



# **Admissions Policy**

## **Oakleaf School**

*Created: April 2025*

*Updated: April 2026*

*Next update: April 2027.*

*Review Lead: Head of School*

## Table of Contents

|                                                       |   |
|-------------------------------------------------------|---|
| Purpose of the Document .....                         | 3 |
| Scope.....                                            | 3 |
| IB Mission.....                                       | 3 |
| School mission, vision, objectives and values .....   | 4 |
| School Mission .....                                  | 4 |
| School Vision.....                                    | 4 |
| School objectives .....                               | 4 |
| School Values .....                                   | 4 |
| Admissions .....                                      | 5 |
| Admission Requirements .....                          | 5 |
| Language requirements.....                            | 5 |
| Inclusion and Access Conditions for DP Admission..... | 6 |
| Assessments and Interviews .....                      | 6 |
| Admission Procedures .....                            | 6 |
| Final Admissions procedures .....                     | 6 |
| References .....                                      | 7 |

## Purpose of the Document

This document outlines Oakleaf School philosophy, focusing on the admissions process for the Diploma Programme. It provides clear guidance on the factors considered when making decisions about students ensuring transparency and fairness throughout. In addition to academic qualifications, we take into account individual potential, character, and contributions to the broader school community. By considering a holistic range of attributes, we aim to foster an environment that celebrates inclusivity and personal growth, where every student has the opportunity to thrive academically, socially, and emotionally.

## Scope

To ensure the alignment with the needs of school community the given document will be regularly reviews by

- Head of Admissions
- DP Head of School
- University counsellor

The policy outlined is directly applicable to:

- Parents
- Students

This document outlines our inclusive approach, regarding admission to the Diploma programme. It provides clear guidance on the factors taken into account when making admission decisions.

## IB Mission

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

# School mission, vision, objectives and values

## School Mission

The mission of the school is to nurture free individuals who are equipped with fundamental knowledge and grounded in shared human values. Through engaging in intercultural dialogue, they will develop an appreciation for their own identity and culture, while recognising their place in the world.

## School Vision

By 2028, Oakleaf School Ltd. will be a nationally recognized general education hub providing a high standard of education to secondary school students.

## School objectives

- To create a student-oriented educational environment based on the modern achievements of education, in which: students become free individuals, bearers of national and social values. They get the necessary knowledge and develop mental and physical skills;
- To help students to develop a healthy lifestyle;
- To form students' civic awareness based on liberal and democratic values;
- To help students to understand their rights and duties before the family, society and the state;
- The school is focused on helping students in career planning, selecting universities and vocational institutions, and helping students to receive co-financing in various universities around the world based on their abilities.

## School Values

**Focus on continuous development:** Care for the professional development of teachers and promotion of access to innovations in general education system;

**Teamwork:** It is a priority for the school that all interested parties (administration, students, teachers, parents) are involved in the planning/management/evaluation of school's activities and they have a common shared vision of the school's development, which will be focused on the mission and objectives of the school;

**Transparency:** Regarding to all the processes taking place in the school, the school is open and its transparency is reflected in the relevant rules and procedures, as well as in the information media platforms (website, social network);

**Equality and equal opportunities:** The school is focused on developing an educational space where each member of the school community feels like a full-fledged representative of society, protected and safe regardless of their race, skin color, gender, origin, ethnic affiliation, language, religion, political or other views, social affiliation, property or rank status and etc. Each member of the school community will be given the opportunity to develop and realize themselves as much as possible;

**Cooperation with external actors:** Oakleaf school is open to cooperation with all interested parties. The school is focused on developing mutually beneficial relations, both in Georgia and abroad. The school has signed an agreement with Education Pathways Group Ltd, and has the right to implement the International Foundation Programme – IFG in the territory of Georgia, which offers a successful future for the graduates of the school in the academic direction, offers professional assistance and various opportunities;

**Focus on quality:** The school is focused on the continuous monitoring/evaluation of its own activities, learning/teaching process and striving for improvement.

## Admissions

Oakleaf School is dedicated to inclusivity, embracing students from all nationalities, ethnicities, races, and religions. We celebrate diversity and aim to engage both local and internationally-minded students who align with our vision and mission. When reviewing applications, we take into account each student's previous educational and language experience.

### Admission Requirements

To be eligible for admission to the IBDP, Oakleaf School students are required to have successfully completed Year 10 of their compulsory education. In exceptional circumstances, students may be considered for admission without meeting this standard requirement if they have demonstrated proficiency in both English and Mathematics.

Applicants transferring from outside Oakleaf School must have successfully completed MYP 5, IGCSE, or an equivalent certification. Additionally, students must undergo an admissions assessment, which includes examinations in English and Mathematics. All prospective students will also be required to participate in a formal interview with the IB Coordinator as part of the selection process.

### Language requirements

All students are required to demonstrate an English proficiency level equivalent to B2 on the Common European Framework of Reference for Languages (CEFR) for entry into the Diploma Programme.

Upon admission to Oakleaf School, all students will undergo a diagnostic assessment of their English language proficiency. If any additional support needs are identified, appropriate assistance will be provided to ensure academic success.

### Inclusion and Access Conditions for DP Admission

DPC is committed to an inclusive approach, ensuring all students have the necessary support to fully participate in the DP. The Admissions Policy includes specific conditions for students with Special Educational Needs (SEN) and transfer students. The school will provide reasonable accommodations for students with SEN, in line with IB guidelines and the principles of inclusion.

These accommodations may include adjusted assessments, classroom support, or additional resources.

## Assessments and Interviews

IBDP applicants will complete entrance exams in English and Mathematics. They will also participate in an interview with the DP Coordinator and language teachers.

## Admission Procedures

The school starts accepting applications in January for the school year starting in September. Parents must fill out the application form and provide the required documents. Admission will be determined based on the following criteria:

- Successful completion of diagnostic test in English Language with a minimum required level of B2 (CEFR);
- Successful completion of the Mathematics diagnostic test, with a minimum required score of 70% for HL. For SL, admission decisions will be made on a case-by-case basis;
- Successful completion of Interview;
- Review of the applicant's academic records for the last two years leading to Grade 11;
- Final Approval from Head of School.

The final admission decision will be based on a comprehensive review of the applicant's overall performance. Admission results will be communicated to parents within 10 business days after the assessment. If a student has difficulty meeting the academic requirements of the programme, a meeting will be arranged with the Diploma Programme Coordinator.

## Final Admissions procedures

An official acceptance letter will be issued by the Principal's Office.

The transfer of the student's profile from their previous school which includes:

- Copies of both parents' passports and ID cards, as well as the student's passport and ID card
- A copy of the student's birth certificate
- Official school transcripts from the past two years
- Two recent photographs of the student

In the case of enrolling a student with special educational needs, it is necessary to have a conclusion from the relevant multidisciplinary team, an individual learning plan, and a statement about the health condition.

This policy must be considered in conjunction with the following policies:

- Inclusion Policy
- Assessment Policy
- Language Policy

## References

This document's language and grammar were refined with the assistance of *ChatGPT (OpenAI, May 2025)*. All policy content and decisions are the responsibility of Oakleaf School