



## STUDENT ADMISSION AND ENROLMENT POLICY

### International School Leon Štukelj Maribor

Klinetova ulica 18, 2000 Maribor

#### 1. Introduction

At International School Leon Štukelj, we aim to inspire our students to become lifelong learners, developing the skills they need to succeed in life.

**'We are a stepping stone to lifelong learning.'**

#### Our Mission Statement

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

Our mission is to provide an inquiry-based education in which our students develop strong values, embrace diversity, cultivate a spirit of international-mindedness, and become responsible global citizens. By creating a holistic and inclusive environment, fostering trust within the student–parent–teacher community, and nurturing essential skills and positive values, we strive for growth with integrity, transparency, and a commitment to making a positive contribution to our world.

#### 2. Admission and Requirements for Admission

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

1. **Children of foreign diplomatic, economic, and other representatives** may enrol in the International School programme, provided they submit the relevant supporting documentation. Admission is based on a valid passport, a certificate from the school attended by the child during the previous academic year, and other relevant documents confirming that the child's parents are foreign nationals working in the Republic of Slovenia.

2. **Children of Slovenian diplomats** who have lived abroad for at least two years and can provide appropriate supporting documentation may enrol in the International School programme. Admission is based on a certificate from the school attended during the previous academic year and other relevant documents confirming that the child has lived abroad with their parents.
3. **Exceptionally, children of Slovenian citizens** who have lived abroad for at least the previous four years and can provide appropriate supporting documentation may also enrol, provided that, following consideration of the application, it is determined that attendance at a school offering an international programme would better support the child's adjustment to the Slovenian education system. Admission is based on a certificate from the school attended during the previous academic year and other relevant documents confirming that the child has lived abroad with their parents.
4. If, after the enrolment of children under the first three categories, places are still available, **other children of Slovenian and foreign nationals** may exceptionally be admitted. Following consideration of the application, it must be determined that attendance at a school offering an international programme would be beneficial due to the family's planned long-term stay or education abroad. Admission is based on appropriate documentation confirming that the child will be moving abroad, no more than two years before the planned departure. These conditions are reviewed annually.
5. If places remain available after the enrolment of children under the previous four categories, **other children of Slovenian and foreign nationals** may exceptionally be admitted. Following consideration of the application and the reasons provided for seeking enrolment, it must be determined that attendance at a school or kindergarten offering an international programme would be beneficial for the child. These conditions are reviewed annually.

To ensure that all students are placed according to their abilities and are able to benefit fully from the educational programme, the following pre-admission procedures apply. Failure to comply with any of these procedures may result in the application being declined.

All eligible students must meet the following requirements:

- Parents/legal guardians meet with the Head of the International School and complete the application form.
- Parents/legal guardians are given a tour of the school.
- Students complete a placement test, where necessary, to determine the appropriate year group.
- Each placement test and application is reviewed by qualified staff and teachers to ensure that the student is placed in the most appropriate year group based on their knowledge, skills, and abilities.
- Parents/legal guardians sign the enrolment contract once the admission decision has been made.
- The form tutor, student, and parents/legal guardians meet, during which the school's general rules, the student's planner, the parents' handbook, school policies, and other important documents are presented.
- Students begin attending school.

- During the school year, students may enrol no later than the beginning of the second semester. Enrolment after this point is not permitted, as the Assessment Criteria cannot be fully met.

### 3. Enrolment Guidelines and Process

An open enrolment period will be held each year. This will be advertised within the local community, in newspapers, and through online and radio announcements. The application deadline will be clearly stated in all advertisements and on the school's website.

Parents are encouraged to arrange a meeting with the Head of the International School to visit the school and observe the learning environment before making their decision.

### 4. Admission Priorities

If the number of applicants exceeds the number of available places, priority will be given in the following order:

- Students currently attending the school.
- Siblings of students currently attending the school.
- Students who meet the admission criteria outlined in Section 2, in order of priority from Category 1 onwards.

### 5. Withdrawal

Parents may withdraw their child from the programme at any time during the school year. However, if a student is withdrawn during May or June, the final report will not be issued, and the full annual school fee remains payable.

If the school is unable to provide appropriate support for a student with significant learning needs, as outlined in the Inclusion Policy, the school reserves the right to withdraw the student's enrolment.

**Date:** June 2026

**Date of Evaluation and Review:** June 2028