



**Progressive
Primary
school 1
Sofia**



Admission Policy

in Primary Progressive School 1 - Primary Stage (PYP)

Content:

1. Our guiding principles
2. Admission Policy
3. Process, steps and feedback in the admission procedure
4. Admission criteria
5. Training without paying a fee
6. How we welcome newly admitted students and families
7. IB Admissions Standards and Practices

1. Our guiding principles

Bulgarian progressive schools build a community whose core value is unconditional love and acceptance, striving to create an atmosphere of cooperation and collectivity. We welcome all students and their parents who share our values and attitudes, who are motivated, open-minded, international-minded, ready to take on the challenge of our academic program and to collaborate as members of the school community.

We believe that choosing the right school is one of the most important decisions in a young person's life. The Student Admissions team at Progressive School are committed to ensuring that applicants and their parents are well consulted and advised so that they can make a confident and informed choice. As a school community, we follow an open and inclusive admissions policy, welcoming students from diverse backgrounds and talents and abilities. From our perspective, the most important factors in the admissions process are the family's conscious choice of a Progressive School and that we believe we are the right school for them.

2. Admission Policy

Policy Principles: We accept students who we believe will succeed academically and socio-emotionally at our school. We make decisions that are in the best interests of our school, students and new applicants.

Balance: We ensure that we consider applicants from different communities and cultures, striving to maintain balance in the school.

Open-mindedness: We ensure that we consider applicants equally, regardless of their nationality, race, sex, colour, religion, belief or special needs.

Care: We treat all applicants with courtesy and consideration, ensuring clear and timely communication and feedback, a safe and appropriate environment for school orientations, etc.

3. Process and steps in admission procedure

Admission to the school is carried out according to the admission plan agreed with the School Board and accepted by the Pedagogical Council. All applicants enjoy the same rights, with the exception of siblings of current pupils of the school, for whom the school provides places under an educational service contract.

Steps of the admission procedure

Step 1: Submit a request for interest through the contact form. When applying for admission, the applicant's mother tongue is checked in order to ensure adequate support for the inclusion of the child/student.

2.step: Receive feedback from the school after receiving the application form. In this feedback, an information brochure is sent to the school.

Step 3: Send invitations to parents for meetings. A questionnaire for parents is sent along with the invitation.

The school sends invitations to parents with detailed information about the meetings. Meetings will take place at the school. The child enters the group of the current class.

Step 4: Familiarization meeting

The purpose of this meeting is to establish the needs and interests of the child and the expectations of his family in order to make the most favorable decision to support his development. During the meeting, the child interacts with the other children, with the teachers, with the classroom environment. Pedagogical diagnostics on the level of his school readiness are also carried out.

On the same day, parents have a 30-minute meeting with school representatives to discuss values, attitudes and expectations.

Step 5: Feedback and enrollment decision.

Step 6: Submission of an application for enrollment and additional meetings and consultations.

Step 7: Conclusion of a training contract.

Feedback after admission procedure

After each admission procedure, personal feedback is given to each family, which includes:

- observations of the teacher about the level of mastery of the learning material, which is appropriate for the age of the child
- psychologist's observations related to group interaction, teamwork skills, skills to follow instructions
- feedback from the school team who have held a meeting with the family

Based on all these observations, a decision to enroll the child in school is discussed with the family.

4. Admission criteria

The general criteria for admission to the school are sharing common values and attitudes with the family and the ability of the school to provide adequate pedagogical and resource support to the child.

Detailed admission criteria for children

- SCHOOL READINESS
 - Work with didactic materials
 - Worksheets
- SCHOOL Maturity
 - Adaptation to a new environment
 - Communication and relationships with peers and adults
 - Managing emotions
 -
- SPECIAL EDUCATIONAL NEEDS
 - Appropriate environment and resource provision for inclusion
 - Capacity in the respective class relative to already admitted children with special needs
 - Willingness of the parents to provide an additional specialist to support the child, agreed with the school
 -

Detailed criteria for parents joining the community

- Willingness to trust the educational model and the school as a professional organization
- Respect and ethics
- Adequate understanding of the development of the child as a complete person
- Respecting the child's personality, ensuring freedom and supporting his development as an independent person
- Willingness to share common responsibility for the child's development and participate in the life of a learning organization
- Readiness for learning and change in the family
- Honesty and openness

5. Tuition free of charge and admission of children with special educational needs

5.1. Children and students are educated free of charge according to the legally established minimum threshold of 20 percent, which is formed by the total number of children and students accepted in the preparatory group and first grade in the school during the specific academic year.

Eligible criteria for tuition fee exemption are:

- Difficult financial situation of the family.
- Death of a parent occurred after the child was admitted to the school.
- Life-threatening illness and/or high rate of disability of a family member that occurred after the child was admitted to the school.
- Students with special educational needs.
- Gifted students.
- Brothers and sisters of children studying at the school, in difficult financial situation of the family.

- Children with at least one parent working in the school education system.

The costs for the school fees of the children approved by the committee are covered by state delegated funding for the relevant school year. The number of children is subject to adjustment when the number of educated students changes according to the calculation criteria set.

5.2. Reception of children with special educational needs

It is carried out on individual request. The school reviews documents and expert decisions previously requested by the family. All documents are reviewed by a psychologist and resource teacher under strict confidentiality.

After an initial review, the school decides whether it has the necessary resources to support the child and whether it can provide a suitable environment for the child's learning and development. If this is not possible, the admission procedure will not proceed.

6. Welcoming newly admitted students and families

Before the first day of school

- All new parents and students are invited to meet the class teacher and class teachers.
- All newly admitted families receive detailed information about the school's policies, rules and standards.
- All newly admitted families get access to an online platform through which parents can monitor the educational process.
- All newly adopted families receive the contact information they need and instructions on how to use it.
- In case of admission of a child during the year, we take care of smooth introduction and informing the community about its new member.
- When a child is admitted during the school year, a plan for the child's adaptation to the class is made by the class teachers and a psychologist. Observations by a psychologist are planned in the class with support for both the new child and the class.

7. IB Admissions Standards and Practices

Our admissions policy has been aligned with the new IB standards and practices that came into effect in October 2020. Please note the related standards below:

Culture 1: The school provides access to an IB education for the widest possible range of students. (0301-01)

Culture 1: The school secures access to an IB education for the broadest possible range of students. (0301-01)

Culture 1.1: The school implements and reviews an access and/or admissions policy that clearly describes the conditions for participation in the school's programme(s). (0301-01-0100)

Culture 1.2: The school provides relevant support materials, resources and structures to promote access to the school's programme(s) for as many students as reasonable. (0301-01-0200)

Culture 1.3: The school provides opportunities to access the programme(s) for the broadest possible range of students. (0301-01-0300)

The policy was created in the 2017/2018 school year with the participation of all primary teachers. The policy is reviewed each year before the start of the admissions process and the review involves primary teachers, the PYP coordinator, the psychologist and the head teacher. The policy is published and any change results in an update.