



LA SCUOLA D'ITALIA  
GUGLIELMO MARCONI

## Preliminary Admissions Policy

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## Preliminary Admissions Policy

### Introduction

La Scuola maintains admission policies and procedures that are designed to identify and admit students capable of succeeding in the school's rigorous bilingual curriculum while contributing to its increasingly diverse community. To fulfill La Scuola's mission statement "*to foster international understanding and openness in order to prepare students to become citizens of the world*", we strive for a diverse student body and do not discriminate on the basis of race, national origin, sex, sexual orientation, religion, disability status, etc.

Applicants are assessed on the basis of prior demonstrated academic excellence (transcripts, report cards or equivalent) and/or - especially in the case of our youngest applicants - by observation in the school setting. The applicant's character, integrity, and special talents (if any) are also taken into account during the admission process.

To ensure that La Scuola maintains a culture of inclusiveness and one that fosters respect for the cultural heritage of each student, close consideration is also given to the family's commitment to supporting their child's bilingual education.

The school aims at achieving a balance between native English and Italian speakers in every class whenever possible in order to reinforce the bilingual and international nature of the school. Nonetheless, with the stated goal of increasing the diversity of its student body, La Scuola is now accepting more students who are neither English nor Italian native speakers, but who demonstrate an aptitude and a desire to master both languages in addition to their mother tongue.

Applicants are considered for admission regardless of their financial status, with priority being given to applicants coming from under-represented backgrounds (both cultural and social-economic).

Given La Scuola's continued commitment to serving – amongst others - Italian students whose families may be posted only temporarily in New York City, the school maintains a rolling admissions process. Applications from Italian schools abroad are accepted year round as long as there is an opening in the target class.

The school, however, strongly encourages both prospective and returning candidates to follow ISAAGNY Application Deadlines and apply and/or re-register by January 8 of each calendar year in order to have the chance of securing a spot for the school year starting the following September.



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### **Admission process**

La Scuola's admission process involves three separate stages. The three stages are described in some detail in the following sections.

#### **Stage 1: Inquiry**

Families interested in exploring La Scuola's preK-12 educational offerings should contact the Admission Director either via e-mail or phone in order to schedule a tour of the school and/or attend one of La Scuola's Open Houses events.

#### **Stage 2: Application**

Prior to submitting their application, families intending to apply to the school are urged to check La Scuola's admission requirements for the particular grade in which they wish to enroll their child (see below for details).

- **Admission Requirements related to Age:**
  - ❖ Children applying to Pre-K must be 3 years of age by December 31<sup>st</sup> of the school year in which registered and be toilet trained.
  - ❖ Students applying to Kindergarten must be 5 years of age by December 31<sup>st</sup> of the school year and students admitted to first grade must be 6 years of age by December 31<sup>st</sup> of the school year.
  - ❖ Students turning 6 by April 30<sup>th</sup> may be admitted to first grade only if they have previously completed 3 years of school ( 2 years of Preschool and 1 year of Kindergarten).
  
- **Admission Requirements related to Language Proficiency:**
  - ❖ Knowledge of either Italian or English is not a prerequisite for admission to Pre-K through 5<sup>th</sup> grade.
  - ❖ Students entering in 6<sup>th</sup> grade need comprehension skills in both English and Italian.



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- ❖ Students applying to 7<sup>th</sup> grade and beyond need to be proficient in both English and Italian.
- **Admission Requirements related to Prior Academic Performance:**
  - ❖ Parents of 3 or 4 year olds, Kindergarten, and 1<sup>st</sup> grade children who are currently attending either a preschool or kindergarten program in the greater New York Area are required to submit the *Independent School Admissions Association of Greater New York (ISAAGNY)* confidential school report of their child. The report must be completed by the student's current school and sent directly to the Admission Director of La Scuola.
  - ❖ For students applying to grades 2 and beyond, La Scuola must receive directly from the student's current school copies of official report cards and/or transcripts (if applicable) for the previous two years, along with a description of the program of study for each subject.
  - ❖ For students applying to grades 2 and beyond, confidential recommendation forms and letters from English Language, Math, and Science teachers must also be submitted to La Scuola directly from the current school.
  - ❖ For students applying to grades 4-8 currently attending independent schools in the United States, families must submit to La Scuola their child's latest Educational Records Bureau (ERB) results, when applicable.
  - ❖ For students transferring from an Italian Middle or High School and applying to grades 9-12, La Scuola must receive directly from the student's current school the original III Media Diploma and copies of official report cards for all previous High School years (if any), along with a description of the program of study for each subject.
  - ❖ If the student is transferring from another non-Italian High School or from an Italian High School that is not a Liceo Scientifico, an assessment exam shall be administered. Details about the assessment exam shall be provided by the Admission Director upon request by the family.



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- **Admission Requirements related to the International Baccalaureate (IB) Diploma Program:**
  - ❖ La Scuola maintains an *Open Access* policy with regard to admission to the IB Diploma Program.
  - ❖ All students admitted to 11<sup>th</sup> grade shall have the opportunity of registering for the program, provided they start attending La Scuola from the first school week in September.
  - ❖ Students first admitted to La Scuola in 12<sup>th</sup> grade shall NOT have the opportunity of pursuing the IB Diploma Program at the school, unless transferring from another IB World School where they attended IB classes compatible with La Scuola's IB course offerings.
  - ❖ Students transferring from another IB World School shall be automatically accepted into La Scuola's program, irrespective of when exactly they start attending the school in either 11<sup>th</sup> or 12<sup>th</sup> grade, provided their original IB subject choices are compatible with La Scuola's IB course offerings.

Therefore, families who intend to apply are required to:

1. complete La Scuola's Application Form, available online through the school's website. (Alternatively, a hard copy of the Application Form may be obtained directly from our Admissions Office)
2. provide **two letters of reference** introducing the family to the school;
3. pay a \$100 non-refundable application fee.

Upon receiving the complete application, the Admission Director will contact the family to schedule a parents' interview. A child visit in which the student is invited to join a class of the same age group or grade for observation may also be scheduled at this time.



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### Stage 3: Decision

Finally, the applicant's file – including reports on both the parents' interview and child's visit – shall be reviewed by both the Admission Office and the Head of School.

In accordance with ISAAGNY deadlines, decisions on applications and files received by January 8 2018 shall be made available to parents through notification mailing between Friday, February 16, 2018 and Thursday, March 15 2018, depending on requested grade and applicant's status (e.g., ongoing/returning student vs new student. See ISAAGNY's website for more details). Applications received after January 8 2018 may be considered only based on availability.

### Stage 4: Enrollment

Upon acceptance of their application, parents shall be required to sign an enrollment contract and pay to the school all applicable fees (registration, deposit, etc.). More information regarding tuition, fees and financial assistance is available through the school website.

Details regarding the documentation to be submitted at enrollment are provided below.

- **Enrollment Documents:**
  - ❖ Official up-to-date Immunization Records
  - ❖ Official up-to-date Health Form
  - ❖ Pick-up Authorization Form (if applicable)
  - ❖ Travel Authorization Form
  - ❖ Medical Release Form
  - ❖ Publicity Release Form

La Scuola maintains a mandatory Uniform Policy for all students attending grades K-12. Details regarding La Scuola's uniform code are available through the school website.