International School of Egypt

Version 2.0 IB Diploma Programme Access and/or Admissions Policy

Academic Year: 2026–2027

Prepared by: Policies Team including:
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Approved by: Head of school and School Superintendent

Date of Approval: 6/9/2026
Next Review: September 2027

1. Purpose

ISE is committed to providing equitable access to the International Baccalaureate Diploma Programme (IBDP) and to ensuring that students are appropriately prepared to participate successfully in the programme.

The purpose of this policy is to establish clear, transparent and consistently applied conditions and procedures for admission to the IBDP and individual IB courses.

The policy aims to ensure that:

- students understand the academic expectations of the IB Diploma Programme.
- students are appropriately placed in courses and levels.
- students receive required guidance and support.
- access to the programme is fair and unbiased.
- students and parents understand the requirements of the programme before enrollment.

2. Principles of Access

ISE seeks to make the IB Diploma Programme accessible to the broadest range of students.

Students are solely considered on the basis of their academic readiness, English language proficiency, commitment, motivation, ability to meet programme expectations and other published admission

requirements. ISE recognizes that students demonstrate different abilities and learning needs and will consider appropriate support and reasonable accommodations within the resources of the school.

3. Admission pathways

3.1 ISE students

ISE students entering Grade 11 and applying for the full IB Diploma should:

- demonstrate good behavioral record.
- normally achieve a minimum **B average** in the relevant Grade 10 subjects.
- pass the required Mathematics and English admission assessments.
- participate in the admission interview.
- demonstrate readiness to meet the academic demands of the programme
- acknowledge the required learning contract
- acknowledge the required academic honesty contract

3.2 External MYP students

External MYP applicants should:

- have a minimum achievement level of 4 in the relevant MYP subject groups.
- have completed and passed the Personal Project and Service requirements where applicable.
- provide a teacher recommendation addressing behaviour, attendance and commitment.
- complete the required admission assessments and interview.

3.3 External non-MYP students

External applicants who have not completed the MYP should:

- provide previous school transcripts.
- pass the required Mathematics and English admission assessments.
- provide a teacher/school recommendation addressing behaviour, attendance and commitment.
- participate in the admission interview.

3.4 Transfer students

Students transferring from another IB World School may apply for admission. ISE will communicate with the student's previous school and/or DP Coordinator to support a smooth transition and to establish:

- subjects previously studied
- course levels
- completed curriculum content
- internal assessment progress
- predicted grades where applicable
- examination session (May or November)
- transfer of relevant documentation.

Where a comparable subject or level is not available at ISE, the school will discuss possible alternatives with the student and parents. Where necessary, an external/online course may be considered.

4. Admission process (Implementation of the Policy)

4.1 Application

The student submits the required application documentation, including transcripts and any required recommendations.

4.2 Academic Review

The DP Coordinator and relevant school personnel review the student's academic background and determine whether the student meets the published admission criteria.

4.3 Admission Assessments

Applicants complete the required English and Mathematics assessments, where applicable.

4.4 Interview

The student and parents/guardians participate in an interview that considers motivation, commitment, understanding and prior knowledge of the programme, academic expectations, English language proficiency check, ability to manage deadlines, readiness for independent learning, and understanding of the full Diploma requirements.

4.5 Course and Subject-Level Guidance

Students receive guidance regarding appropriate subject choices and levels.

Course selection considers previous academic performance, teacher recommendations, admission assessment results, student interests, university/career aspirations, prerequisites, programme requirements, available courses and staffing.

4.6 Admission Decision

The admission decision is communicated to the student and parents. Where additional academic or pastoral support is recommended, this is communicated before final enrollment.

4.7 Enrollment and Agreements

Students admitted to the programme complete:

- Learning Contract
- Academic Honesty Contract

5. Full IB Diploma

ISE recommends the full IB Diploma for students who demonstrate the readiness and commitment required for the programme.

Students completing the full Diploma are required to meet the requirements of:

- six IB subjects (3 HL & 3 SL)
- IB Core (Theory of Knowledge, Extended Essay, Creativity, Activity, Service)

6. IB Course Candidates

Students who are not pursuing the full IB Diploma may be permitted to enroll in individual IB courses where appropriate.

The decision regarding the student's pathway is made in consultation with the student, parents/guardians, teachers, school counsellor and DP Coordinator.

This decision is based on the student's academic profile, programme readiness, individual circumstances and educational goals.

7. Students who need additional support

ISE is committed to supporting students in accessing an appropriately challenging educational programme. Where a student's academic progress, wellbeing or ability to meet programme requirements indicates that the full Diploma may not be the most appropriate pathway, the school will meet with the student and parents/guardians to review available options.

These options may include additional academic support, adjustment of subject/level selection where appropriate, an IB Course pathway, the American Diploma pathway, other appropriate educational arrangements.

Any change of pathway will be discussed collaboratively with the student, parents/guardians, relevant teachers, school counsellor and DP Coordinator.

8. Policy Review and Evaluation

The ISE IB Diploma Programme Access and Admissions Policy was reviewed in September 2026. However, it will now be reviewed **annually** to ensure that it remains current, effective and aligned with the requirements of the International Baccalaureate Organization and the school's educational context.

The review considers:

- changes to IB requirements and programme documentation
- changes to IB staffing
- changes to school procedures
- admission data and enrollment trends
- student academic outcomes
- feedback from students and parents
- feedback from teachers and the school counsellor
- accessibility and inclusion considerations
- challenges encountered during the admission process
- the effectiveness of admission criteria and procedures
- *changes in policies issued annually by Ministry of Education in Egypt*

The DP Coordinator leads the annual review in consultation with relevant members of the school leadership team, teachers, counsellor and other relevant stakeholders.

Any amendments are documented, approved and communicated to those related.

9. Policy Review Record:

Version	**When**	**Review conducted by**	**Main changes**	**Approved by**
1.0	2021	IB Policy Committee	Initial policy developed for authorization	HOS / Superintendent
2.0	September 2026	DP Coordinator + IB Team	Policy reviewed against current IB requirements, current Ministry of Education in Egypt requirements, admission process clarified; access, inclusion, transfer and pathway procedures updated	HOS / Superintendent

References

International Baccalaureate Organization. *Programme Standards and Practices*. International Baccalaureate, 2020.

International Baccalaureate Organization. *Guide to School Authorization*. International Baccalaureate, 2022.

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International Baccalaureate Organization. *Diploma Programme: From Principles into Practice*. International Baccalaureate, current edition.

International Baccalaureate Organization. *Rules for IB World Schools*. International Baccalaureate, current edition.

The International School of Egypt. *Admission Policy*. The International School of Egypt, 2021.

Approved by:

1. **School Superintendent**

Safaa Halaka: _____

Date:

2. **Head of School**

Olga Umarova: _____

Date: