

## **Student Admission Policy**

**Date: 04.09.2023**

## GENERAL TERMS

International Talent Academy (ITA) believes that educating children, developing their skills and personal qualities can make our society and the world around us a better place.

Admission to ITA depends on:

- availability of vacant places in a certain year of study (the school sets the limit of 20 students per group or year of study),
- results of testing and interviews of students,
- parent interviews
- and acceptance of the terms of the Agreement for the provision of educational services on a paid basis (hereinafter referred to as the Agreement).

ITA enrolls foreign students (non-citizens of the Republic of Uzbekistan living in Uzbekistan, Tashkent) on the same conditions as citizens of Uzbekistan. At the same time, the share of foreign students in each group or class should not exceed 50% of the total contingent in a particular group or class.

ITA is committed to providing its community with a thriving learning and working environment (wellbeing). By wellbeing we mean the conditions under which it is possible to provide for the cognitive, social, emotional, physical and spiritual needs of our pupils and students. Wellbeing in school is supported by positive relationships, opportunities to achieve meaningful goals, opportunities to make choices, health and safety, personal growth and enjoyment of the learning process. At the same time, we are guided by the following Values and Mission of our school:

- sustainability
- respect
- transparency
- teamwork
- individuality
- integrity (mindfulness)
- equality

**Mission:** We nurture a new generation of happy and harmonious people by revealing their potential through a creation of a supportive educational environment and rigorous education.

By creating a culture of wellbeing, we understand the need for certain rules and agreements to ensure the educational function of the school. Education for us is not about setting boundaries and prohibitions, but about helping students achieve respect for themselves and others, making informed decisions and taking responsibility for them. Discipline is an instrument for teaching responsibility. The ultimate goal of discipline is self-discipline.

## PROCEDURES AND RULES FOR ADMISSION

### **STEP 1: First contact and request for information**

Parents and/or other legal representatives (hereinafter referred to as legal representatives) can contact the school by calling the following numbers

**+998781132828**

**+998781132829**

**+998781132830**

**+998781132831**

**+998781132832**

or through the [website \(ita-school.uz\)](http://ita-school.uz), social networks: by sending a request for information in which contact information has to be provided.

### **STEP 2: Consultation with Admissions Managers and School Tour (obligatory)**

The manager of the admissions department (hereinafter referred to as the manager) contacts the legal representative and provides basic information (about the infrastructure, the process and the possibility of enrollment, information about costs and payments, the curriculum, etc.), and also answers the questions of the legal representatives. If there are vacant places in the year of study they are interested in, the manager sets a date and time for a tour of the school. If the legal representative is late for more than 15 minutes for the tour, it is canceled and a different date and time is assigned. The school conducts tours and accepts guests by appointment only. At the end of the tour, legal representatives fill out a questionnaire.

Applications for enrollment in all preschool groups and school year of study are accepted from September to August, while only excursions will be held in July and registration for testing will be carried out in August. The academic year begins at the beginning of September and lasts until the end of June. Those wishing to enroll in ITA are advised to apply as early as possible as places in some classes may be limited.

### Enrollment of preschool and school students for the 2023-2024 academic year

Group/Year of study/Age	Number of groups/classes	Maximum number of pupils/students in a group/class	Total
<b>Preschool</b>			
Group 3-4	1	20	<b>20</b>
Group 4-5	1	20	<b>20</b>
Group 5-6	1	20	<b>20</b>
Year 0 (6 years) (transition group)	2	20	<b>40</b>
<b>Primary School</b>			
Year 1 (7 years) *	2	20	<b>40</b>
Year 2 (7-8 years)	1	20	<b>20</b>
Year 3 (8-9 years)	1	20	<b>20</b>
Year 4 (9-10 years)	1	20	<b>20</b>
<b>Secondary School (MYP)</b>			
MYP Year 1 (10-11 years)	1	20	<b>20</b>
MYP Year 2 (11-12 years)	1	20	<b>20</b>
MYP Year 3 (12-13 years)	1	20	<b>20</b>
MYP Year 4 (13-14 years) **	1	20	<b>20</b>

### CONDITIONS FOR ADMISSION

To be enrolled to a specific year of study, the pupil/student must reach the age indicated in the table.

***\*From the 2023-2024 academic year. Children are enrolled to the Year 1 of a an educational organization in the year they turn seven years old*** (according to Article 9 of the new edition of the Law of the Republic of Uzbekistan “On Education” dated September 23, 2022). For instance, children entering Year 1 in the 2023/2024 school year must be seven years old by December 31, 2023, meaning the child's birth date must be before December 31, 2016. In this regard, admission and distribution to kindergarten groups is carried out strictly according to the specified ages.

***\*\*MYP Year 4 will begin in the 2023-2024 school year when current MYP Year 3 students move to Year 4.***

Once a group/year of study has been enrolled, all subsequent applications will be placed on a waiting list and the applicant will be informed. Once a place becomes vacant in the group/year of study for which the waitlist has been created, the manager contacts the applicant on the waitlist in chronological order. If the applicant is no longer interested in applying, the manager contacts the next applicant.

As a sign of respect for families' loyalty to the school, the administration reserves the right to prioritize openings for families whose children are already ITA students.

The validity of the results of the interview/testing of the pupil/student is 3 (three) months from the date of the interview with legal representatives. In case of a negative decision based on the results of the interview of the legal representative, a second interview is not scheduled.

### **STEP 3: interview/testing of the pupil/student and interview of legal representatives**

The interview/testing of the pupil/student and the interview of legal representatives are carried out in order to understand whether:

- the child is ready to study in a particular group or year;
- the child will benefit from studying at ITA;
- the school have the necessary resources to support the pupil/student to reach his/her full potential;
- the family shares the ITA philosophy, approaches and methods.

## **PRESCHOOL**

### **1. Interview with the student and legal representatives**

After completing the School Tour and if there is a wish to continue further, a testing date and time is set for the pupil. In case of being late for more than 15 minutes to the interview, the interview will be canceled and a different date and time will be assigned. If being late for the second time, the application is canceled and the applicant loses the opportunity to enroll in the school.

The pupil is interviewed by a school psychologist. The interview with the pupil lasts from **30 to 45 minutes**.

The interview with legal representatives is conducted by the Vice Principal for Preschool Education and Primary School or the person replacing him/her. If, based on the results of the interview, enrollment was denied, a repeat interview will not be scheduled.

### **2. Decision on Admission**

To make the final decision on enrollment, the Vice Principal for Preschool Education and Primary School or the person replacing him/her consults with a school psychologist.

#### **Key points for making decision on admission:**

- The school can support the child's individual characteristics and needs in the learning process.
- The family shares ITA's values and philosophy and supports its educational methods.
- The student demonstrates the ability to adapt to a new educational environment.
- The student understands and can follow simple instructions in Russian and English.
- One of the siblings is a pupil/ student at the school.

## **PRIMARY SCHOOL**

### **1. Testing**

After having a School Tour if there is a wish to continue further, a testing date and time is set for the student. Testing is carried out in the following subjects: **“Russian Language”**, **“Mathematics”** and **“English Language”** based on the school curriculum.

The duration of testing in all subjects is **90 minutes** (one and a half hours). Conducted at the school on a pre-arranged date and time. In case of being late for more than 15 minutes to the testing, the testing will be canceled and a different date and time will be assigned. If being late for the second time, the application is canceled and the applicant loses the opportunity to enroll in the school.

Students are allowed to bring water with them during testing. It is prohibited to have smartphones, tablets, smart watches or any other equipment that gives the student an advantage over others entering the school. Pen or pencil, additional draft papers will be provided by the school.

Tests in the specified subjects are evaluated by school teachers. Test results are announced within **3 working days** after testing. If a student scores **at least 70 percent in Russian and Mathematics and at least 40 percent in English**, he/she and his/her legal representatives are allowed to participate in the interview.

## **2. Interview with the students and legal representatives**

The test results are announced by the manager and the date and time of the interview are set for the student and legal representatives. In case of being late for more than 15 minutes to the interview, the interview will be canceled and a different date and time will be assigned. If being late for the second time, the application is canceled and the applicant loses the opportunity to enroll in the school.

The student is interviewed by a school psychologist. The interview with the student lasts **from 30 to 45 minutes**.

The interview with legal representatives is conducted by the Vice Principal for Preschool and Primary School or the person replacing him/her. The interview with legal representatives lasts **from 30 to 45 minutes**. If, based on the results of the interview, enrollment was denied, then a repeat interview will not be scheduled.

## **3. Decision on Admission**

To make the final decision on enrollment, the Vice Principal for Preschool Education and Primary School or the person replacing him/her consults with a school psychologist and subject teachers conducted testing.

### **Key points for making decision on admission:**

- The school can support the child's individual characteristics and needs in the learning process.
- The family shares ITA's values and philosophy and supports its educational methods.
- The student demonstrates the ability to adapt to a new educational environment.
- The student understands and can follow simple instructions in Russian and English.
- One of the siblings is a pupil/ student at the school.

## Secondary School (MYP)

### 1. Testing

After having a School Tour if there is a wish to continue further, a testing date and time is set for the student. Testing is carried out in the following subjects: “**Russian Language**”, “**Mathematics**” and “**English Language**” based on the school curriculum.

The duration of testing in all subjects is **from 70 to 100 minutes**. Conducted at the school on a pre-arranged date and time. In case of being late for more than 15 minutes to the testing, the testing will be canceled and a different date and time will be assigned. If being late for the second time, the application is canceled and the applicant loses the opportunity to enroll in the school.

Students are allowed to bring water with them during testing. It is prohibited to have smartphones, tablets, smart watches or any other equipment that gives the student an advantage over others entering the school. Pen or pencil, additional draft papers will be provided by the school.

Tests in the specified subjects are evaluated by school teachers. Test results are announced within **3 working days** after testing. If a student scores **at least 70 percent in Russian, 60 percent in Mathematics and 50 percent in English**, he/she and his/her legal representatives are allowed to participate in the interview.

### 2. Interview with the students and legal representatives

The test results are announced by the manager and the date and time of the interview are set for the student and legal representatives. In case of being late for more than 15 minutes to the interview, the interview will be canceled and a different date and time will be assigned. If being late for the second time, the application is canceled and the applicant loses the opportunity to enroll in the school.

The student is interviewed by the IB program coordinator/methodologist, as well as by the school psychologist. Subject teachers may be involved as needed. The interview with the student lasts **from 30 to 45 minutes**.

The interview with legal representatives is conducted by the Vice Principal for Secondary School (Head of MYP) or the person replacing him/her. The interview with legal representatives lasts **from 30 to 45 minutes**. If, based on the results of the interview, enrollment was denied, then a repeat interview will not be scheduled.

### 3. Decision on Admission

To make the final decision on enrollment, the Vice Principal for Secondary School (Head of MYP) consults with IB program coordinator/methodologist, school psychologist and subject teachers.

#### Key points for making decision on admission:

- The school can support the child's individual characteristics and needs in the learning process.
- The family shares ITA's values and philosophy and supports its educational methods.

- The student demonstrates the ability to adapt to a new educational environment.
- One of the siblings is a pupil/ student at the school.

#### **STEP 4: The school informs legal representatives of its enrollment decision**

The manager contacts the legal representatives and informs them about the decision. The school reserves the right not to provide detailed reasons.

#### **STEP 5: Legal representatives receive the offer and accept or reject it**

If the school makes a positive decision to enroll the child, legal representatives are invited to review the Agreement and sign it. If the legal representatives agree with all the provisions of the Agreement and after signing it, within 5 (five) working days they must pay all fees specified in the Agreement.

#### **STEP 6: Legal representatives provide all necessary documents**

Legal representatives specifically provide the following documents within 3 (three) working days after signing the Agreement:

1. Copy of the child's birth certificate and passport, if available;
2. Copies of passports of parents (mother, father) or any other legal representatives;
3. Certificate of health (form 086);
4. Statement of vaccination (form 063);
5. 4 (four) printed 3x4 photos;
6. Application for admission of a child (**Appendix 1**);
7. Consent of the legal representative for psychological and medical support of the child (**Appendix 2**).

#### **In case of transfer from another school, in addition to the list above:**

8. Confirmation of leaving the school where the child previously studied;
9. The student's report card (marks, progress) or other document confirming academic performance.

The admissions department specialist collects all documents and enters them into the register of accepted documents, which legal representatives must sign for enrollment in the school. The school enrolls a pupil/student **only if they have all the necessary payments under the contract and a full package of documents**. Without payment and a complete package of documents, the pupil/student **does not start studying**.

#### **STEP 7: The pupil/student is enrolled in school and the child's data is entered into all school systems**

##### **✓ Access Control System (ACS)**

Legal representatives, relatives, drivers or other authorized adults with whom the pupil/student may leave the school must be included in the list of authorized persons.



These persons are provided with an access control card. For each family, two cards are issued for free, and a third or more are purchased for a certain cost.

✓ **School Information Systems**

The pupil/student is included in the list of pupils/students in the school's information systems. For preschool and primary levels ClassDojo, for Primary and Secondary schools EduPage.

- ✓ Corporate emails in Gmail and accounts in EduPage are created for Secondary school (MYP) students. Accounts are created for legal representatives in EduPage.
- ✓ ClassDojo and EduPage accounts are created for legal representatives of Preschool, Primary and Secondary school students.

**Pupil/student's first day at school**

On the first day of school for a **Preschool pupil**, the teacher organizes the following:

- Meeting with classmates
- Conducting school tour
- Selecting a locker
- Introducing the school rules
- Familiarizing with the schedule
- Creating an account in ClassDojo and explaining how this platform works
- Giving information about extracurricular activities and clubs

On the first day of school for a **Primary student**, the classroom teacher organizes the following:

- Meeting with classmates
- Conducting school tour
- Selecting a locker
- Introducing the school rules
- Familiarizing with the schedule
- Creating an account in ClassDojo and explaining how this platform works
- Giving information about extracurricular activities and clubs

On the first day of school for a **Secondary (MYP) student**, the tutor organizes the following:

- Meeting with the classmates
- Conducting school tour
- Selecting a locker
- Introducing the school rules
- Familiarizing with the schedule
- Creating accounts in corporate email and EduPage
- Giving information about extracurricular activities and clubs

**Procedure for leaving**

If the legal representatives decide to transfer the child/children to another school, the following steps must be completed in order to receive a signed confirmation of leaving:

**STEP 1: Application for leaving**

Legal representatives of the child/children submit an application for leaving and notify the school of their desire to leave the school at least 5 days in advance, as specified in the Agreement.

**STEP 2: Exit checklist**

When pupil/student leaves a specialist in the admissions department provides an exit checklist that is signed by all responsible employees in order to be sure that there is no:

- 1) financial debt to the school
- 2) debt on school equipment and property/ACS bracelet, ACS cards of parents and authorized persons
- 3) debt to the school library

If there is a financial debt to the school, the legal representatives pay the debt.

If there is a debt on school equipment and property, the legal representatives return the equipment and property transferred for use or reimburse the cost of the school equipment and property transferred for use.

If there is a debt to the school library, the legal representatives return the books or textbooks transferred for use or pay the cost of the books or textbooks transferred for use.

If, according to the Agreement, a refund of tuition fees is due, the legal representatives write a statement and submit it to a specialist in the admissions department, who forwards it to the Vice Principal for Administrative Affairs.

After signing the exit checklist and confirming the leaving of the pupil/student from the school, all accounts are closed.

**STEP 3: Legal representatives receive all documents previously submitted to the school**

The manager of the admissions department returns all personal documents to the parents according to the Register of Accepted Documents, and the legal representatives sign for the receipt of these documents.

**STEP 4: Legal representatives receive confirmation of leaving the school**

The manager of the admissions department gives the confirmation of leaving the school to the legal representatives.

**Responsibility, review and changes**

This Policy is an internal document of ITA, the revision and changes of which are carried out only by ITA employees. The Policy is posted on the website [ita-school.uz](http://ita-school.uz) and is available to all interested stakeholders.

This document comes into force from the moment of its approval and is valid until it is revised. ITA Vice Principals Administrative Affairs, Preschool and Primary, and Secondary Schools are responsible for revision and updating. Changes are made exclusively by those responsible for revision and updating. The recommended period for review and updating is once a year.

**Appendix 1: Application for admission to school**

To the Director of “Talents Academy” LLC  
Arsen Baitukov

from \_\_\_\_\_

Tel: \_\_\_\_\_

Address: \_\_\_\_\_

**Application**

I ask you to accept my child \_\_\_\_\_  
\_\_\_\_\_ year of birth into the \_\_\_\_\_ group/year of study at the  
International Talent Academy.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Appendix 2

### Consent of the legal representative for psychological and medical support of the child

I, \_\_\_\_\_ (full name), agree to medical and psychological support for the educational process of my minor child \_\_\_\_\_ (full name) \_\_\_\_\_ (date of birth) (hereinafter referred to as the “student”), at Talents Academy LLC (hereinafter referred to as ITA). I have been notified that ITA provides psychological support for the educational process, in accordance with Art. 47 of the Law “On Education” of the Republic of Uzbekistan.

- 1) Psychological support includes:
  - psychological diagnostics of individual psychological characteristics;
  - individual and group counseling for students, legal representatives and teachers on issues of personal, professional self-determination and relationships with others;
  - providing psychological assistance to students in a state of stress, conflict, or strong emotional distress;
  - conducting personal growth trainings;
  - organization of psychocorrectional and developmental classes to harmonize the personal, intellectual, emotional-volitional, creative development of students and teachers;
  - interaction with related specialists (doctors, speech pathologists, speech therapists, psychologists, and others) to solve problems that go beyond the functional responsibilities and professional competence of a teacher-psychologist and require the participation of a wide range of specialists.
  
- 2) Medical support includes:
  - carrying out a set of therapeutic, preventive, health, sanitary, hygienic and anti-epidemic measures aimed at protecting and strengthening the health of ITA students and instilling healthy lifestyle skills;
  - monitoring the health status, physical and neuropsychic development of students;
  - provision of medical care, organization of recreational activities, assessment of their effectiveness.
  
- 3) The teacher-psychologist is obliged to:
  - show respect to the student;
  - protect him/her from all forms of physical and psychological violence, provide conditions for strengthening mental and psychological health, emotional well-being, taking into consideration his individual and psychological characteristics.

Confidentiality will be used when using student survey data (ie, all data will be coded).

Without the written permission of the legal representative, individual information about the student will not be provided to third parties (teachers, ITA administration), except in cases stipulated by the legislation of the Republic of Uzbekistan.

The results of the psychological examination presented to the ITA teaching staff provide generalized (group) encrypted conclusions about the developmental characteristics of children of a certain age.

**Confidentiality may be violated in the following situations:**

- if the child communicates an intention to cause serious harm to themselves or others;
- if a child reports abuse of himself or others;
- if the materials are requested by law enforcement agencies.

The legal representative will be informed about such situations.

- 1) An employee of the Medical Service is obliged to:
  - get information from the legal representative about the health status of students, the presence of chronic diseases, allergic reactions;
  - inform the legal representative about the results of a medical examination, an outpatient appointment, as well as in case of emergency conditions, and refer for consultation and examination to medical organizations;
  - provide timely pre-medical care in the event of a threat to the life and health of students.
- 2) The legal representative is obliged to:
  - provide complete and reliable information about the child's health status, the presence of chronic diseases and allergic reactions with the provision of supporting medical documents;
  - provide the child's medical card and an extract on preventive vaccinations from the vaccination list. Or fill out a written application form for refusing vaccinations;
  - come to ITA if there is a threat to the life and health of students;
  - be present at the ITA at the request of teachers - psychologists, medical service workers if necessary.

I reserve the right to withdraw my consent by providing an appropriate written document, which can be sent by me to the School by registered mail with return receipt requested, or delivered personally against signature to an ITA representative.

This consent is given by me “ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_ and is valid for the duration of my child's stay at ITA.

Legal representative (Full name) \_\_\_\_\_

Signature \_\_\_\_\_

**Appendix 3: Confidants**

**Form of authorized persons responsible for bringing and picking up the child**

I, \_\_\_\_\_ (Parent's full name)

residing at the address: \_\_\_\_\_

\_\_\_\_\_,  
telephone \_\_\_\_\_

trust to bring and pick up my child from the International Talent Academy:

\_\_\_\_\_

(child's full name, date of birth)

to the following authorized persons:

1.

\_\_\_\_\_  
\_\_\_\_\_

(full name of the authorized representative)

passport series \_\_\_\_\_ No. \_\_\_\_\_  
issued \_\_\_\_\_

(when and by whom issued)

\_\_\_\_\_ " \_\_\_\_\_ "

living at the address \_\_\_\_\_

\_\_\_\_\_,  
telephone \_\_\_\_\_.

2. \_\_\_\_\_

\_\_\_\_\_

(full name of the authorized representative)

passport series \_\_\_\_\_ No. \_\_\_\_\_  
issued \_\_\_\_\_

(when and by whom issued)

\_\_\_\_\_ " \_\_\_\_\_ "

living at the address \_\_\_\_\_

\_\_\_\_\_,  
telephone \_\_\_\_\_.

**I have attached copies of identification documents.**

**Child's mother**

**Child's father**

\_\_\_\_\_  
**(Full name)**

\_\_\_\_\_  
**(Full name)**

\_\_\_\_\_  
**(signature)**

\_\_\_\_\_  
**(signature)**

\_\_\_\_\_  
**(date)**

\_\_\_\_\_  
**(date)**