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**Nesibe Aydın Schools  
SCHOOL ADMISSION POLICY**

**Chapter One**

**Purpose, Scope, Basis, Committee Members and Definitions**

**Aim:**

**ARTICLE 1** - The purpose of this policy; **It was designed to organize** the Nesibe Aydın Schools' student admissions process in a transparent, inclusive manner, and in line with the IB Primary Years Program (PYP) philosophy. It aims to:

**Admission Based on Principles and Values: To carry out** the admission process in a fair, ethical and transparent manner, within the framework of the IB learner profile and the mission of our school.

**Academic and Social-Emotional Adjustment** : Designing an admissions process that supports students' cognitive, emotional, and physical development.

**Supporting Diversity and Inclusion** : Creating a school community that values differences by providing educational opportunities for all students.

**Compliance with International Awareness and Values** : To make the learning community an environment that supports students from different cultures.

**Improving Family and School Collaboration:** Strengthening school-community interaction by involving parents in the admissions process.

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This policy aims to ensure an inclusive and learner-centered admissions process that respects the diverse learning styles and needs of all students. Our admissions process is In line with its mission , it is designed to support individuals who are open to learning, inquisitive and internationally conscious.

### Scope:

**ARTICLE 2-** This policy covers all stages of the student admissions process at Nesibe Aydın Schools. The scope includes :

- There are student admission criteria and evaluation processes **at Preschool, Primary School and Secondary School levels .**
- **procedures and language support programs for national and international students** are discussed.
- **Inclusive practices and supportive mechanisms for students with special educational needs** are specified.
- **Collaboration processes between school administration, teachers, parents and students** are defined.
- Procedures for **annual review and updating of the student admissions process** are described.

### Rest:

**ARTICLE 3 -** This policy has been created based on the following sources:

Ministry of National Education Regulations

Mission and Vision of Nesibe Aydın Schools

International Baccalaureate (IB) Program Standards and Practices

Principles linked to the school's Inclusion, Assessment and Language Policies

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**Directive Committee Members:**

**ARTICLE 4** - The Policy Committee consists of the representatives of Nesibe Aydın Educational Institutions Kindergarten and Primary Schools Coordinator Director, School Principals, International Baccalaureate Primary Years Program Coordinator, representative assistant principal, representative kindergarten class, primary school class teachers, Guidance Counseling Specialist, and representatives.

**Part Two**

**Nesibe Aydın Educational Institutions School Admission Policy Objectives, Definitions and Educational Philosophy**

**Aim:**

**ARTICLE 5** - This document has been prepared to determine the student admission policy of Nesibe Aydın Schools, to explain it to the school community and to follow the implementation stages. Our admissions policy is reviewed and updated before each academic year. This process is driven by feedback from the school community and alignment with IB standards. When updating the policy, changes are shared with all stakeholders, and necessary training is provided for implementation. This approach ensures a transparent and effective admissions process. Our admissions policy is updated before each academic year, based on feedback from the school community and IB standards.

The implementation and updating of this policy takes into account the views of all stakeholders and is based on IB best practices.

**IB Mission Statement:**

**ARTICLE 6** - The International Baccalaureate aims to develop inquisitive, knowledgeable, and caring young people who will help create a better and more peaceful world through

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intercultural understanding and respect. Therefore, the organization works with schools, governments, and international organizations to develop challenging international education programs and rigorous assessments. Our programs encourage students worldwide to become active, compassionate, and lifelong learners who understand that others, despite their differences, can also have their own truths.

### **Nesibe Aydın Schools Mission Statement:**

**ARTICLE 7** - With a holistic education approach, we support our students in becoming independent individuals who use learning as a life skill. Through our school culture, competent staff, and the national and international programs we implement, we instill universal values in our students. Through our guidance and assessment services, we support our students in becoming self-disciplined individuals who fulfill their responsibilities. We support our students in academic, athletic, and artistic pursuits, enabling them to unleash their creativity. Through our social activities and learning environments, we enable our students to explore their interests and talents. Through the responsibilities our students take on in these activities, we contribute to a better world. We cultivate individuals who are sensitive to local and global problems, capable of generating solutions, and who are enterprising.

### **Roles:**

**The School Principal:** In preparation for the new academic year, the principal makes the necessary arrangements regarding the registration process and policies, determines the levels and class quotas for the next academic year, and establishes the registration committees after making the necessary preparations.

**School Admissions Committees:** Committees are established differently for each level, and each committee includes the general director, teachers, and parent liaison officers. The admissions committee is responsible for applications and final decisions regarding enrollment.

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School Promotion and Registration Committee: The committee was established to inform parents and promote the school. It conducts these activities throughout the year through social media and individual meetings with prospective parents.

### **Educational Philosophy:**

**ARTICLE 8** - Nesibe Aydın Schools believe that a nation is built through education. The philosophies of Nesibe Aydın Schools connect learning principles, real-life knowledge, and creative processes. Within this framework, they pursue multifaceted programs built on solid intellectual and structured foundations. Education at Nesibe Aydın Schools aims to stimulate students' curiosity in a wide range of subjects, encouraging them to ask questions, seek answers, and learn how to acquire knowledge. At Nesibe Aydın Schools, educational freedom and individuality play a significant role within a human-centered perspective. Social responsibility and contributing to community development are important at Nesibe Aydın Schools. We consistently encourage our students to become active participants in national and international projects, emphasizing the value of a foreign language as a tool for communicating and sharing their intellectual ideas with the world. As a result, students gain the confidence to face national and international challenges while also developing their future careers in the world by acquiring a diverse cultural understanding.

## **Chapter Three**

### **Nesibe Aydın Educational Institutions School Admission Policy Stages of the Registration and Admission Process**

#### **Stages of the Registration and Admission Process:**

#### **ARTICLE 10-**

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**(1) Promotion:** The school's promotion is conducted throughout the year through the School Promotion and Enrollment Committee. This committee reports to the Corporate Communications Directorate and aims to inform interested families about our school through social media and individual parent-teacher meetings. Our admissions process begins by providing parents with information about Nesibe Aydın Schools' mission, vision, and IB programs. Information is provided through social media, one-on-one meetings, and school visits.

**(2) Application:**

All applications must be submitted online. Parents are required to complete the student application form for students to apply for admission. All applicants must complete the online application form completely. This form helps us understand the student's academic background, interests, and individual potential.

<https://aday.nesibeaydin.com.tr/basvuru6/sinif/6>

**(3) Acceptance and Evaluation Process:**

a) Nesibe Aydın Elementary School does not evaluate kindergarten and first-grade students academically for admission; it conducts individual interviews to better understand the candidates. Principles and practices are planned and evaluated considering the philosophy of Nesibe Aydın Schools and are also included in the assessment and evaluation policy document (IBO 2019, Learners: 80-82). School teachers and expert guidance counselors organize workshops to assess students' cognitive levels, motor skills, attention, aptitude for group work, social and communication skills, and ability to take direction (IBO 2018; Learners: 15-19). One-on-one interviews conducted by the guidance unit and teachers aim to assess students' social skills, ability to work in groups, and individual development goals.

b) Academic exams are administered in Mathematics, English, and Turkish for students who come from other schools and wish to continue in grades 2, 3, and 4. Successful candidates are

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evaluated by our guidance counselors on their cognitive levels, motor skills, attention span, social and communication skills, and ability to take instructions.

c) School administration holds meetings to get to know parents. The process concludes with an evaluation of the cooperation between the school and parents, parental adaptation, and an awareness of the educational and support provided by the family. In line with our inclusion policy, scholarships are provided to children of martyrs, children of war victims, and children in financial need (IBO 2018, Learning Society: 3-5).

departments involved in the process come together to evaluate and report on the student's overall performance. The final decision regarding the student's suitability for the school is communicated to the family. Student evaluations conducted during the admissions process are provided to teachers as preliminary information, and the information gathered here is used as needed.

The admissions process is transparent and fair. It consists of a preliminary application, an interview, and an evaluation. Each stage takes into consideration the student's academic and social compatibility.

#### **(4) Registration:**

a) At Nesibe Aydın Primary School, kindergarten students are exempt from the registration process. Re-registration is carried out after consultation with families following an evaluation process with the school administration.

b) Registrations of students who will continue their education are renewed between the dates specified in the business calendar of each academic year.

c) Students are monitored for negative behavior during their primary school years, with the goal of improving these behaviors. If no results are achieved, this situation is strongly considered during the secondary school enrollment process.

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### Registration Criteria for International Students:

**ARTICLE 11** - a) To be evaluated, students from abroad must obtain an equivalency certificate from the Board of Education Equivalency Department and/or the Foreign Education Attaché. Students applying from abroad are required to demonstrate proficiency in Turkish or English.

b) For international prospective students, every stage of the admissions process is conducted in either English or Turkish. During the interviews, students' proficiency in Turkish is assessed. Students who need support in using the Turkish language are directed to a language course they can attend during the summer before the start of the next academic year. As stated in the inclusion and language policy documents, language development is supported by additional work on speaking, writing, reading, and listening skills under the guidance of an inclusion teacher. Additional lessons continue until students reach a level where they can communicate comfortably and follow the course without any difficulty.

### Passing the Course:

**ARTICLE 12** - The Ministry of National Education regulations are valid for course approval and grade passing.

## Chapter Four

### Relationships of the Policy with Other Policies

**ARTICLE 13** - (1) Nesibe Aydın Educational Institutions School Admission Policy is implemented by taking into account its connections with other policies established by the institution.

In the Nesibe Aydın Primary School admission process, the provisions of the Primary and Secondary Education Institutions regulations of the Ministry of National Education and the Private Education Institutions legislation of the Ministry of National Education apply, regardless of the registration region.

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**Language Policy :** Necessary monitoring, documentation, measurement and reporting are carried out regarding the communication skills that learners develop in different languages.

**Academic Honesty Policy:** Necessary monitoring, documentation, measurement and reporting are carried out regarding research skills that will support students' ability to demonstrate academic honesty.

**Inclusion Policy:** Individual differences of learners are addressed with an inclusive approach and the necessary monitoring, documentation, measurement and reporting are carried out to design effective learning environments.

**Assessment Policy: This** policy is implemented in direct conjunction with the student assessment policy. The assessment processes implemented during the admissions process are aimed at determining students' cognitive, social-emotional, and academic competencies, and the following are taken into account:

**a) Monitoring the development levels of students:** During the school admission process, the current knowledge and skill levels of candidate students are evaluated.

**b) Documentation of learning processes:** Data obtained during the admission process is used to monitor students' progress in their education.

Learner profile and academic qualifications: Students accepted to the school are monitored and supported for their compliance with the IB learner profile.

**c) Feedback:** As a result of the evaluations made during the admission process, feedback is provided to students and parents and the support mechanisms that the student may need are determined.

**d) Process evaluation :** The academic and social development of accepted students is monitored within the school and necessary arrangements are made in line with the evaluation policy.

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## Chapter Five

### Responsibilities of the Learning Community

**ARTICLE 14** (1) This policy is reviewed by the Nesibe Aydın Educational Institutions school admission policy every June and necessary revisions are made.

#### Force:

**ARTICLE 15** (1) This policy shall enter into force on the day it is approved by the Nesibe Aydın Educational Institutions Board of Directors and published on the school Portal .

#### Executive:

**ARTICLE 18** - (1) These policy articles are implemented by the relevant school principals on behalf of Nesibe Aydın Educational Institutions.

**ARTICLE 19** - (1) The school community can access this policy digitally on the school website.

#### Source:

**ARTICLE 20** – This directive was created by utilizing the following sources.

International Baccalaureate Organization . (2018a). primary Years Programme : The learner . Retrieved August 25, 2020, from [https://resources.ibo.org/pyp/works/pyp\\_11162-51463?lang=en](https://resources.ibo.org/pyp/works/pyp_11162-51463?lang=en)

International Baccalaureate Organization . (2018b). Primary Years Programme : Learning and teaching . Retrieved August 25, 2020, from [https://resources.ibo.org/pyp/works/pyp\\_11162-51465?lang=en](https://resources.ibo.org/pyp/works/pyp_11162-51465?lang=en)

International Baccalaureate Organization . (2018c). primary Years Programme : The learning community . Retrieved August 25, 2020, from [https://resources.ibo.org/pyp/works/pyp\\_11162-51464?lang=en](https://resources.ibo.org/pyp/works/pyp_11162-51464?lang=en)

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## NEŞİBE AYDIN SCHOOLS

📍 Main Campus: Haymana Yolu 5. km. Karşıyaka Mh. 577. Sk. No:1 Postal Code: 06830 Gölbaşı/ Ankara - TURKEY

Website: [www.nesibeaydin.k12.tr](http://www.nesibeaydin.k12.tr) ☎ +90 (312) 498 25 25 📠 +90 (312) 498 24 46

IB School Code: 49668 School CEEB Code: 696481 Mersis No: 0115082231900013 Cambridge School Code:TR071

➤ **Gölbaşı Campus** ♦ Primary School ♦ Secondary School ♦ Anatolian High School ♦ Science High School ♦ IBPYP ♦ IBDP

➤ **Yıldızlar Campus** ♦ Secondary School ♦ Anatolian High School ♦ Science High School ➤ **Çankaya Primary School** ♦ IBPYP ➤ **Ümitköy Primary School** ♦ IBPYP

➤ **Antalya Campus** ♦ Primary School ♦ Secondary School ♦ Anatolian High School ♦ Science High School

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