



Privatschule der Deutschen Botschaft Ankara  
Ernst-Reuter-Schule



## ***ERNST-REUTER-SCHULE***



***Privatschule der Deutschen Botschaft (ERS)***

***Ankara***

***The Private School of the German Embassy(ERS) -Ankara***

**International Baccalaureate**

**Diploma Programme**

**IBDP 2023-2024**

**“ Admission Policy “**





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## *Privatschule der Deutschen Botschaft (ERS)-Ankara*

### *The Private School of the German Embassy -Ankara*

#### ***Admission Policy:***

The ERS-School in Ankara is one of the smallest German foreign schools. However, due to increasing registration numbers, special restrictions, and legal status issues, regulations regarding the admission process and admission criteria are necessary.

#### ***Absorption Capacity:***

The school's absorption capacity is primarily determined by the size of the classrooms and care rooms, which dictate the maximum numbers of students. The total capacity of the kindergarten is therefore 45 kindergarten children (including those in the crèche), with the reception capacity of the crèche (U3) limited to 12 children. The admission capacity for school years 1 – 12 depends on the available classroom sizes, and as a result, it may vary for each school year.

#### ***General Information on the Admission Process:***

If there are more registrations for the kindergarten/school year than there is capacity, the headmaster will make decisions based on the individual and organizational framework conditions, giving special consideration to German language proficiency during the admission process. Students without sufficient German language skills may only be admitted to kindergarten and possibly primary school. Admission to primary school is typically on a probationary basis. After half a school year, the headmaster, with input from the class conference, will decide whether the student is likely to attain a level of German language proficiency by the end of the school year that would enable them to perform adequately in the following academic year. Parents should be aware that private German lessons may be necessary.



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## ***Special Admission Criteria:***

### **1. *Preschool:***

Children are eligible for admission to the kindergarten's preschool if they have reached the age of five by June 30th prior to the start of the kindergarten year. Legal guardians of children who will turn five by September 30th of the kindergarten year and are older than this age may submit an informal written application for enrollment in the preschool group. This application must be submitted to the kindergarten management no later than June 30th. In such cases, the kindergarten management will assess the child's social, emotional, motor, language, and cognitive development levels. The headmaster will make the final decision regarding the child's admission to the preschool group after consulting with the kindergarten management. Admission for children turning five after September 30th is not possible.

### **2. *First Grade of Primary School:***

All children entering the first grade of primary school must have turned six years old by June 30th prior to the start of the school year. Legal guardians of children who will turn six by September 30th of the first school year may submit an informal written application for admission to primary school. This application must be presented to the Primary School Coordinator no later than June 30th. In such cases, the Primary School Coordinator will assess the child's social, emotional, motor, language, and cognitive development levels. The headmaster will then make a decision regarding the child's admission to the first grade after consulting with the Primary School Coordinator. Admission of children turning six after September 30th is not possible.

Children who have not attended Ernst Reuter Kindergarten in the last two years, attended school in Ankara, and whose native language is not German, Ernst Reuter School Ankara will conduct a language proficiency and school suitability analysis before admitting the child to the first grade. After assessing the analyses, the school management will decide whether to admit the child on probation or not admit them to primary school at all. If admitted on a probationary basis,



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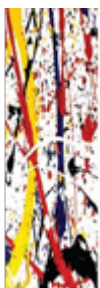
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additional support for German language acquisition may be provided within the home environment. Parents are informed of their special responsibilities. Registration will only take place during holidays, and the language proficiency and school suitability analysis will be conducted during the last week of vacation.

***German IB (GIB):***

Students are admitted to the German IB International Baccalaureate (GIB) program upon the request of their legal guardians, This enrollment is contingent upon the legal guardians having obtained the qualification for transition to the upper secondary level (gymnasiale Oberstufe) or an equivalent qualification by the end of Grade 10. In cases where this requirement is not met, students may, upon a specifically justified request from their legal guardians, be provisionally admitted after a prior documented consultation involving the student, Grade 10 class teacher, legal guardians, IB coordinator, and school principal. Participation in IB1 may be voluntarily repeated once. Direct admission to IB 2 is not permitted.

| <b>For students at ERS-Ankara:</b>  | <b>For students form other schools:</b>  |
|---|--|
| Students who have passed the qualification C (central final examination for high school students) at the end of the 10th grade and thus obtained the authorization to transition to the upper level of high school. | Promotion to the upper level of high school for students from non-German schools, provide an equivalent qualifying certificate.  |
| Students who have passed the qualification B (central final examination for secondary school students/"Realschule") at the end of the 10th grade and have an average grade of 3.0.                                  | Qualified secondary school leaving certificate with an additional note "Authorization for entry into the upper level of high school" For students from non-German schools, provide an equivalent qualifying certificate. |



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As an indicator of successful participation in the IB Diploma Programme, grades at the end of the 10th grade can be used. Generally, students participating in the IB programme are expected to have good knowledge of German and English, as well as at least satisfactory performance in the subjects taught in the IB.

Students who do not meet the above-mentioned criteria may be conditionally admitted to the IB on a probationary basis. At the end of the first semester, the class conference decides whether the student can continue to participate in the IB.

When enrolling in the IB Diploma Programme at ERS-Ankara, students and their parents or legal guardians sign a contract informing them that if the conditions described in this document are not met, it cannot be guaranteed that the student will obtain an IB Diploma.

For students transferring to ERS-Ankara during the 11th or 12th grade, who previously attended another IB school, it must be ensured that the subject choice matches that of ERS-Ankara. Otherwise, the student must be downgraded to IB1 and repeat the school year.

The following skills are required for successful participation in the IB, among others: • Good language skills in both written and oral **German (C1)** and **English (B2)** • A high level of self-management skills:

1. Organizational skills – effective time and task planning, goal setting, etc.
2. Affective skills – managing emotional states, self-motivation, resilience, mindfulness, etc.

### ***Admission procedure:***

#### ***1. Admission at the beginning of the school year:***

Regarding admission for the upcoming school year, the headmaster will make decisions based on all applications received by March 30th. Complete registration documents must be submitted by this date. The decision on admission will be communicated in writing to the legal guardians no later than May 1st. If complete registration for the start of the school year



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is not finalized until after March 30th, admission can only be considered based on available capacity after the completion of the regular admission process.

### **2. Student admission during the year :**

For student admission during the current school year or after the official admission process for the start of the school year has ended, the headmaster will promptly make decisions based on available capacities upon receipt of complete registration documents.

Legal guardians will be promptly notified of the admission decision in writing.

### **Free Places:**

If individual registrations cannot be accommodated within the regular admission process for kindergarten and corresponding school years, the school will maintain waiting lists. When a place becomes available, it will be allocated as soon as possible. The allocation of places does not occur based solely on the time of receipt; rather, an essential selection criterion is the proficiency level in the German language.

### **School type Classification:**

From year 7 onwards, the head of school makes decisions regarding the appropriate type of school as part of the admissions process. Legal guardians whose children come from the German domestic school system and for whom no school type classification is available (e.g., integrated comprehensive school) should provide information to the school management and submit registration documents along with a school type recommendation from the transferring school.

### **Registration Fee:**

Upon official notification of acceptance of a student by the school, the child's legal guardians will receive a payment request for the registration fee. This fee must be paid into the school account within 14 days. The registration becomes binding upon payment of the registration fee. Failure to pay the registration fee on time will result in forfeiture of the school place, which may then be given to another student if necessary. The registration fee is non-refundable, even if the school place is not accepted.



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