

Admission into primary school

The following describes the procedure of admission into first grade of DBSAA as well as the admission process into second to fourth grade of DBSAA primary school.

Principles of admission

1. Affiliation to an appropriate group of people relating to the profile of the school

Students with high affinity to the German language and culture will be admitted to DBSAA. This is proven by:

1. Children with German, Swiss or Austrian passports (or other German-speaking countries) or children who are German native speakers
2. Children with at least one German parent
3. Children of alumni
4. Children who at least spent a year in Germany
5. Children with adequate German language proficiency
6. Children who switch from another DAS, DPS or DSD school
7. Children whose siblings are already enrolled at DBSAA

Exempt are students who, due to physical and social-emotional disorders or rather conspicuousness, cannot be adequately instructed at DBSAA (e.g. blind students).

As long as capacities are at hand, children whose parents have sufficient knowledge of the German language or whose parents work for a German employer can be admitted.

Only in exceptional cases (e.g. when parents can prove that they have to relocate to Germany due to work) can other children also be considered for admission.

2. German language certification

Prerequisite for admission is the participation in a language proficiency test at DBSAA if it can be arranged before admission, or another proof of language proficiency (e.g. certificate of last school). If the participation in a language proficiency test before admission is not possible, it will take place at the earliest possible time.

3. Other requirements

1st grade:

Generally, a child can be admitted if it fulfills following requirements:

- a) Reaching the age of 6 until June 30 of the school enrollment year – „Possible“-Children until October 31.
- b) Submission of an attestation regarding physical proof of school readiness (the physical school readiness will be determined by a doctor).

2nd – 4th grade:

Generally, a child can be admitted if it fulfills following requirements:

Submission of a certificate of the school last visited which confirms a successful school attendance.

Kindergarten and primary school recommendations

1. Justification and goals

The primary school of DBSAA is a school which is composed by children with very heterogeneous learning requirements. Children with different cultural, social, linguistic and cognitive skills are enrolled in our kindergarten and primary school classes.

To make collective learning at primary school successful, learning requirements are already observed and documented at pre-school.

For a primary school admission at DBSAA, children have to fulfill so called school maturity criteria.

Those criteria are to be allocated to following development areas:

1. Social-emotional development
2. Work habits and work organization
3. Linguistic development (specifically German)
4. Cognitive development
5. Motor development

The pre-school provides an important contribution through comprehensive and targeted pedagogical offers to support school readiness of every child. Specifically criteria of the development areas 1 and 2 represent an important basis for learning in open learn settings, as such is aspired in our primary school. Good requirements in those two development areas make it easier for children to fully develop their cognitive and linguistic potential.

On the basis of **detailed development and support sheets** the development process of every child is observed and documented in close cooperation between pre-school teachers and the primary school coordinator. Development areas in which a child needs support will be marked in those development sheets and concrete support measures will be stated.

A competency oriented and strength oriented procedure forms the basis of such an individualized support.

The documentation of single development targets serves as the basis of an individual support plan. As a result, each child can be assisted and supported in the best possible way regarding its own development profile. The goal is to facilitate an age appropriate enrollment into primary school of DBSAA for *possibly every child*. The documentation and adjustment of the individual support measures represents an imminent, year-round process. *Development conversations* with parents should show in which areas the child has already acquired good requirements for successful school learning. In addition, areas in which the child can still develop will be addressed, and suggestions for domestic support will be made.

In rare cases, it is possible that a considerable *demand for special needs education support* is suspected for a child. DBSAA has limited resources at its disposal to diagnose such cases. The involvement of external experts is recommended in this case.

In such a case it will be discussed with the parents *if DBSAA offers the appropriate framework requirements* for successful schooling. If the need for support exceeds the support resources of the school, parents have to provide for the additional needed support.

The *development and strengthening* of good learning requirements for an enrollment at DBSAA should be *the main goal of pre-school activity* for all kindergarten children.

The records kept through the development sheets of kindergarten will serve the primary school teacher as a starting point for individual learning support of first graders from the beginning. An intensive collaboration between pre-school and primary school is therefore the basis.

Aside from detailed observation and support of learning requirements, informal and standardized procedures for surveying learning requirements in a few cognitive as well as linguistic areas, will be conducted during the school year at pre-school. This also *serves the support planning*.

In summary, we can conclude that a possibly successful enrollment at DBSAA should be ensured through three measures:

1. Documentation of learning requirements that are accompanied by learning and definition of development supporting measures
2. Application of standardized and informal procedures regarding diagnostic of single cognitive and linguistic learning requirement for the sake of individual support planning
3. Consultation with parents

2. Implications

At the end of pre-school, parents will receive a concluding recommendation regarding future education. If the summarized recommendation of teachers is to not continue at DBSAA due to social-emotional issues (e.g. not age appropriate aggressive conduct), the child will not be admitted to primary school. In all other cases of recommendation to not continue education at DBSAA, the child will still be admitted to primary school if

- a) the parents confirm in writing that the admission is carried out contrary to the recommendation of the school
- b) the parents commit to, in writing, organize additional support if deficiencies cannot be fully minimized even after an additional support by the school
- c) the parents confirm in writing, that they have taken note of the transfer regulations of DBSAA.

Ruling

The head of school will decide about the admission in consultation with teachers.

Admission into kindergarten and pre-school

The following describes the procedure of admission into kindergarten and pre-school of DBSAA.

Principles of admission

1. Affiliation to an appropriate group of people relating to the profile of the school

Students with high affinity to the German language and culture will be admitted to DBSAA. This is proven by:

1. Children with German, Swiss or Austrian passports (or other German-speaking countries) or children who are German native speakers
2. Children with at least one German parent
3. Children of alumni
4. Children who at least spent a year in Germany
5. Children with adequate German language proficiency
6. Children who switch from a kindergarten or pre-school of another DAS, DPS or DSD school
7. Children whose siblings are already enrolled at DBSAA

Exempt are students who, due to physical and social-emotional disorders or rather conspicuousness, cannot be adequately instructed at DBSAA (e.g. blind students).

As long as capacities are at hand, children whose parents have sufficient knowledge of the German language or whose parents work for a German employer can be admitted.

Only in exceptional cases (e.g. when parents can prove that they have to relocate to Germany due to work) can other children also be considered for admission.

2. Age

In general, a child can be admitted if it has reached the age of 3 until June 30 of the enrollment year – „Possible“-children until October 31.

3. Admission discussion/contract

In a discussion with kindergarten, respectively pre-school management, parents will receive information regarding the overall concept of the school, possibilities, boundaries and cost of additional support in case of relevant need of support or rather integration, to be filled forms, transfer regulations, infection protection law, admission of students into primary school, school fee regulation and, if applicable, admission criteria. The notice and receipt of “principal instruction” has to be confirmed by the parents through a contract.

Fundamentals for enrollment in kindergarten and pre-school

A possibly successful enrollment at DBSAA should be ensured through three measures:

1. Documentation of learning requirements that are accompanied by learning and definition of development supporting measures
2. Application of standardized and informal procedures regarding diagnostic of single cognitive and linguistic learning requirement for the sake of individual support planning
3. Consultation with parents

Ruling

The head of school will decide about the admission in consultation with teachers.

Admission into secondary school

The following describes the procedure of admission of new students into secondary school of DBSAA.

Principles of admission

1. Affiliation to an appropriate group of people relating to the profile of the school

Students with high affinity to the German language and culture will be admitted to DBSAA. This is proven by:

1. Children with German, Swiss or Austrian passports (or other German-speaking countries) or children who are German native speakers
2. Children with at least one German parent
3. Children of alumni
4. Children who at least spent a year in Germany
5. Children with adequate German language proficiency
6. Children who switch from another DAS, DPS or DSD school
7. Children whose siblings are already enrolled at DBSAA

Exempt are students who, due to physical and social-emotional disorders or rather conspicuousness, cannot be adequately instructed at DBSAA (e.g. blind students).

As long as capacities are at hand, children of which a high achievement potential can be expected and whose parents have sufficient knowledge of the German language or whose parents work for a German employer can be admitted.

Only in exceptional cases (e.g. when parents can prove that they have to relocate to Germany due to work) can other children also be considered for admission

1. Proof of language proficiency in German

Requirement for admission is the participation in a language proficiency test at DBSAA, if it can be arranged before school enrollment, or another proof of language proficiency (e.g. certificate of last school, DSD language certificate). If the participation in a language proficiency test before admission is not possible, it will take place at the earliest possible time.

Permission of advancement

The permission of advancement has to be confirmed by the submission of a certificate of the last visited school.

Parents have to confirm that the transfer regulations have been noted.

Support Measures

The DBSAA is a school which is composed by children with very heterogeneous learning requirements. Children with different cultural, social, linguistic and cognitive skills are enrolled at DBSAA.

Demand for support can possibly occur due to change of school. This circumstance is accommodated insofar that DBSAA offers a framework of possibilities for personal support and integration measures, specifically in German as a subject. Cost in respect to additional demand for support has to be paid by the parents. If the demand for support is known before admission, e.g. as a result of the language proficiency test, concrete measures will be arranged in a discussion between school management, parents and possibly a consultancy teacher. If the demand for support is not known before admission, it will be determined in a class conference as soon as possible. Consequently, in a discussion between school management, parents and possibly a consultancy teacher, concrete measures will be agreed upon.

Ruling

The head of school will decide about the admission in consultation with teachers.