

LANDAU SCHOOL

Admission, Placement and Expulsion Policy

Aims

LANDAU School Admission, Placement and Expulsion Policy aims at providing a clear and transparent perspective on student enrollment, placement and student expulsion process. We are committed to delivering excellence in the quality of teaching and learning at all levels. We promote equal opportunities for all and in respect of student admissions the only consideration is that the individual meets, or is likely to meet the requirements of the programs offered. We recognize the importance of implementing the admission, placement and expulsion policy that is fair, explicit and consistent.

We believe that schools run successfully only if parents are part of the process. Our expectations from parents are:

- Mindful decision and desire to commit to a strong academic program
- Supporting students to take responsibility for his/her behavior, self-management and learning
- Commit to the programs and activities that support the school

ADMISSION PROCEDURES

- Our classroom size is maximum **18 students per class for international stream (English), 22 for local stream (Azerbaijani/Russian) and 16 students per class for PreSchool.**
- You can find out about LANDAU Pre-School, International School and Local School **Fees and Preparation Courses (Pre-LANDAU)** by contacting the Admission and Customr Relations Department. Information on admission can be found at www.landauschool.com.
- Admission for 2022-2023 academic year is open in the period between April-September 2022.
 - To apply to LANDAU School you must fill in the Online Application Form on our web-site: www.landauschool.com
 - You will be required to submit a list of documents (see admission page on the web-site)
- We enroll students to Kindergarten, Pre-School, Years 1, 2, 3,4 (KS1-2) and Years 5,6,7 (KS3).
- **All** prospective students are tested on their knowledge of English and Maths.
 - **Pre-School/ Kindergarten:**
 - Students must pass an interview.
 - Interviews are based on checking student's basic academic and psychological indicators according to the appropriate age groups.
 - **Primary International:**
 - Only students who study in Pre-School International stream will be allowed to proceed to Primary International application.
 - Students must pass English and Maths Exams.

- Note: 2021-2022 admission rules have slightly been adjusted to consider external candidates for this year only. (**align with Admission department & CEO*)
- No external candidate is admitted to Primary International. (**align with Admission dep. & CEO*)
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- **Secondary International:**
 - Year 5-6-7-8 – students must score average 70% or more, minimum 60% on each component.
- **Primary Local:**
 - Year 1 – students must pass an interview.
 - Year 2-3-4 – students must score average 60% or more.
- **Secondary Local:**
 - Year 5-6-7-8 – students must score average 60% or more.
 - Maths Exam is in Russian or Azerbaijani depending on the stream. Azerbaijani Language and English exams are based on the national curriculum.

Age range and admission groups:

- LANDAU PRE-SCHOOL/ LANDAU KINDERGARTEN
 - Kindergarten students must be 3-4 years old.
 - Pre-School Year 1 students must be 4-5 years old.
 - Pre-School Year 2 students must be 5-6 years old.
- LANDAU PRIMARY LOCAL AND INTERNATIONAL KS1-2
 - Year 1 students must be 6-7 years old.
 - Year 2 students must be 7-8 years old.
 - Year 3 students must be 8-9 years old.
 - Year 4 students must be 9-10 years old.
- LANDAU LOWER SECONDARY LOCAL AND INTERNATIONAL KS3
 - Year 5 students must be 10 or 11 years old.
 - Year 6 students must be 11 or 12 years old.
 - Year 7 students must be 12 or 13 years old.
- LANDAU UPPER SECONDARY LOCAL AND INTERNATIONAL KS4-5
 - Year 8 students must be 13 or 15 years old.
- All applications and test results are treated as strictly confidential between the candidate and the school.
- It is the responsibility of parents to provide full and accurate information during application process.
- LANDAU school reserves the right to reject an application where any details provided by the parents/guardians are found to be fraudulent.

PLACEMENT PROCEDURES

STUDENTS ARE PLACED IN CLASSES/GROUPS CONSIDERING THE FOLLOWING CRITERIA:

1. Gender balance
2. French/German language choice (based on placement tests)
3. Behaviour problems/personality clashes
4. Newly admitted students are mostly placed in the new groups.
5. Students who have studied at LANDAU School more than 1 year will **not be moved** to another class unless Points 1-2-3 are not in place.
6. IGCSE students will be placed in accordance with IGCSE Stream choices
7. A level and SAT students will be placed in accordance with IGCSE Exam results

EXPULSION PROCEDURES

LANDAU Pre-School

- Students are expelled due to disciplinary/behaviour issues.
- Students are expelled if they are absent 50% of school days. Valid reasons are exception.

LANDAU Local and International Primary School

- **Year 1-2 (KS1)**
 1. No expulsion due to academic reasons (not meeting expected curriculum standards)
 2. Students may repeat the academic year if underperforming (overall average less than 50%)
 3. Students are expelled due to disciplinary/behaviour issues.
 4. Students are expelled if they are absent 70% of school days. Valid reasons are exception.
- **Year 3-4 (KS2)**
 1. Expulsion may take place due to academic reasons (not meeting expected curriculum standards)
 2. Students in Year 3-4 may repeat the academic year if underperforming (overall average less than 50%)
 3. Students are expelled due to disciplinary/behaviour issues.
 4. Students may not proceed to Landau Local and International Secondary School if points 1-2 are in place.
 5. Students are expelled if they are absent 70% of school days. Valid reasons are exception.

Landau Local and International Secondary School

- **Year 5-6-7 (KS3)**

1. Students in Year 5-6 may repeat the academic year if underperforming (overall average less than 60%)
2. Expulsion may take place due to academic reasons (not meeting expected curriculum standards)
 - i. In Year 6-7 students must perform above 70% in English, Maths, Science and above 60% in other subjects.
 - ii. If students fail in non-core subjects, they will be monitored. These students may be dismissed from the course if they do not improve.
 - iii. If students are failing in 1 core subject their performance will be closely monitored.
 - iv. If students are failing in more than 2 core subjects their will dismissed from the course.
3. Students are expelled due to disciplinary/behaviour issues (see Behaviour Policy).
4. Students are expelled if they are absent 70% of school days. Valid reasons are exception.

- **Year 8-9-10-11 (KS4/KS5)**

1. Expulsion may take place due to academic reasons (not meeting expected curriculum standards)
 - In Year 8-9 students must perform above 70% in all IGCSE and National subjects.
 - Student progress will be closely monitored if performing below 70% consistently in any subject.
 - If there are no improvements students might be dismissed from the course.
 - Students are expelled due to disciplinary/behaviour issues (see Behaviour Policy).
 - Students who achieved on average 6+ in all IGCSE's will be proceeding to AS-A2 level.
 - School reserves the right to promote or withdraw students who achieved on average A-B-C in all IGCSE's (with no grade below C) to AS-A2 level or SAT program.
 - Students who achieved on average C-D will only be given an option of SAT courses.
 - Students who achieved D-U on any subject on MOCK Exams will not be allowed to move on to the next stage.
 - Students are expelled if they are absent 70% of school days. Valid reasons are exception.