

**CJD International School Braunschweig-Wolfsburg
Admission Policy**

Date of Policy Review / Update: July 15th, 2022

Admission Overview

The CJD International School Braunschweig-Wolfsburg (CJD ISBW) is open and invites all interested families and students to apply. We are an inclusive school that always does our best to support the needs of our learners. Since its inception in 1947, the CJD has always operated with the philosophy that "Keiner darf verloren gehen" or "Let no one be lost". We hope to empower and help all of our students reach their potential, regardless of their background, special needs or socio-economic status.

However, we also must act in the best interests of all of the applicants that wish to join our school. In some instances, we may not be the best institution to help some students achieve their long-term goals or offer the right kind of support for some types of special needs. In approving an application and offering admission, we want to be certain a new student can access and benefit from our educational programme.

Admission Process

1. Initial Contact

Parents should contact the school office or register for an appointment online. We will ask for some basic background information such as the age and grade level of the student seeking admission.

2. Initial Interview & School Tour

Once we have the basic background information, we would like to meet the family and potential new student(s). We will set an appointment for either an on-site or virtual tour to provide an overview of our academic and extra-curricular programmes.

3. Submission of Documents

In order to process the application, we also need to assess the student's academic performance and level of attainment to ensure that they are placed in the right year group. We will furnish all applicants or families with a list of required documents.

4. Extra Step: Years 9 – 12 for IGCSE & IB Diploma

We also require a motivational letter and an admissions interview for students applying to the IGCSE or IB Diploma Programme. We do this to get a better idea of our student's goals for the future and determine their level of proficiency in English. If the level of language proficiency is still unclear, we may require some students to take a Cambridge Online Language Exam.

5. Offer of Admission

Once steps 1 – 4 are complete, the application for admission will be reviewed. If the application is accepted, an offer of admission and a school contract will be sent to the parents.

Admission to Year 11: IB Diploma Programme or High School Diploma

At the CJD ISBW, the IB Diploma Programme is open to any and all students who have completed ten years of schooling. We accept the MYP, IGCSE or a nationally recognized curriculum with ten years of schooling for admission to the programme. While the majority of our students enroll in the IB Diploma, we also have other available options such as the High School Diploma or High School Diploma + IB Certificate(s).

- **IB Diploma/ IB Bilingual Diploma**

IB Diploma students must take six IB subjects and successfully pass each assessment with an average of 4 out of 7 possible marks (24 total marks). Additionally, IB Diploma students must complete and pass their Theory of Knowledge course, submit an Extended Essay and fulfill the requirements of the "Creativity, Action, and Service" component of the Diploma program during Years 11-12.

- **High School Diploma + IB Certificate(s)**

This option is for students who take a single IB course or multiple IBDP courses and some internally created exams. The student would be awarded a IB certificate for each examination and course successfully passed. For all non-IB Diploma subjects, students must take an internally designed assessment and pass with an average of 60%.

- **High School Diploma**

Students must take 6 different courses and pass internal exams with an average of 60%.

** Please set up an appointment with the IB Coordinator to discuss these options and specific requirements to determine the best fit for your child

IB Diploma Pre-Requisite Recommendations

In order to assist student placement in the correct courses and levels, we have provided a list of characteristics that would help students to succeed in the program. We also generally recommend the following pre-requisite studies:

- Algebra I, Algebra II, and Geometry must be taken prior to Year 10 level as a prerequisite to IB Mathematics Applications & Interpretation (AI) or Analysis & Approaches (AA).
- Admission to Higher Level Mathematics (either AA or AI) generally requires enrollment in Year 9 & 10 Extended Maths and a teacher recommendation. Students transferring from other schools should enquire about taking Higher Level Mathematics.
- Two years of a foreign language courses are generally a prerequisite to enroll in IB Language Acquisition courses (English B, German B or Spanish B). There are some exceptions depending on background and previous language experience.
- Students are placed in language courses in Group 1 & 2 based on their ability and level of fluency.

Admission to Year 10 & 12

The IB Diploma and Cambridge IGCSE are designed to be continuous, 2 year programmes. If a student seeks to enter the school mid-programme, e.g., completing Year 11 or Year 9 in another international school, but then transferring to CJD ISBW, the school must determine the suitability of such a transfer. In addition to the admission steps outlined above, the relevant academic coordinator will need to review the selected classes and academic performance to ensure that the student is on track to be successful for the summative assessments. In the event that a student is not on-track or performing poorly, the school may ask the student to restart the programme.

Trial Days

If a potential student is interested in getting a more hands-on experience, then we can offer trial days. Trial days can vary from a partial day up to one week. The parents will need to contact the relevant academic coordinator and set up the date and time for the visit. Please note that at certain times of the year, some students are testing or engaged in projects such as work experiences. Therefore, in some instances trial days may not be possible.

Financial Support

The CJD International School Braunschweig-Wolfsburg accepts scholarship applications based on financial need. The Scholarship Application Form is available in both English and German. The list of required documents and application is available on our website. Please note the following points regarding scholarships:

- The CJD does not provide full scholarships, but does offer a reduction of fees based on the level of financial need.
- The funding for scholarships changes on a yearly basis. Students will need to reapply and the parents will need to recertify their level of income every year.
- Scholarship applications should be submitted prior to June 1st for forthcoming academic year.
- Students that receive a scholarship are expected to be in good academic standing. If a student develops a poor attendance record stemming from unexcused absences or receives poor academic results, they may risk the withdrawal of all financial assistance.