. Candidates are welcome to take the written test and attend an interview at any time during the year preceding entering the DP on the condition that it will be arranged earlier with the DP coordinator. It is advised to take the test early enough prior to the start of the Diploma Programme in order to ensure additional time to retake it if the result is either not satisfactory for the candidate or does not meet the school's language requirements.

6.6 Admission of external students to DP Year 1

For external students that wish to start the IB Diploma Programme Year 1, competence tests are organised as part of the admission process first in Polish, English and Mathematics (in case of foreign candidates who will not take Polish A Literature, Polish competence test in literature is not obligatory), and later in other subjects of the candidate's choice on the condition that the candidate has learned these subjects in their current school. The results of the tests constitute feedback for candidates and their parents/legal guardians on their performance in the chosen fields. The results of competence tests, the candidate's academic achievements so far confirmed in their annual school certificates or reports, and their level of English are discussed during an appointment with the DP coordinator to advise the candidate and guide them in the best possible subject choice that will contribute to the award of the IB Diploma and will be required for future university admission purposes.

7. Learning contract and fees

After successfully meeting all the requirements and becoming acquainted with the rules of participation in the Diploma Programme and all relevant school policies and regulations, the candidate's parents/legal guardians sign a learning contract with the school. Additionally, both the student and their parents/legal guardians sign a statement saying they are aware of the rigorous nature of the Diploma Programme, have read and understand all regulations with regard to the programme, and accept the obligation to meet both internal and external academic deadlines and any consequences that may arise from not complying with the school and/or IB rules and regulations.

Both the learning contract and the statement are signed in two copies - one for parents/legal guardians and one for the school.

The learning contract specifies the fees for participation in the Diploma Programme and the current cost of IB examinations. The school fee may be raised once a year. The IB fees are determined by the IB and information about current IB fees is updated on a yearly basis. In case the governing body decides to raise the school fee, parents/legal guardians will be notified about it at least two months in advance. In case of a rise in IB fees pertaining to IB examinations, the school will notify parents/legal guardians as soon as it has received such information from the IB.

8. Links to other school policies

This policy has been produced in alignment with the school Assessment policy, Language policy, Academic integrity 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.

9. Access and admission 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. Additionally, it is verified whether the rules stipulated in the policy are clear to students and parents. Surveys can be used to gather feedback from these stakeholders. The policy is reviewed at the annual general meeting of the school DP Faculty, during which the admission rules are discussed, their transparency and effectiveness are assessed, and any necessary changes are introduced to the document with the effect from 1 September the following school year. Yet in order to introduce any urgent amendments, a special meeting can be summoned at any point in the school year. The last review meeting was held on May 7, 2024.

10. Access to Admission policy

The policy may be accessed on the school's website, via the school's e-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. In an electronic version it is stored for the school community reference on a shared Google cloud named 'IB Diploma Programme.'

Whenever the policy is updated, a new version is made available in the above-mentioned places.

Before submitting an application form to the Diploma Programme both the candidate and their parents/legal guardians are expected to become familiar with the rules stipulated within the policy.

At the start of the Diploma Programme both DP students and their parents/legal guardians sign a statement that they have read and understand the access and admission policy along with other school policies and regulations concerning participation of students in the Diploma Programme.