



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 of the Admission Manager, the Head of School, Principal, and the IB Coordinator. 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.

CSM expects that at least one parent is proficient in the English language, both spoken and written, as children will require significant support in and exposure to this language outside the school. All communication between the School and home will be in English, including regular progress reporting regarding the academic and personal welfare of each student.

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

Criteria for Admissions

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

1. English language proficiency
2. International or Italian Expatriate
3. Sibling of a current student at CSM

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.

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, skills and attitudes 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)



Canadian School of Milan School Policies

The MYP and IB Diploma Programme (DP) Coordinator work closely together ensuring a smooth transition for students who continue their education within the IB continuum. In the final two years of MYP (MYP4 and MYP5), students and families work closely with the MYP and DP coordinator in order to assess each student's strengths, areas of improvement and make important decisions about subject choices, qualifications and career options.

The DP admissions process for external applicants must 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 school records from their former school dating back further than the previous academic year.

Students will not be admitted into grade 12 unless they have successfully completed a grade 11 DP in a previous 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

1. Parents applying for Nursery will complete the online inquiry form as a first step. They will then be contacted by the Admissions office.
2. Parents applying for PreK-Grade 12 will formally complete the online Application Form and attach the applicable supporting documents. A reference letter from the child's current school may be requested.
3. Following receipt of the online application and place availability, parents are invited to visit the School with their child/ren or meet virtually. Open Mornings are organized throughout the year for Nursery applicants.
4. Interview/Assessment test: there is a fee applicable for each child's assessment. This goes against school fees if the place is offered and accepted, otherwise it is not refundable
 - a. Nursery and PreK: students participate in a child friendly First Impressions meeting either online or in person with one member of staff
 - b. Kindergarten to Grade 5 students: all applicants are required to complete an assessment
 - c. Grade 6 to 11 applicants are required to complete a written assessment which will include English and Mathematics.
5. 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.)
6. 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 10 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.



Canadian School of Milan

School Policies

Special Educational Needs/English as an Additional Language Learning Support

Students with special educational needs or with English as an Additional language will be admitted only if the School feels that it can support them adequately and ensure to the best in its power 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 Head of IB and the Principal.

Differentiated instruction is provided for those students who need additional support within the classroom.

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.

Failure to provide such information may result in the immediate termination of the contract between the School and the family, and the exclusion of the child concerned.

Reviewed: July 2021