AISC Admissions Policy

The American International School (AISC) provides a high-quality Kindergarten to Grade 12 educational program offering both an American College Preparatory and the International Baccalaureate Diplomas. Using an American and International curriculum, AISC empowers learners to achieve educational excellence, nurture personal well-being, and become responsible global citizens who positively impact the world.

We know that choosing the best school for your child is one of the most important decisions you will make. For over 35 years, AISC has been providing an outstanding, progressive KG-12 education through high-quality teaching and learning to local and international families. AISC is fully committed to providing its families with a high standard admissions process so we may together make the best and most appropriate decisions for your child.

Applications for admission are accepted throughout the year. We have open enrollment policies to support families who transfer to AISC from schools around the world. AISC accepts all students who meet the admission requirements as outlined in this document provided there is availability in the grade they are applying for, and any learning support services they need to succeed are available.

Statement on non-discrimination:

The American International School in Cyprus accepts and respects students regardless of race, nationality, gender identity, sexual orientation, or religion. AISC serves children whose parents work in embassies, other areas of the diplomatic corps, international corporations, private businesses, the United Nations, as well as local families who desire an American/international educational program for their children.

Residency Requirements

AISC may ask for proof of the students' legal residency in Cyprus, as part of the admission process. Students without residence permits cannot be admitted to school. It is the families' responsibility to obtain proper documentation prior to their arrival in Cyprus. AISC does not provide distance learning / online education. Please contact the Cyprus Civil Registry and Migration Department for further assistance, as AISC does not assist families with visa or residence permit applications.

Parental Supervision and Guardianship

AISC students are not permitted to live alone. Parent supervision and support are vital to student success in school and to their health and general well-being. Students are admitted to AISC only if they are living with a parent or a legal adult guardian. Anyone designated "guardian" by the student's parents must be interviewed and approved by the Director. If a student is living with a guardian, the parents must contact the school at least monthly. A letter stating the living arrangements for the student must also be provided by the parents and filed with the Director.

English Language Requirements

- AISC accepts students with no previous experience in English from grades KG3-Grade 5, provided they have met grade level expectations in their native tongue. Elementary students who are new to English, are required to enroll in the English Language Learners (ELL) program that takes place during the school day. Assessments for the ELL program take place in August of each year. All families are referred to the AISC Language Policy and the AISC Tuition Fee Schedule for the additional costs that apply for this program.

- Non-native English-speaking students applying for a seat in Grades 6 through 12 are required to take an English Language Learner (ELL) Placement Assessment to determine fluency levels in oral language, reading, writing, and listening domains

an Esol Education school

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prior to enrollment. All families are referred to the AISC Language Policy and the Tuition Fee Schedule for the additional costs that apply for this program.

Age and Grade Policies for Placement

Kindergarten (KG3/KG4/KG5)

- All students applying to the school, from 3 years of age onward, must be fully toilet trained at the time they start school.
- Students must be 3 years of age before September 1st of the current school year for a KG3 placement.
- Students must be 4 years of age before September 1st of the current school year for a KG4 placement.
- Students must be 5 years of age before September 1st of the current school year for a KG5 placement.

Elementary (Grades 1-5)

- Grade 1 Placement: Students must be 6 years of age before September 1st of the current school year.
- Students for other grade levels are placed in the grade that most nearly aligns with their previous academic history, also taking into account the chronological age of the student.
- Students transferring from a British-based system who have attended Reception and are about to begin Year 1 and are 5 years old by September 1st of the current school year of enrollment will be placed in KG5. Year 2 students who are 6 years old by September 1st of the current school year of enrollment will be placed in Grade 1.
- Students who follow a January to December school year will be enrolled in the grade level they last completed. In all decisions, the student's likelihood of success will be a key factor.

Middle and High School (Grades 6-12)

- Students applying for admission to the High School program must demonstrate the potential to graduate from High School before they reach twenty (20) years of age.
- All applicants applying for Grades 6 to 12 must complete math and English assessments as part of the application process for admission and/or placement decisions. The assessment helps us determine math levels and evaluate literacy skills before enrollment.
- Students who follow a January to December school year will be enrolled in the grade level they last completed. In all decisions, the student's likelihood of success and credits earned will be key factors.
- Students in Grades 10, 11, and 12 will be placed according to their accumulated credits. Credit is awarded for the successful completion of a course from a US-accredited educational institution or other approved internationally accredited institution. Students may transfer a maximum of 7 credits per year from non-American curriculum schools.

Please note that the Republic of Cyprus Ministry of Education, Sports and Youth has passed a decision that students must complete the grade-level required age before September 1 of the year during which they will enroll in school. For this reason, AISC's Director of Admissions will work closely with each family in determining the appropriate grade placement for each applicant.

Policy on Administering Assessments to Determine Grade Placements

Students entering KG3/4/5 through grade 5 are not formally assessed for grade placement prior to admission unless their application indicates that further screening is required. Further screening may be required if a) a child has not had any previous schooling experience; b) a child has been home-schooled; c) a learning disability or difficulty is present; d) a child is not a native English speaker and AISC needs to assess his/her level of English proficiency (see the AISC Language Policy) prior to enrolment. Further screening will be conducted by the Literacy Coordinator or appointed teacher in the Elementary school. Middle and High School applicants are assessed using curriculum-based assessments to determine math levels and to evaluate literacy skills. Applicants who are non-native English speakers must take an on-site English Language Learner (ELL) Assessment (see the AISC Language Policy) prior to admission.

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Learning Support Services

AISC strives to be an inclusive school with a range of student academic levels. The primary goal of the Learning Support Services Department is to provide additional assistance to students who need academic support. This may include support for students with mild learning difficulties/disabilities, as well as support and programs for students whose native language is not English. The Learning Support Services Department also monitors student progress and ensures that qualifying students receive the necessary accommodations/modifications in their classroom settings. This involves regular communication and ongoing collaboration with subject and classroom teachers. It is the policy of the school to meet students' needs through pull-out or inclusion support with the Learning Support teacher. The type and amount of, and whether learning support provided is subject to annual review. In the case where a specific need has not been previously identified, the school will review the situation. Please refer to the Tuition Fee Schedule for the additional cost of these services.

English Language Learners (ELL)

Students in need of English Language Learning (ELL) support are identified by screening that takes place before they may start classes. Results of the assessment will determine the amount of ELL support. Emphasis is placed on learning English in context through differentiated instruction. Beginning and intermediate ELL students will receive both a resource-based and inclusion-based program. Resource-based support involves one-to-one or small group instruction occurring outside the main classroom. Inclusion-based support involves one-to-one or small group instruction occurring inside the main classroom setting.

The AISC Language Policy communicates our school's beliefs, language program and pedagogy and practice for how languages are valued, taught, acquired, and encouraged across our school learning community. Our Language Policy shapes our admissions policies and teaching practices, and it provides a framework for how our school supports our internationally minded community of learners, in alignment with our school's guiding statements and the IB Learner Profile.

With more than 50 nationalities and 35 home languages across the AISC community, our school strives to inspire students to be culturally aware and to demonstrate a respect for multilingualism and diverse ways of thinking. Many of our students are constructing knowledge in a language that is not their mother tongue. We feel it is important to have a language policy because it keeps everyone focused on the priority of promoting inter-cultural understanding. A Language Policy reminds our community that we have a great appreciation for students who learn and communicate in more than one language. At AISC, we strive to guarantee equal access to our English curriculum, encourage and support mother-tongue development and offer as many additional languages as possible for all learners and community members. As part of the admissions procedures, parents are asked to read the School's Language Policy found on the School's website, https://www.aisc.ac.cy/academics/learning-support-centre/.

Students with Learning Difficulties/Disabilities

All students attending AISC must be able to successfully engage in the mainstream classroom. Students who need more learning provisions to access the curriculum successfully will be given a range of relevant Learning Support (LS) interventions. AISC requires a copy of the child's psycho-educational evaluation (not older than 3 years old), IEPs or any other reports if a student has been diagnosed with any disability.

To determine whether AISC can meet a student's individual learning needs, the child's learner profile will be carefully considered by the expertise and resources within the school. This means students with additional learning needs are accepted into the school case-by-case. Additional external support or specialist resources may be considered necessary for the school to make appropriate provision for the student.

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Disclosure Clause

Please be advised that any placement at AISC is conditional (a) upon the continued correctness of the information given and on the basis that no pertinent information was withheld and (b) upon our assessment of the applicant's ability to perform satisfactorily in the grade level and/or program assigned.

All information provided must be accurate and all educational, psychological, physical, and medical information pertinent to the education of the student at AISC is disclosed. Any change in the information provided will be promptly provided to AISC. The acceptance and placement are always conditional upon the correctness of all information given and that acceptance and placement may be revoked in case any information given is or becomes incorrect or in any case where any pertinent information is not disclosed.

Length of Admissions

Students can only be admitted to the school if they intend to attend for at least one semester.

Application Process

AISC reviews applications on a "rolling admissions" basis and therefore does not have an application deadline. Admission to AISC is based upon previous school records, the student's completed application, AISC's confidential school recommendations, standardized test scores and an admission assessment. The decision as to whether admission is granted is ultimately the school's.

STEP 1: Complete an Application for Admissions form and submit ALL required documentation on our online admissions module Open Apply, https://aiscyprus.openapply.com/. Only online enquiries via our admissions module Open Apply will be considered. Documents by email are not accepted.

STEP 2: Settle the Application Fee of €250 per applicant (non-refundable and non-transferable) through a bank transfer, card, cash, cheque or by using the JCC link https://www.jccsmart.com/businesses/43122027. Applications can be processed only upon receipt of requested documentation and receipt of the Application Fee. Please indicate the transfer for the fee in the name of the student and upload a copy of the transaction on the student's application on Open Apply. For further Tuition Fees information please directly contact the Business Office, on 22316345 ext 116 or at business@aisc.ac.cy

STEP 3: The school will process the student's application within 30 school days after all required materials are submitted. Please note that applications cannot be processed during Winter, Spring and Summer Breaks as the school is closed. Applicants may also be asked to complete assessments to determine grade placement and/or need for support services.

STEP 4: We will contact you when the student is admitted to AISC. To accept the placement please settle the Registration Fee of €500 per applicant (non-refundable and non-transferable) through a bank transfer, card, cash, cheque or by using the JCC link https://www.jccsmart.com/businesses/43122027. Placements at AISC are provisional until all documents requested have been uploaded on our admissions module Open Apply and time has been given for the school to review. Please note students cannot attend class with incomplete paperwork.

STEP 5: Sign and return the Tuition Fee Agreement as required by the Ministry of Education.

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Documentation

Prior to a final enrollment decision, families are asked to submit the required documentation listed below on our online platform, Open Apply. Placement decisions will not be made until all requested documents, originally in English or officially translated into English, are submitted.

- Completed Student Application Form, including student photograph
- Completed Background form for KG3-KG5
- Completed Confidential Teacher Recommendation Forms for appropriate Grade level
- Completed Confidential Student Math Course Information Form for Grades 8-12
- Past two years (if applicable) of Report Cards in English (or officially translated to English)
- Official Transcripts for students applying for Grades 10 – 12
- Any Standardized Test Scores the child has on record
- Letter of recommendation from previous school Director/Principal outlining student behavior and conduct for Grades 2 – 12
- Letter of recommendation from previous school Director/Principal indicating student has met their developmental milestones for KG3 – Grade 1
- Any Psycho-educational assessments/evaluation if applicable (and if administered), not more than 3 years old
- All other reports (such as a previous school's IEP) if child has been diagnosed with learning disabilities
- Completed AISC Parent Consent Form
- Completed AISC Child Protection Form
- Applicant's Passport Copy
- Parent's Passport Copy
- Birth Certificate Original, if born in Cyprus
- A Doctor's report stating that the student applicant has had a proper physical examination and can participate in all school activities, including physical and health education. This report should also outline any allergies/conditions/illnesses the school needs to be aware of.
- Eyesight examination by a qualified Doctor.
- Hearing examination by a qualified Doctor.
- A copy of the applicant's vaccination certificates/booklet outlining vaccinations undertaken.

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