



# **SHINE UE SCHOOL**

## **ADMISSION POLICY (INCLUDES IB DIPLOMA PROGRAMME)**

## INTRODUCTION

SHINE UE SCHOOL (SUS) is a private day school founded in 2003 and managed by Maam Unenbileg, one of the two teachers in Mongolia who hold the title of the Math “National Teacher of Mongolia” among secondary schools. It is located in the capital city of Ulaanbaatar in Mongolia, at the heart of the Embassy District, surrounded by multi-family residences. We offer a 12-grade program with advancement in Mathematics and English to over 770 students in 33 grades (forms) since 2005.

In the past 15 years, we have graduated 486 students and have led them to open a new chapter in their lives.

SHINE UE SCHOOL (SUS) is a candidate school for the International Baccalaureate Diploma Programme (IBDP). We are pursuing authorization as an IB World School. These are schools that share a common philosophy – a commitment to high quality challenging education along with a community service and international mindedness. We believe that an IB curriculum will bring in great value to our student lives and their families (reference SUS’s [IB Diploma Programme](#) for more information about the program’s mission, philosophy and general expectations).

**NOTE:** Only schools authorized by the IB Organization can offer any of its three academic programmes: the Primary Years Programme (IBPYP), the Middle Years Programme (IBMYP), and the Diploma Programme (IBDP). Candidate status gives no guarantee that authorization will be granted (reference IB’s [Candidate Phase](#) resource for the current stage of SUS).

## ADMISSION POLICY

### 1<sup>st</sup> grade admission requirements:

Every Fall, we start a 3-week **pre-school program** (extra fees may apply) designed to prepare for school. If your child attends this program prior to applying for our school, it could help them pass our entrance exam.

At the end of the pre-school program, (or in Spring for students who were not part of our pre-school program) we conduct a general entrance exam. This helps us determine the child’s ability and the style of learning. Based on the results of these exams and interviews with parents, Admissions Committee makes the final decision on the acceptance of the child into our school and their assignment of the class/group.

The main requirement for a child entering the 1<sup>st</sup> grade is to be either turning or have turned age of six during that school year. Younger students will not be admitted (reference SUS’s [Admissions](#) for registration and entrance exam information).

### Transfer student admission requirements:

The following are the requirements and steps for all students (local or international):

1. Pass our entrance exam with 70% or above.

Entrance exam contents are based on Mathematics, English, and Mongolian (revised every year to align with local standards). If students did not have any of the language subjects above in their previous school's curriculum, it can be omitted from the entrance exam.

2. If the Admissions Committee sees necessary, an interview with parents will be scheduled.
3. An application form must be submitted.
4. Physical and mental abilities of the child should be taken into account, and expectations of our school programs should be clearly communicated to parents before admitting.

Once admitted to SUS:

1. Official transcript or the Mongolian official records book must be submitted.
2. If the student is transferring from a school in Mongolia, his/her name must be deducted from the online school registration system ESIS within the first week of September.
3. The deposit (seat reservation fee) must be paid upon admission. This fee becomes part of the tuition (reference SUS's [Tuition](#) for tuition and discounts information).
4. Grades from other international programs will be converted into grades that meet local requirements (see Awarding a Grade section of our Assessment Policy).
5. Students can elect to enter the IB Diploma Programme (IBDP) starting from the 11<sup>th</sup> grade (entrance beyond 11<sup>th</sup> grade is not allowed). Please read the separate section below for the requirements of entering the IBDP.

IB Diploma Programme admission requirements (all students):

- Must be in 11<sup>th</sup> grade
- Have a full knowledge and understanding of the IBDP and it's completion requirements
- Minimum English language requirements: TOEFL Junior overall score of 750 with a minimum score in each component of:
  - Listening Comprehension - 245
  - Language Form and Meaning - 250
  - Reading Comprehension - 255

**Note:** No additional tuition fees apply for enrolling and studying in the IB Diploma Programme at SUS. Additional fees apply only when students register for the IB Diploma examinations in May of their 12th grade (reference [IB's Assessment Fees and Services](#) for the latest information).

**Parents Support:**

We believe that parents are responsible for the education of their children and their support is vital for the overall academic and behavioral outcome of a child. Cooperation between teachers and parents is needed to ensure that students perform at their full potential.

If students are admitted (or identified to be) with language support needs and/or special education needs, they must attend **language support after-class programs** (reference SUS's [Language Policy](#)), other **individual or group after-class programs** (reference SUS's [Inclusive Policy](#)) that are needed for those children.

## **PRIORITY POLICY**

Our priority list of enrolling students is outlined below:

1<sup>st</sup> priority – Currently enrolled students and children of teachers and staff

2<sup>nd</sup> priority – Children of SUS alumni and siblings of students who are already enrolled

3<sup>rd</sup> priority – Children admitted through our regular admission procedures and returning students

## **WAITING LISTS**

If there is no space available for the grade level you are applying, students and their parents can choose to be placed on our waiting list. The waiting list is deleted at the end of each school year. If we have offered a space at our school to the student who was waitlisted, and the student did not accept our offer, their names will be removed from that year list.

Please contact our admissions team for registering to our waiting list (reference SUS's [Admissions](#)).

## **CLASS (GROUP) ASSIGNMENT**

We determine the class (group) students are assigned based on the availability of space, date enrolled and students' age. In general, students stay in the same group from the time they entered until they graduate. This helps them to make life-long friends with their classmates. But our entire school community holds ample of extracurricular activities, clubs, field trips and events to develop social skills among students from different groups and grade levels.

## **POLICY REVIEW PROCESS**

This policy shall be reviewed every year from the last date of modification. The last date of modification must be recorded on the policy as a footer note.

Any proposed changes to the policy shall be reviewed by the teachers' meeting with an attendance of at least 70% or above of all teachers. Teachers should use a voting system in approving the proposed changes into the policy.

The approved changes to the policy shall be reviewed and approved by the school administration, which includes Head of School, academic managers, programme coordinator and Heads of departments, if there are no conflicts with other policies and local regulations.

Any final change to the policy shall become effective from the next school year, unless otherwise decided by the school administration.