

# PORG International School

## Admission Policy

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## Introduction

PORG International School understands how important for parents and children the entry into primary school is. While this is often the first important milestone in child's life, this policy will explain the process for admission into our school.

PORG International School understands how challenging, exciting and important the decision which school to choose is and would like to guide parents of prospective pupils through this admission process.

## Ethos

We believe that creating positive school memories is just as important as building a solid foundation for future lives. The educational experience should be stimulating and challenging but above all, in these vital years, it must be happy and secure.

We encourage the children to learn and grow in the motivating, international environment to become complex and strong personalities. The learning at our school becomes a never-ending story, not only while learning, but also when meeting new friends and gaining new experiences.

## Publication

This Policy is updated annually and is published to all staff and volunteers. The PORG International School admission policy is available to school personnel, teaching and non-teaching staff, pupils and parents on the school website.

## Overview of this policy

- How to apply
- Tuition and Fees
- Enrolment
- Additional information

## How to apply

All students are welcomed to apply for the PORG International School. Applications must be made using the official [application form](#), or [online](#).

Application form for admission to the PORG International School is available on our website, upon request via e-mail or at principal's office.

PORG International School is a selective school which welcomes children from all backgrounds and offers education for children aged 5 -11. For every class (Years 1 - 6) we admit a maximum of 16 pupils.

We can accept children anytime during the school year as long as there are free places in the class.

Application to PORG International School includes the following:

- Attend a pre-admission interview with the Head of the school.
- Complete the online Student Application form through the school website.
- To proceed with the online application, please visit the PORG International School website and complete the Application Form by clicking on Apply Now.
- Signed Data Protection Consent Form (GDPR).
- Pay the registration fee of 5000 CZK.
- Child's enrolment participation.

The admission fee is not refundable in the case of application withdrawal.

Other documents are needed before signing the Agreement.

- Copy of student's and parents' passports (for foreigners).
- Copy of visa (for foreigners).
- Copy of birth certificate (for Czech citizens).
- Reports or transcripts from the last school.

For more details contact the principal of PORG International School at [primary@porg.cz](mailto:primary@porg.cz).

## Tuition and Fees

The registration fee is a part of the admission process. The amount of the registration fee is 5000 CZK.

The Tuition Fee for the first school year is CZK 351,900. The Tuition Fee for each year is paid in two equal instalments. The first instalment falls due on 15 August prior to the start of the school year and the second instalment on 31 January of current school year. All instalments of the Tuition Fee must be made as wire transfer to the School's account. Tuition & Fees are payable in full based on the due date. It is the responsibility of the parent or guardian to ensure payments are made when due and to inform the school promptly of any billing address changes. Placement is not guaranteed until full tuition and fee payments are paid.

At the moment, the school gives 10% discount to parents of siblings. The school fee includes and provides the student with study materials, books, text books and exercise books. The school fee also covers expenses for extra events and activities. Expenses for meals, uniforms, trips and camps are not included in the school tuition fee.

In cases where students are suspended or dismissed for unsatisfactory conduct or academic progress, all tuition and fees paid are non-refundable.

All financial terms and conditions as well as conditions of termination are listed in Agreement of Study.

## Enrolment

The School welcomes children from many different ethnic groups and backgrounds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of the School community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents', race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

As soon as the parents of the prospective pupil complete and return the Application Form to our school, they will be provided with a response from school together with the invitation to complete the entrance exams and interview. The entrance exams for the pupils consist of English and Mathematics papers. The Principal of the school takes the final decision on acceptance. The process usually takes a couple of days. We will

contact the parents of prospective pupil with the result immediately upon the completion of a process.

Parents should be aware that there are uniform requirements. Sport, swimming and fitness activities are compulsory, and classes are not always segregated by gender.

## Additional information

Parents must as soon as possible disclose any particular-known or suspected circumstances relating to their child's health, allergies, physical and mental impairment disabilities, learning difficulties or disabilities or special educational needs.

If the School has to decide between two or more candidates who meet the School's admission requirements after all appropriate allowances and special consideration has been given, the School may give preference to:

- a child who already has a brother or sister in the school;
- a child whose parent is current member of the School teaching staff;
- a child with a particular skill, talent or aptitude.

## Application for Admission



### Application for Admission

#### STUDENT

name \_\_\_\_\_

surname \_\_\_\_\_

date of birth \_\_\_\_\_

nationality \_\_\_\_\_

gender Male / Female

passport no. / ID no. \_\_\_\_\_

permanent home address in the Czech Republic

\_\_\_\_\_

\_\_\_\_\_

name of previous school \_\_\_\_\_

\_\_\_\_\_

expected entry date \_\_\_\_\_

expected length of stay in CZE \_\_\_\_\_

#### INFORMATION OF FATHER

name \_\_\_\_\_

surname \_\_\_\_\_

occupation\* \_\_\_\_\_

email \_\_\_\_\_

phone no. \_\_\_\_\_

signature \_\_\_\_\_

place \_\_\_\_\_ date \_\_\_\_\_

#### FURTHER INFORMATION OF STUDENT

year applied for in primary school (circle)

year 1 (age 5 - 6)

year 4 (age 8 - 9)

year 2 (age 6 - 7)

year 5 (age 9 - 10)

year 3 (age 7 - 8)

year 6 (age 10 - 11)

first language \_\_\_\_\_

student's level of English (circle)

none beginner elementary pre-lower

lower advanced proficiency/native

Any SEN/health/behaviour issues?

If yes, please specify.

#### INFORMATION OF MOTHER

name \_\_\_\_\_

surname \_\_\_\_\_

occupation\* \_\_\_\_\_

email \_\_\_\_\_

phone no. \_\_\_\_\_

signature \_\_\_\_\_

\*optional

By signing this application, I agree to the processing of personal data contained in this questionnaire by the organization PORG International school s.r.o. for the purposes of registration to join PORG International school. Consent is granted following Act No. 101/2000 Coll., on the protection of personal data and the amendment of certain laws, as amended, and the general regulation on the protection of personal data (2016/679, hereinafter referred to as GDPR).

PORG INTERNATIONAL SCHOOL  
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