

# **Lutheran Academy IBDP Admission Policy**

## **Philosophy of admission policy**

All Lutheran Academy students, regardless of their socio-economic background, nationality, and ethnicity, can apply for the IB Diploma Programme (DP). We believe that as a school, it is our duty to make the admission process inclusive and transparent to all students that aspire to study the IB Diploma Programme (DP) . The programme information as well as the procedure will be communicated across the school community. The aim of the admission procedure is to provide teachers a holistic understanding about students that wish to apply for the DP, meaning that the learner profile attributes, ATL skills, academic performance, and extra-curricular activities will be looked upon.

## **Roles and responsibilities:**

The admission policy committee comprises the deputy principal, heads of school, programme coordinators, year level heads and subject heads. The committee is responsible for implementing, reviewing and amending the policy.

## **Revision of Policy**

The policy will be reviewed by the committee every two years. The revision will focus on identifying the areas of improvement and proposing new amendments on the admission procedures. Once the policy is reviewed, the revised policy will be communicated to all relevant stakeholders.

## **Communication of the admission policy**

At the beginning of the school year, Year 9 students are required to attend a number of briefings regarding the general requirements for the IBDP, as well as the syllabi and requirements of each subject. Briefings may include curriculum evenings and subject selection seminars for students to have a better understanding of the IBDP.

Through the briefing sessions, students can have a thorough understanding about the school's IBDP and the courses offered. Students also attend the annual Options Evening in order to gain further understanding about the IBDP. The policy will also be communicated in Chinese, which can cater for the school community members' diverse cultural backgrounds.

The policy and seminars will be communicated in English, Chinese interpretation/translation is also offered, this caters for the school community members' diverse cultural backgrounds.

| <b>Stakeholder</b> | <b>Method of communication</b>  |
|--------------------|---|
| Students           | - Curriculum seminars, Option days/evenings and assemblies  |
| Parents            | - Option days/evenings, parent workshops and e-notices, parent inquiries, briefing seminars on secondary curriculum for Y6 students |
| Teachers and staff | - Staff meetings /faculty meetings  |

### **Admission criteria:**

The following are the benchmark admission criteria for students to enter the DP. Students will be assessed holistically when they apply for the DP.

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| Academic performance  |
| Year 9 Community Project  |
| Effort Indicator  |
| Interviews  |
| Teachers' observation (May include teachers' comments on students' ATL skills and learner profile attributes) |

To be admitted to the IBDP, more importance would be placed on the interviews, academic performance and Community Project. The purpose of the interviews is to showcase students' communication skills, and for teachers to assess students' commitment towards the programme.

Emphasis on academic performance and Community Project is to ensure students have the prerequisite knowledge and skills to cope with the workload of the programme and complete it successfully.

### **Admission procedure for students of Lutheran Academy:**

Year 9 students that are admitted to the DP in their Year 11 after the admission procedure will have to spend their Year 10 academic year to prepare for the DP. The Year 10 curriculum aims to bridge the middle school curriculum and DP programme. In

Year 10, students will further consolidate their ATL skills in various subjects in order to be more prepared to meet the actual DP requirements in Year 11 and 12.

Students will attend the briefing sessions during morning assemblies to learn more about the DP programme information and admission procedures. After the assemblies, the students will then fill out the option forms provided by the school to state their preference in studying the DP.

The applicants will have to attend a series of interviews throughout the application process. The interview panel is composed of subject teachers, heads of school, and programme coordinators. The aim of the interviews are to provide applicants an opportunity to provide their reasons in applying for the DP and to demonstrate their learner profile attributes. After the interview process, applicants will be notified of the results near the end of the school year.

### ***Admission procedure for transfer students***

As stated in the philosophy, all students that wish to take the DP are welcome to apply. This may include students from outside of Lutheran Academy. External applicants that wish to apply to study for the DP programme will also be reviewed holistically by the interview panel. Transfer students will be assessed based on their academic performance, conduct, interviews and extracurricular activities.

- Interviews will only be arranged for shortlisted applicants who are selected based on his/her merits if there is any vacancy. In other words, not all applicants will be invited for an interview.
- Both the applicants and their parents will be invited to meet our teaching team.
- A written test will be conducted for Year 10 to 12 applicants that wish to transfer to our school to study the IBDP.