



**Canadian School of Milan**  
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# Admission Policy

## Mission

It is the mission of CSM to ensure proper admission procedure with respect to each application received for admission. This policy seeks to set selection criteria which is transparent, fair and consistent.

## Introduction

CSM aims to admit the children of parents who share its mission, vision, and values and who will contribute in a positive way to the development and the success of each student who will in turn be expected to embrace and participate fully in the educational programme, both academic and co-curricular.

The Admissions department comprises the Admission Office, the Head of School and the Principals. Applications for admissions are accepted throughout the year.

All students entering CSM aged five years and over are expected to have a reasonable and age-appropriate level of literacy and oral fluency in the English language in order to access the curriculum successfully and to be able to participate actively in the co-curricular programme.

It's important that at least one parent has a good command of both written and spoken English, as children will need some assistance at home. All communication between the school and families, including regular updates on students' academic progress and personal well-being, will be in English.

A programme of support lessons in English as an Additional Language (EAL) is provided according to the individual needs of the child (additional fees apply).

## Criteria for Admissions

### English Proficiency Requirement

CSM is a non selective English international school. While no English proficiency is required for **Nursery and Pre-K**, students entering **Kindergarten** must demonstrate a reasonable level of literacy and fluency. If necessary, we provide English as an Additional Language (EAL) support with additional fees being applied.

**Primary** students must have sufficient English to access the academic curriculum. If concerns arise, students may be tested and offered EAL support.



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For **Middle and High School**, a high degree of English competency is required, especially in Grades 9 and 10, as students prepare for the IB Programme. We also offer Academic English Support (AES) for grade 9 and 10 students transitioning into the IB English A course. In the **IB Diploma Programme**, students studying English A must have near-native proficiency, as this course is taught at a native speaker level.

## **Age Requirement**

CSM does not admit a child to a grade above his/her age. In determining the appropriate age group the Canadian academic year will be used (1 January to 31 December). Attention is given to the balance within a class regarding gender, language, specific needs etc.

Southern Hemisphere applicants (coming from a school calendar which starts in January and ends in the same year) will be placed in the grade level they have just completed (i.e. they must repeat a semester). We are prepared to consider advancement if the child is age-appropriate for the higher grade level, has a strong academic background and does not have any other issues, such as being an English language learner.

## **Criteria for Admission into IB Diploma Programme (Grades 11 & 12)**

Each candidate's application and supporting documents are carefully reviewed in order to assess suitability for admission to the IB DP.

The school prioritizes students that are already enrolled in CSM and have successfully completed the Middle Years Programme. MYP students acquire the knowledge and skills they need in order to be successful in the final years of secondary school and beyond the IB Diploma Programme. As they move through educational systems and school structures, students benefit from the consistent educational aims, clear pathways for progression through academic disciplines, and shared approaches to teaching of the MYP and DP programmes. (IBO.org)

The DP admissions process for external applicants should be completed prior to the beginning of Grade 11. The School will make an exception for students looking to transfer from another Diploma Programme they are currently attending. At the discretion of the admissions committee, an applicant may be required to additionally provide the following: one letter of recommendation from a former teacher or other mentor and additional school records. Students will not be admitted into grade 12 unless they have successfully completed a grade 11 DP in a previous IB school.

**The Admissions committee at CSM has the right to accept or refuse any applicant based on their assessment of the applicant's suitability.**



**Applying from IB MYP schools:** To be admitted to the IB Diploma Programme, students are expected to achieve a minimum level 4 for Standard level subjects, a minimum of level 5 for High level subjects, and a passing grade of 4 for Personal Project.

**Applying from GCSE / IGCSE schools:** To start the IB Diploma Programme, students are expected to achieve a minimum of level 5 or above in all subjects at IGCSE. To study a subject at HL, students need to achieve at least a 6 at IGCSE. Students who wish to study Mathematics HL need to achieve at least an 8 in Mathematics at IGCSE.

**Applying from other school systems** - Entry requirements for students without IGCSEs are considered on a case-by-case basis during the admissions process. A minimum average of 7 in the relevant academic subjects would generally be expected on an Italian report (pagella).

## Admission Procedures

In addition to assessment results, reports, and references, the following criteria will be taken into consideration:

- English language proficiency
- International or Italian Expatriate
- Sibling of a current student at CSM

1. Parents complete the online Application for Admissions Form and to upload the student's ID or passport. Students applying for Primary School, Middle School and High School are also required to upload previous school report cards. A reference letter from the teacher may be requested.
2. Following receipt of the online application and place availability confirmation, applicants can proceed with the next step which consists in a student interview or/and a student entry assessment.
3. Entry Assessment: Depending on the grade, students are required to complete an interview and/or an entry assessment as part of the application process. See below the relevant details:
  - a. **Nursery and Pre-K applicants:** Students must complete an interview with the Principal or Admissions Office.
  - b. **Kindergarten to Grade 8 applicants:** Students must complete an interview with the Principal or Admissions Office. Students may also be asked to complete an entry test at the discretion of the Admissions Committee. The fee for the entry test is €200\*.
  - c. **Grades 9 to 11 applicants:** Students are required to complete a written assessment and an interview with the Principal. The fee for the entry test is €200\*.
  - d. **Grade 12 applicants:** Students must have completed G11 DP at another IB World School. After reviewing their report cards and confirming subject compatibility, students will be required to complete an interview with the Principal.



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*\*The fee for the entry assessment is non-refundable. Should a place be offered, this amount will be deducted from the school tuition fees.*

4. Offer of a place: The School will make its final decision regarding an applicant's acceptance. An offer of a place will be sent to parents with relevant conditions (e.g., need for additional English language study support, etc.)
5. Acceptance of a place at the school: Parents confirm the Acceptance of a Place and pay the relevant fees before the given deadline to secure the place. The offer of a place will remain in force for 15 days from the date of the offer (unless otherwise stated) and may be withdrawn after that period if the required documents and fees are not received, with the place being offered to another family. No child may enter the school until all fees due have been paid and the required forms have been returned.

## **Special Educational Needs/English as an Additional Language Learning Support**

Students with special educational needs or with English as an Additional language Learning Support will be admitted only if the School feels that it can support them adequately and ensure that their educational experience will be positive and successful, including access to the IB Diploma Programme. Admission is on a case-by-case basis and the final decision rests with the Principal.

When applying for a place, parents are required to inform the School of any known and previous special educational need including any physical, health or behaviour issue which may affect the School's ability to provide a safe and appropriate educational experience for the child. Applicants with SEN are also required to upload the relevant diagnosis report and any supporting results from psychoeducational testing. Failure to provide this information during the application process may result in the immediate termination of the contract between the School and the family, and the exclusion of the child concerned.

*Reviewed: September 2024*