PORG International School

Admission Policy
Primary

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Introduction

PORG International School recognises that entry into primary education represents a significant stage in a child's development. This policy outlines a clear, structured, and transparent admissions process for entry into the primary school.

The PORG International School acknowledges that selecting a school is an important decision for families. It therefore ensures that the admissions process is conducted in a fair, consistent, and objective manner, providing prospective parents with appropriate information and guidance to enable informed decision-making.

Ethos

PORG International School is committed to delivering a high-quality educational provision that promotes strong academic outcomes alongside pupils' personal development. The School provides a learning environment that is stimulating and appropriately challenging, enabling pupils to make good progress and achieve their potential. A strong emphasis is placed on pupils' wellbeing, ensuring that they feel safe, supported, and valued at all times, in line with the School's safeguarding responsibilities.

The School fosters an inclusive, international environment in which pupils develop confidence, resilience, and independence. Through a broad and balanced curriculum and a range of enrichment opportunities, pupils are supported in their social, emotional, and moral development. Positive relationships, mutual respect, and engagement in learning are actively promoted, contributing to the development of well-rounded individuals who are prepared for the next stage of their education.

Policy Review and Publication

This policy is reviewed annually to ensure continued compliance with regulatory requirements and best practices. It is published on the school's website and made available to parents, staff, and the wider School community.

Overview of this policy

- Admission Procedure
- Tuition and Fees
- Enrolment and Interview
- Appeals Procedure

- Additional information

Admission Procedure

PORG International School operates a clear, transparent, and fair admissions process. Applications are welcomed from pupils aged 5–11, subject to the availability of places and the School's ability to meet the individual needs of each applicant. The School is selective and maintains small class sizes, with a maximum of 16 pupils per class, to support effective teaching and learning outcomes.

Applications must be submitted online via the School's online Applicatation from. The application form is available in the Admissions section. Applications may be considered at any point during the academic year where places are available.
The admissions process includes the following stages:

- Completion and submission of the online application form;
- Payment of a non-refundable registration fee of 5,000 CZK;
- Submission of a signed Data Protection Consent Form (GDPR compliance);
- Attendance at a pre-admission interview with the Head of School;
- Participation of the child in an age-appropriate enrolment assessment process.

To support the application, parents are required to provide relevant documentation prior to enrolment. This includes:

- Proof of identity (passport for international applicants or birth certificate for Czech citizens);
- Valid visa documentation, where applicable;
- Previous school reports or transcripts.

The School ensures that all applications are processed consistently and in line with its admissions criteria. Admission decisions are based on a holistic review of the applicant, including assessment outcomes and the School's capacity to provide appropriate support.
The registration fee is non-refundable in the event of withdrawal of the application.
Further information regarding the admissions process may be obtained by contacting the School
For more details, contact the principal of PORG International School at primary@porg.cz.

Tuition and Fees

The PORG International School operates a clear and transparent fee structure as part of its admissions and enrolment procedures. A non-refundable registration fee of 5,000 CZK is payable upon submission of an application.

The annual tuition fee for the first school year is CZK 373,330. Tuition fees are payable in two equal instalments: the first instalment is due on 15 August prior to the start of the academic year, and the second instalment is due on 31 January of the current academic year. All payments must be made via bank transfer to the school's designated account 277955264/0300. The school accepts only payments in the Czech currency (Czech crowns).

Parents or legal guardians are responsible for ensuring that all fees are paid in full and on time, and for notifying the school of any changes to billing details. A pupil's place at the school is not confirmed until all required payments have been received.

The school offers a sibling discount of 10% on tuition fees. Tuition fees include the provision of core educational materials, including textbooks and learning resources, as well as participation in most school-based activities and events. Additional costs, including meals, uniforms, trips, and residential camps, are not included in the tuition fee.

In the event of withdrawal, suspension, or dismissal due to unsatisfactory conduct or academic progress, fees paid are non-refundable, in accordance with the terms set out in the School's Agreement of Study.

Full details of financial obligations, payment terms, and termination conditions are outlined in the Agreement of Study, which forms part of the contractual arrangement between the school and the parents.

Enrolment and Interview

PORG International School is an inclusive community that welcomes pupils from a wide range of cultural, ethnic, and social backgrounds. The School is committed to promoting equality, diversity, and respect for human rights. All applicants are considered fairly and without discrimination, irrespective of their or their parents' race, colour, language, religion, political or other opinion, national or social origin,

association with a national minority, sexual orientation, property, birth, or other status. These principles are upheld alongside the School's responsibility to maintain a safe, orderly, and respectful environment for all members of the community.
After a completed application form is submitted, parents will receive a response from the School, including an invitation for the prospective pupil to attend an assessment and interview. The assessment process includes age-appropriate evaluations, typically in English and Mathematics, to determine the pupil's readiness for the School's curriculum.
The interview provides an opportunity to gain a broader understanding of the pupil's needs, interests, and suitability for the School environment.
Admission decisions are made by the Principal following a holistic review of the applicant, including assessment outcomes, prior educational experience, and the School's capacity to meet the pupil's individual needs. The School aims to complete the admissions process efficiently and to communicate decisions to parents in a timely manner.
Upon acceptance, enrolment is confirmed once all required documentation has been submitted and all applicable fees have been paid in accordance with the School's financial policies.

Parents are expected to support and comply with the School's policies and procedures. This includes adherence to the School uniform requirements and participation in all aspects of the curriculum. Physical education, including sports, swimming, and fitness activities, is compulsory. Teaching and learning may take place in mixed-gender settings, reflecting the School's inclusive and international ethos.

Appeals Procedure

PORG International School is committed to ensuring that the admissions process is fair, transparent, and consistently applied. Parents who are dissatisfied with an admissions decision have the right to request a review of that decision.

Any appeal must be submitted in writing to the School within 10 working days of receiving the admission decision. The appeal should clearly state the grounds on which it is made and include any relevant supporting information.

Upon receipt of an appeal, the School will conduct a formal review of the application and the decision-making process. This review will be carried out by the Principal or, where appropriate, a senior member of staff not directly involved in the original decision, to ensure impartiality.

The outcome of the appeal will be communicated to parents in writing within a reasonable timeframe, typically 10 working days from receipt of the appeal. The decision following the review is final.

This procedure does not affect parents' right to raise concerns through the School's formal complaints procedure, which is published separately.

Additional information

Parents are required to disclose, at the earliest opportunity, any known or suspected information relating to their child's health, including medical conditions, allergies, physical or mental disabilities, learning difficulties, or special educational needs. This enables the School to assess its capacity to provide appropriate support and to ensure the pupil's safety, well-being, and inclusion within the School environment.

In situations where the number of applicants who meet the School's admission criteria exceeds the number of available places, and where all relevant considerations and reasonable adjustments have been applied, the School may give priority to:

- applicants who have a sibling currently enrolled at the School;
- applicants whose parent or guardian is a current member of the School's teaching staff;
- applicants who demonstrate particular skills, talents, or aptitudes that would contribute positively to the School community.

All decisions are made in line with the School's commitment to fairness, transparency, and equal opportunities.