



Admission Policy

Developed: February 2024

Approved by: Adria International School Board

Approval date: October 2025

Last review: August 2025

Next review: August 2027

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1. Introduction

1.a Guiding statements

Adria International School Mission

The mission of Adria International School is to offer high-quality education for the future, with the goal of nurturing internationally aware lifelong learners capable of contributing to a more sustainable and peaceful world.

Adria International School Vision

By creating a school culture that ensures excellence, we see Adria as a community which, owing to its international orientation and motivated and capable team, is ready to become an educational leader in the region, realizing thus the common goals for its students, their parents, as well as the local and wider global community it belongs to.

Adria International School Values

International orientation, Cooperation, Integrity, Respect and Assertiveness, Responsibility, Inclusivity

International Baccalaureate (IB) mission

The International Baccalaureate® aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

1.b Admission policy purpose and scope

This Admission Policy outlines the principles and procedures that guide student admissions at Adria International School across all our academic programmes: Early Years, Primary Years Programme (PYP), Middle Years Programme (MYP), and Diploma Programme (DP). It reflects our commitment to access, inclusion, and high-quality international education.

Adria International School serves a diverse community of students and their families from a range of nationalities, cultures, and backgrounds. We offer a high-quality education using English as the main language of teaching and learning, aiming to promote international mindedness and global citizenship. Our School places the student—who actively participates in the creation and development of their educational path—at the centre of learning and teaching.

This policy affirms our dedication to maintaining diversity within the school community and to ensuring that all students who are admitted to Adria International School can benefit from the continuum of IB education. It is grounded in the IB *Programme Standards and Practices* (2020) and aligned with our core values.

Our admissions procedures are designed to identify students whose needs, interests, and potential align with the educational experiences we offer. By supporting a holistic and student-centred approach, the

policy aims to help both families and the School make informed decisions that ensure appropriate placement and support for each learner.

1.c Admission policy review and approval process

Adria International School's Admission Policy is a living document, regularly reviewed to ensure alignment with the IB standards, our School's mission, and the changing needs of our school community.

The policy undergoes a formal evaluation every two years, led by the steering committee, composed of IB coordinators, academic staff, admissions personnel, and members of the leadership team. Feedback is also collected from students and parents to ensure a wide range of perspectives.

Revisions may also occur outside the regular cycle in response to significant changes in school demographics, updates to IB requirements, or internal strategic developments.

Proposed revisions are submitted to the Head of School and the leadership team for approval. Once approved, the updated policy is published in the School's Documentation and shared with all stakeholders. New staff members are introduced to the policy during induction, and families are informed during the admissions and orientation process. The policy is accessible via the school website, and key updates are communicated through regular school channels to ensure transparency and shared understanding.

2. Academic programs overview

Our core values, mission, and vision—along with the standards and practices of the International Baccalaureate (IB)—guide every aspect of our educational provision. Adria International School is committed to providing a high-quality international education that nurtures inquiry, critical thinking, and intercultural understanding across all stages of learning. We are an authorized IB World School for the Primary Years Programme (PYP) and a candidate school for the Middle Years Programme (MYP) and the Diploma Programme (DP).

2.a Early Years

Our Early Years programme serves our youngest learners aged 3 to 6 and is aligned with the pedagogical framework of the PYP. The curriculum is enriched with Montessori and Reggio Emilia-inspired practices, placing play-based inquiry and experiential learning at the heart of classroom experiences. The programme fosters independence, curiosity, and collaboration, supporting the holistic development of each child—socially, emotionally, physically, and cognitively—while laying a strong foundation for lifelong learning.

2.b Primary Years Programme

Adria International School is an authorized IB World School for the Primary Years Programme, which is implemented from Grade 1 to Grade 5. The PYP encourages students to become active, compassionate, and lifelong learners by engaging them in transdisciplinary units of inquiry. The program develops the whole child by emphasizing voice, choice, and ownership in learning. Through concept-based instruction and international-mindedness, students gain the knowledge, skills, and attitudes needed to face the challenges of the 21st century.

2.c Middle Years Programme

The Middle Years Programme at Adria International School is currently in candidacy, with implementation from Grade 6 to Grade 10. The MYP offers a challenging, student-centered curriculum that connects academic content to real-world contexts. Through inquiry-based learning, interdisciplinary thinking, and service as action, students develop critical thinking, self-management, and intercultural awareness. The MYP also supports students in transitioning smoothly to the academic and personal demands of the Diploma Programme.

2.d Diploma Programme

Adria International School is a candidate school for the IB Diploma Programme, which we aim to implement as the final stage in our IB continuum. The DP is a rigorous two-year pre-university programme designed for students in Grades 11 and 12, combining academic depth with an emphasis on research, communication, and international-mindedness. Students will be supported in developing both disciplinary expertise and broader life skills through the core components: Theory of Knowledge (TOK), Extended

Essay (EE), and Creativity, Activity, Service (CAS). The DP prepares students for higher education and lifelong success as active global citizens.

2.e IB Learner Profile and Approaches to Learning (ATL) Skills

At the heart of all IB programmes is the IB Learner Profile, a set of ten attributes that define the kind of learner Adria International School strives to develop: inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective. These attributes are integrated into daily learning and interactions, guiding students in becoming internationally minded individuals who contribute positively to their communities and the world.

Complementing the Learner Profile, each IB programme embeds the development of Approaches to Learning (ATL) skills, which support students in becoming independent, self-directed learners. These skills are organized into five broad categories: communication, social, self-management, research, and thinking. Through intentional teaching and reflection, students learn how to learn—building essential competencies such as collaboration, critical thinking, organization, and digital literacy. ATL skills are developmentally appropriate across the continuum and serve as a unifying framework for learning in all subjects and grade levels.

3. General admission principles

Adria International School welcomes applications from students and families who are committed to the School's values and educational approach. Our admissions process is guided by principles that ensure fairness, inclusivity, transparency, and a focus on the students' holistic development.

- ***Equity and Inclusion***
We strive to create a diverse and inclusive learning community, welcoming students from varied cultural, linguistic, and socio-economic backgrounds. Admission decisions are made without discrimination based on nationality, ethnicity, religion, gender, disability, or family background. We are committed to providing access to a high-quality international education for all learners, including those requiring additional learning support within the School's capacity.
- ***Student-Centered Approach***
The admissions process prioritizes the individual needs, strengths, and potential of each student. We seek to understand each applicant's learning profile, interests, and aspirations to ensure that the School's programs and resources can adequately support their growth and success.
- ***English Language Requirements and Support***
As an inclusive school, Adria International School welcomes English Language Learners (ELL) and is committed to supporting the development of their English language proficiency. Upon admission, students' English language skills are assessed to determine their individual needs. Based on this assessment, the School offers targeted support through English Language Acquisition classes or other appropriate interventions to ensure that all students can access the curriculum fully and participate meaningfully in school life.
- ***Alignment with IB Philosophy and School Values***
Applicants and families should demonstrate an understanding and respect for the values embodied in the IB Learner Profile, including a commitment to international mindedness, inquiry, and ethical behavior. The School encourages families to actively participate in the educational partnership and support the School's goals for fostering responsible and caring global citizens.
- ***Transparency and Communication***
We maintain open, transparent, and timely communication with prospective families throughout the admissions process. The criteria, procedures, and timelines for admission are shared upfront to facilitate informed decision-making and mutual understanding.
- ***Priority and Placement Considerations***
While the School aims to admit all qualified applicants, priority may be given in certain circumstances, such as to siblings of current students, children of staff, or applicants meeting specific programme criteria. Admission is contingent on the School's ability to provide the appropriate educational environment and support necessary for the student's well-being and academic success.
- ***Continuous Review and Flexibility***
Admission decisions consider both current and anticipated student needs, and the School reserves the right to review and adjust placement based on ongoing assessments, behavioural considerations, and available resources. The School is committed to reviewing this policy regularly to reflect changes in the school community and IB standards.

4. Admission criteria and procedures

4.a General Admission Process and Required Documentation

Enrollment at Adria International School involves several steps designed to ensure the proper placement for each student and clear communication with families.

Admission Process:

1. **Inquiry and Application:**
Families begin by submitting a completed application form via email to the School. The application includes required documents (see below).
2. **Interview:**
An interview with the student and parents/guardians is conducted by the Head of School (with input from Programme Coordinators and Learning Support Team). This interview provides an opportunity to discuss the student's needs, interests, and readiness for the programme, as well as to provide detailed information about the School and its curriculum. The admission interview is conducted by the Head of School, and may also be conducted by the Head of Section or Deputy Head.
3. **Assessment:**
Depending on the programme and background, students may be required to complete assessments to evaluate academic skills, English language proficiency, and developmental readiness.
4. **Admission Decision and Notification:**
The Head of School (with input from Programme Coordinators and Learning Support Team) reviews applications and assessments to make admission decisions, which are communicated promptly to families.
5. **Enrollment and Orientation:**
Accepted students complete enrollment formalities, including submission of any outstanding documents, payment of fees, and participation in orientation sessions.

Documents Required for Enrollment

- Completed application form
- Request for recognition of previous education (if applicable)
- Proof of temporary or permanent residence in Croatia
- Birth certificate of the child
- Passport or ID card for the child and both parents
- Previous school records and transcripts
- Medical certificate confirming completion of the mandatory health check-up (for kindergarten enrollment)

- For children with developmental difficulties or chronic illnesses: professional opinion of the expert commission, medical and other relevant findings, and decisions issued by competent institutions or specialists, where available
- Early Years Development Questionnaire (ages 3–6)
- Other documents as required by the programme

Students are usually enrolled for the new school year before the beginning of September. Late enrollment is possible if there are available places in the respective classes. Transfers from a local school in Opatija or Rijeka are allowed only until the end of the first semester, while transfers from other cities in Croatia or from abroad are possible throughout the entire school year.

Students currently enrolled in Croatian public schools wishing to transfer to Adria International School must submit a formal transfer application, which is reviewed by the School. For students coming from foreign countries the parent/guardian submits a request for enrollment and a request for recognition of prior education.

4.b Early Years (Ages 3–6)

Admission to the Early Years programme is based on an interview with the child and parents. Parents must complete the Early Years Development Questionnaire, covering developmental domains such as language, social-emotional skills, motor skills, cognition, eating, and play habits.

Additionally, a pediatrician's health certificate confirming up-to-date vaccinations and readiness for Early Years is mandatory.

English language proficiency is not required for Early Years admission. Children are enrolled in mixed-age groups (ages three up to primary school entry) with two dedicated educators per group and access to specialized support as needed.

4.c Primary Years Programme (Grades 1–5)

Admission to the Primary Years Programme includes an interview with the student and parents. For children entering Grade 1 within the Croatian education system, a school readiness assessment is conducted at Adria International School.

In Croatia, children who turn **six years of age by April 1** of the enrollment year are eligible to start Grade 1. Early enrollment is possible for children who turn six **by December 31** of the same calendar year, provided that the school's expert committee determines that the child is psychophysically ready to attend school.

Grades 1–4 and 5–8 are officially classified as part of primary (elementary) education in Croatia.

Language proficiency testing is not required for PYP admission. Students identified as needing additional language support receive targeted English Language Acquisition (EAL) support.

Documents Required for Enrollment:

- Completed application form
- Request for recognition of previous education (if applicable)
- Proof of temporary or permanent residence in Croatia
- Birth certificate of the child
- Passport or ID card for the child and both parents
- Previous school records and transcripts
- For children with developmental difficulties or chronic illnesses: professional opinion of the expert commission, medical and other relevant findings, and decisions issued by competent institutions or specialists, where available.

4.d Middle Years Programme (Grades 6–10)

Adria International School is a candidate school for the IB Middle Years Programme (MYP). Admissions procedures for students entering Grades 6–10 (MYP Years 1–5) vary slightly depending on whether the student is entering primary or secondary education as defined by the Croatian education system.

Documents Required for Enrollment:

- Completed application form
- Request for recognition of previous education (if applicable)
- Proof of temporary or permanent residence in Croatia
- Birth certificate of the child
- Passport or ID card for the child and both parents
- Previous school records and transcripts
- For children with developmental difficulties or chronic illnesses: professional opinion of the expert commission, medical and other relevant findings, and decisions issued by competent institutions or specialists, where available.

Grades 6–8 (MYP Years 1–3)

These grades are officially classified as part of elementary education in Croatia. The admissions process includes:

- Submission and revision of required documentation
- Interview with the student and parents or legal guardians
- An initial English placement assessment may be administered to determine EAL support needs.

Grades 9–10 (MYP Years 4–5)

Grades 9 and 10 are classified as part of secondary education. English proficiency equivalent to B1 level is required for admission to Grades 9–10. Students take English language placement assessment to determine eligibility and potential need for language support.

Admission to Grade 9

- Applications are submitted through the National Information System for Secondary Schools (NISpuSŠ) or directly through the school.
- The Ministry of Education provides three admission rounds in the National Information System:
 1. End of May to mid-July
 2. Second half of August
 3. From the first day of the academic year until the end of September
- Students who are already enrolled in any school in Croatia, or who come from countries/regions where compulsory education lasts **8 years**, enroll in Grade 9 **exclusively** through the National Information System.
- Students arriving from countries/regions where compulsory education lasts **more or fewer than 8 years** are enrolled **directly through the school**, which initiates the process of recognition of prior education.
- Elements and criteria for admission to Grade 9 are determined by the *Pravilnik o elementima i kriterijima za izbor kandidata za upis u 1. razred srednje škole* (NN 49/15, 109/16, 47/17, 39/22, 79/25).
- Students who completed MYP 3 in Croatia and continue into **MYP 4** are **exempt from these criteria** and are guaranteed continuation within the same programme until completion of the cycle.
- Students take a written English placement assessment to determine language support needs. The school may administer additional entry assessments; however, these must not be eliminatory. They may carry point value in ranking candidates only if the number of applications exceeds available places and a transparent scoring threshold has been published in advance in accordance with the Pravilnik.

Admission to Grade 10

- Admission is fully managed by the school, in accordance with legal and internal regulations.
- Admission depends on available places and the applicant having equal or higher points than the lowest-ranked admitted student in Grade 9.
- **English proficiency equivalent to B1** is required.
- Students transferring mid-year (due to relocation from another country, county, or city) may apply through procedures coordinated with the Ministry of Science and Education.
- Transfers from Croatian schools are accepted until the end of the **first semester** if the family is from the local region, or until the end of the **school year** if the family is relocating from another city or region.

4.e Diploma Programme (Grades 11–12)

Adria International School is currently a candidate school for the International Baccalaureate (IB) Diploma Programme (DP). As such, the School is not yet authorized to enroll students in the DP until full authorization is granted by the International Baccalaureate Organization.

In preparation for DP implementation, the School is actively working to meet all IB standards and practices. This includes staff training, curriculum development, and alignment of policies and procedures in accordance with IB requirements.

Once authorized, the School will welcome applications for Grades 11 and 12 from students who:

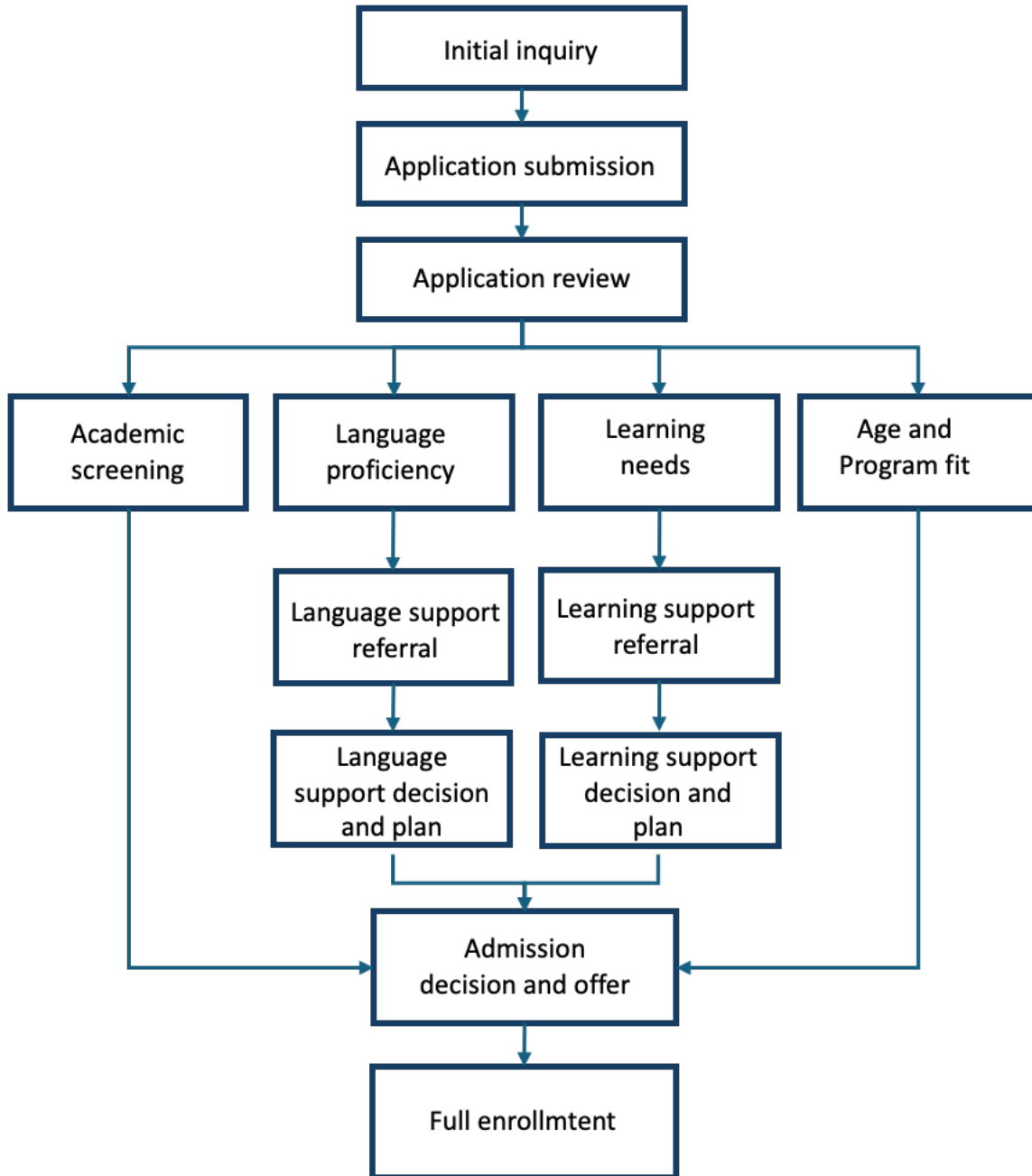
- Have successfully completed the MYP or an equivalent programme
- Demonstrate academic readiness for the rigour of the Diploma Programme
- Possess a minimum B2 level of English proficiency, as determined by internal or external assessment
- Show commitment to the IB learner profile attributes and a willingness to engage in the program's core components (Extended Essay, Theory of Knowledge, and CAS)

Admission to the DP will be based on a review of academic records, language proficiency, and a student and family interview, in line with the School's inclusive approach and IB philosophy.

Further details regarding Diploma Programme admissions will be published once the School receives official IB authorization.

4.f Admissions Process and Support Pathways Flowchart

Adria International School Admission Process and Support Pathways



5. Tuition and fees

Adria International School is a private and independent institution that does not receive government subsidies for its daily operations. Tuition and fees are therefore essential for sustaining high-quality educational provision, maintaining facilities, investing in professional development, and supporting academic and extracurricular programmes.

The tuition and fees are established annually and apply to the designated academic year. Should circumstances require adjustments, families will be informed in advance.

Enrollment Fee

An enrollment fee must be paid prior to a student's official enrollment. This fee is non-refundable and not subject to discount.

Annual Tuition Fees

The most up-to-date tuition and fee information is published on the Adria International School website and may be revised periodically. A detailed price list and the structure of annual tuition (including what the fee covers) is available upon request from the Admissions Office.

What the Tuition Covers

Tuition is designed to be comprehensive and includes most costs associated with a student's educational experience, such as:

- all regular and elective school activities
- field trips (visits to museums, galleries, exhibitions, companies, various institutions, etc.) within all subjects
- two visits to the theatre and cinema
- notebooks, and other school supplies
- meals (breakfast, snack, lunch, snack)
- at least one one-day and one two-day excursion
- thematic workshops for parents.

This transparent structure helps families plan financially and minimizes unexpected additional charges during the school year.

Billing and Payment

Invoices are issued according to the billing schedule defined by the School. Families are expected to meet all financial obligations by the specified due dates. Failure to do so may result in late payment penalties, suspension of services, or withholding of school reports and transcripts.

Refund Policy

In cases of withdrawal or early departure, the refund of any fees paid is subject to the School's Refund Procedure, which is available upon request. The refund procedure forms part of the contractual agreement between the legal guardian and the School.

Scholarships and Financial Aid

At this time, the School does not offer scholarships or financial aid. However, the School is in the process of establishing a scholarship fund for students with limited financial means.

- Initial fundraising will take place during the School's charity Christmas event in December 2025.
- A second round of fundraising will be held around Easter 2026 through the sale of student artwork.
- If sufficient funds are raised, a public call for scholarship applications will be released in May 2026.

The scholarship programme, once active, will be implemented in alignment with the School's mission, values, and long-term strategic goals.

6. Language considerations

6.a Support for Students with Limited English Proficiency

As per local legal regulations, English language proficiency is not a requirement for admission. However, for admission to MYP and DP and considering English is the language of instruction and communication, prospective students are expected to possess sufficient English proficiency to engage meaningfully with the curriculum: A1+ level of proficiency in MYP and at least B1 level in DP.

Adria International School is committed to supporting the language development of all students in alignment with the IB's belief that language is central to learning. English is the primary language of instruction across all programmes. Students who are English Language Learners (ELLs) are assessed upon entry to determine their level of English proficiency. Based on the results, the school provides targeted English Language Acquisition support through differentiated instruction, in-class scaffolding, and, where appropriate, pull-out or small group sessions.

6.b Home and Host Language Recognition

Adria International School designates English as the language of instruction and formal communication. All curriculum documentation is maintained in English, except for language courses delivered in other languages, where bilingual documentation is used as appropriate. While English serves as the common academic language, the school encourages the respectful and inclusive use of other languages within the learning community to support multilingualism and intercultural understanding.

The school recognizes the importance of maintaining and developing each student's home language as a foundation for cognitive development, cultural identity, and academic success. Adria International School promotes home language development through access to multilingual learning resources, collaboration with families, and partnerships with public libraries and community institutions that provide materials and activities in various languages. Families are encouraged to engage in reading, communication, and cultural activities that reinforce the use of the home language.

In alignment with its international and local context, the school also supports the learning and appreciation of the host country language—Croatian. Croatian is offered within the curriculum as both a Language and Literature option and as a Language Acquisition course. The school further promotes engagement with the host language through cultural events, celebrations, and collaboration with local organizations dedicated to language and cultural preservation.

Through these practices, Adria International School fosters an inclusive and linguistically responsive environment that values English as the language of instruction while affirming the significance of both home and host country languages in supporting the holistic development of all learners.

Language development at Adria International School is guided by the whole-school Language Policy, which outlines the philosophy, practices, and expectations for language learning, instruction, and support across the IB programmes.

7. Inclusion and Learning Support

7.a Support Available for Students with Learning Needs

Adria International School is an inclusive community that values diversity, equity, and the right of every learner to access quality education. The school provides appropriate academic, behavioural, and social-emotional support for students with diagnosed or emerging learning needs, within the limits of available resources.

A Learning Support Team, comprising teachers, specialists, and school leadership, collaborates with families to design strategies and individualized learning plans that promote student success, well-being, and full participation in the school's programmes. Support measures may include classroom accommodations, differentiated instruction, targeted interventions, and ongoing progress monitoring.

The school's approach emphasizes early identification, proactive communication, and collaboration between families, teachers, and support staff to ensure equitable access to learning.

7.b Admission of Students with Additional Needs

Students with learning differences or additional educational needs are considered for admission on a case-by-case basis. Admission decisions are made collaboratively by the Learning Support Team and pedagogical leadership, based on the school's capacity to provide appropriate support while maintaining high educational standards for all learners.

Full transparency and documentation are required during the application process. Parents or guardians must provide all relevant reports, assessments, and previous educational records to enable the school to evaluate how best to support the student. This information ensures that an informed decision is made in the best interest of the child and the school community.

7.c Non-Disclosure of Information

Adria International School relies on open and honest communication between families and the school. If important information concerning a student's learning, behavioural, medical, or psychological needs is not disclosed during the admissions process and is subsequently discovered, the school will initiate a structured review process.

The Learning Support Team will:

1. Review the newly available information and assess the implications for the student's learning and well-being.
2. Meet with parents/guardians to discuss possible accommodations, additional support, or the creation of an updated Individual Education Plan (IEP).
3. Determine whether the school can continue to meet the student's needs effectively within its current resources and programme framework.

If it is determined that the school cannot reasonably provide the required level of support without compromising educational quality or student safety, families may be advised to consider alternative educational placements better equipped to serve the student's needs.

This process is guided by the principles of equity, inclusion, and the best interest of the student, in alignment with the IB's *Access and Inclusion Policy* and the school's *Inclusion Policy*.

Admissions and student support practices at Adria International School are framed by the local legal requirements, the school's Inclusion Policy, which aligns with the IB Access and Inclusion Policy. Together, these documents outline the school's commitment to providing a safe, supportive, and equitable learning environment that recognizes and celebrates the diverse needs, backgrounds, and abilities of all learners.

8. Enrollment Contract, Renewal and the Termination

Enrollment at Adria International School is formalized through an annual enrollment contract between the School and the parent or legal guardian. By signing the enrollment contract, parents agree to the School's policies, procedures, tuition obligations, and code of conduct.

The enrollment contract is renewed each academic year. Admission and continued enrollment are contingent upon:

- submission of complete and accurate documentation,
- compliance with school policies and regulations,
- timely fulfillment of all financial obligations,
- constructive and respectful cooperation between the School and the family.

For the safety, wellbeing, and appropriate educational support of every student, parents are obligated to disclose all relevant information related to their child's health, learning needs, behaviour, and previous educational support. **Should a parent or legal guardian fail to disclose such information, or knowingly provide incomplete or inaccurate information, the School reserves the right not to renew the annual enrollment contract.**

8.1 Termination and Legal Conditions for Removal

In primary school, student may be issued a **pedagogical measure of transfer to another school** only in accordance with the *Pravilnik o kriterijima za izricanje pedagoških mjera* (NN 94/15, 03/17), and only through a fully documented and legally compliant procedure.

In secondary school, a student may be excluded, with the right to take subject examinations at the end of the school year. If the student passes the examinations, the student may continue into the next grade; if not, the student may repeat or discontinue schooling. All procedures must follow national regulations and be documented in accordance with the School's policies and Croatian law.

8.2 Duration of Enrollment

- In primary school, a child is enrolled once and remains enrolled until completion of education or official withdrawal, as primary education is compulsory.
- In secondary school, enrollment is renewed annually at the beginning of each academic year through a new enrollment contract.

8.3 Withdrawal and Refunds

In cases of withdrawal or early departure, the refund of any fees paid is subject to the School's Refund Procedure, which forms part of the contractual agreement between the School and the parent or legal guardian. The Refund Procedure is available upon request.

9. Roles and Responsibilities

9.a Role of the Admissions Office

The Head of School (with input from Programme Coordinators and Learning Support Team), oversees all stages of the admissions process. The Head of School holds ultimate responsibility for admission decisions, ensuring that each application is reviewed fairly, transparently, and in alignment with the school's mission, values, and educational philosophy.

Key responsibilities include:

- Managing enquiries and guiding families through each stage of the admissions process.
- Collecting and maintaining application documentation in accordance with data protection regulations.
- Coordinating placement meetings, language assessments, or interviews where required.
- Consulting with Programme Coordinators and the Learning Support Team to confirm appropriate placement and support needs.
- Communicating admission decisions to families in a clear and timely manner.

9.b Collaboration with Academic Leadership

Programme Coordinators, Heads of Section, and the Learning Support Team play an essential role in evaluating student readiness and ensuring that admission decisions are pedagogically sound.

Their responsibilities include:

- Reviewing academic records, language profiles, and previous school reports.
- Identifying potential learning support **or** language acquisition needs prior to enrolment.
- Advising on appropriate programme placement and subject pathways.
- Ensuring that decisions align with IB expectations and the school's inclusion principles.

This collaborative process ensures that each student's admission is guided by educational expertise and the school's commitment to equitable access.

9.c Communication with Families

Adria International School maintains open, respectful, and timely communication with families throughout the admissions process. The school:

- Provides clear information regarding procedures, timelines, and documentation requirements.
- Responds to enquiries promptly and professionally.
- Communicates decisions in writing, including any conditions of acceptance or next steps.
- Encourages ongoing dialogue to ensure that families feel supported and informed at every stage.

9.d Responsibilities of Parents and Guardians

Parents and guardians are integral partners in the admissions process and in supporting their child's educational journey. They are required to:

- Provide accurate and complete information during the application process, including academic, language, medical, and psychological documentation.
- Disclose any additional information that may influence the student's academic or social-emotional development.
- Notify the school promptly of any significant changes in the student's circumstances that may affect their learning or well-being.
- Support the school in facilitating a smooth transition and successful integration into the learning environment.

Failure to provide accurate or complete information may compromise the school's ability to meet the student's needs and may result in a review of the enrolment status.

9.e Shared Commitment

The admissions process at Adria International School is built on collaboration, integrity, and mutual respect between families and the school. Through transparent communication and shared accountability, the school ensures that each student is placed in an environment that best supports their academic growth, personal development, and well-being.

10. Links to related school policies

Adria International School's admissions procedures are closely aligned with the principles and practices outlined in the School's key policy documents. Together, these policies ensure a coherent and supportive framework for student learning and well-being across all programmes:

- **Language Policy**
Outlines the School's philosophy, support systems, and approaches to language learning, including English as the language of instruction and the promotion of host and home languages.
- **Inclusion Policy**
Details the School's commitment to providing equitable access to learning, including support for students with diverse learning, emotional, and behavioural needs.
- **Academic Integrity Policy**
Defines expectations for honest academic conduct, guiding students, staff, and families in fostering a culture of integrity and responsibility.
- **Assessment Policy**
Describes assessment principles and practices across the IB programmes, including formative and summative assessment, feedback, and reporting.

These documents are available upon request and published on the School's website and learning management system (Toddle) to ensure transparency and shared understanding among all stakeholders.

11. References

International Baccalaureate Organization. *Access and Inclusion Policy*. International Baccalaureate Organization, 2022.

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