

## **Escola Viva - Admission policy**

### **General**

Parents or legal guardians interested in enrolling their children at Escola Viva should get in touch with the school and fill out an inquiry form.

After submitting the inquiry form, parents or legal guardians will have to attend a presentation on Escola Viva's educational purpose and philosophy, as well as the pedagogical approach, and have an interview with the admissions officer.

Applicants have to undergo a diagnostic assessment process with the program coordinator so that we can identify their level of competence and what their learning needs are. They must also bring their previous school report.

If a student comes from a school abroad, Escola Viva will conduct a process known as "equivalence of studies" to determine which grade is suitable for him/her in the Brazilian school system. Age will always play an essential role in this definition.

In order to enroll their children, parents or legal guardians must fill out an enrollment form in which they state that they agree with Escola Viva's rules and regulations as detailed in the following documents: Regimento Escolar and Normas de Funcionamento e Procedimentos. These are official documents stating principles, procedures and regulations that guide our teaching and learning practices, as well as social interaction in the school context.

Students can apply for enrollment at any time in the previous school year. If they want to enroll during the current school year, they can do so by October 15<sup>th</sup> if they are applying for kindergarten, or by the end of the second trimester, if they are applying for elementary, middle or high school programs.

If there are no places available at the time of enrollment, students' parents or legal guardians will be informed, and students will be placed on a waiting list.

If a place becomes available on a waiting list, priority will be given to:

1. siblings.
2. students from partner schools.
3. other applicants on a first come, first served basis.

### **IB Diploma Program**

IB programs "aim to develop internationally minded people who help to create a better and more peaceful world" (IB Programme Standards and Practices). This means that we want our students to appreciate different worldviews and cultural frameworks and engage them in analyzing and dealing with complex local and global issues.

This is an educational purpose from which all students should benefit. Therefore, we are committed to offering the IB Diploma Program "to the broadest possible range of

students” (IB Programme Standards and Practices). We are aware that it may be hard for some students to pursue the full diploma, but we want to make sure that we provide effective and meaningful opportunities for everyone to make that choice.

Having this general principle in mind, we have established the following admission criteria to the IB Diploma Program:

- Students currently in the school and applicants from other schools will have an interview with the DP coordinator so that we can find out more about their goals and expectations concerning the program, and will have to attend an orientation day to receive information about the program and what is expected of them as IB learners.
- Students currently in the school and applicants from other schools will be able to choose between pursuing the full diploma or taking individual subjects. If they decide to take individual subjects, they can sit for final exams in order to obtain a certificate in one or more of those subjects.
- Students currently in the school and applicants from other schools are expected to have at least a B1 proficiency level in English in order to undertake the full Diploma Programme.
- Students currently in the school will have their proficiency level assessed by the school’s English teachers.
- Applicants from other schools can demonstrate their proficiency level by providing a valid certificate (Cambridge FCE or higher, AAPPL, IELTS, TOEFL International) or by taking a proficiency exam (Cambridge FCE, AAPPL, IELTS, TOEFL International).
- Applicants from other schools will be invited to enroll if they meet the language proficiency requirement.
- Both students currently in the school and applicants from other schools will be informed of the academic requirements of the Diploma Programme.
- Whenever we evaluate that students might face difficulty dealing with the academic requirements of the Diploma Programme, we will tell them and their parents/legal guardians about the challenges they will have to cope with and the level of commitment they will need in order to succeed.
- If these students’ parents or legal guardians decide to enroll them in the Diploma Programme, they can do so provided they formally acknowledge that they are aware of the school’s evaluation of their children’s level of readiness to face the program.
- Once students are enrolled, we will support them in every possible way to help them cope with their challenges and achieve the best possible results.
- Students may quit the full diploma program after they enroll, but external assessment fees will not be reimbursed once they have been paid.