



STUDENT ADMISSION AND ENROLMENT POLICY
INTERNATIONAL SCHOOL LEON ŠTUKELJ MARIBOR
Klinetova ulica 18, 2000 Maribor

1. Introduction

At International School Leon Štukelj we wish our students to become lifelong learners, developing skills to succeed in life.

‘We are a stepping stone to lifelong learning.’

Living in a rapidly evolving world and a complex society requires a unique set of skills. At Leon Štukelj International School Maribor, we believe that it is our responsibility to empower the students for the future.

Our mission is to provide inquiry-based education where the inquisitive minds of our students gain values, embrace diversity, cultivate the spirit of international-mindedness, and evolve into responsible global citizens. By creating a holistic and inclusive environment, fostering trust among the student-parent-teacher community, and cultivating skills and positive values we strive towards growth with integrity, transparency and a desire to contribute positively to our world.

2. Admission and Requirements for Admission

Children may enrol in the International School programme until the application deadline in the following order of priority:

1. The children of foreign diplomatic, economic and other representatives may enrol in the International School programme if they provide evidence of this with the relevant documents. Children may enrol in the international school programme based on a valid passport, a certificate from the school attended by the child in the last year before enrolment and other relevant documents showing that the child's parents are foreign nationals working in the Republic of Slovenia.
2. The children of Slovenian diplomats who have lived abroad for at least two years and who can prove it with appropriate documents can enrol in the International School programme. Children may be enrolled in the international school programme based on a certificate from the school attended in the last year before enrolment and other relevant documents showing that the child has lived abroad with his/her parents.

3. Exceptionally, children of Slovenian citizens who have lived abroad for the past four years and who provide evidence of this with appropriate documents, and after examination of the application can prove that it is more beneficial to a child attending a school with an international programme to facilitate their adjustment to the national school system, are also allowed to enrol. Children may be enrolled in an international school programme based on a certificate from the school attended in the last year before enrolment and other relevant documents showing that the child has lived abroad with his/her parents.
4. If, after enrolment of children under the first three points, there are still enough vacancies in the department, other children of Slovenian and foreign nationals who, after examination of the application, are found more likely to benefit from attending a school with an international programme, due to their planned long-term departure abroad (stay, education), may exceptionally be allowed to enrol. Children may be enrolled in the international school programme based on appropriate documents showing that the child will be staying abroad, but no more than 2 years before departure abroad. The conditions are reviewed annually.
5. If there are still sufficient places available after the enrolment of children under the previous four points, other children of Slovenian and foreign nationals who, after examination of the application, state the reasons for enrolling the child in a school with an international programme, are found more likely to benefit from attending a school or kindergarten with an international programme, will exceptionally be allowed to enrol. The conditions are reviewed annually.

To ensure that all students will be placed according to their abilities and will benefit fully from the educational programme, there will be following pre-admission procedures. Failure to comply with any of these procedures will result in denial of admission. All eligible students must meet the following requirements:

- The parents/legal guardians meet the Head of the International School and fill out the application form.
- Then they are given a tour of the school.
- The students take the placement test.
- Each placement test and application will be reviewed by qualified staff and teachers to ensure the placement of the students in the appropriate grade is met to their best knowledge/skills.

- The parents/legal guardians sign the contract after the decision from the staff.
- The homeroom teacher/students/parents/legal guardians meet and the general rules, student's agenda, parent's agenda, policies and other important documents are presented.
- The students start visiting school.
- During the school year, students can enrol at the latest in the beginning of the second semester. Otherwise, Assessment Criteria can not be met.

3. Enrolment guidelines and process

There will be an open enrolment period each year, that will be advertised and presented in the local community, newspapers and also broadcasted over the internet and radio. The deadline for admission will clearly be stated in adverts and also on the school's internet site.

Parents can decide and see the school and the learning process upon talking to the Head of the department of International School first.

4. Preferences

If more students are applying to school than available space, preferences shall be met according to:

- students currently attending school,
- siblings of students already attending school,
- students who meet above stated criteria in admission requirements - according to the level of importance starting with No. 1.

5. Withdrawal

Parents can withdraw the child throughout the school year, however if a student is withdrawn from the programme in May or June they don't get their final report cards and parents need to pay the whole school fee.

If we're unable to offer adequate support to students with severe learning disabilities, as stated in the Inclusion Policy, we can withdraw the student without parental consent.

Date: June 2025

Date of Evaluation and review: June 2026