

# Elckerlyc International School

Klimopzoom 41  
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## ***ADMISSIONS PROCEDURE 2011-2012***

### ***Admission to the school***

An interview with the Deputy Director and a visit to the school may always be made (Tues/Wed/Thurs) after receiving full information either via a prospectus or the web site. [www.elckerlyc.net](http://www.elckerlyc.net). Please ring the office or email to arrange an appointment.

Students will be considered for admission to the school upon receipt of a completed application form together with, copies of relevant school reports and identification documents which must be accompanied by payment of the ***non-refundable registration fee of €200 (€215 if transferred from outside the Netherlands)*** into the school account:

ABN AMRO  
Postbus 30  
2350AA Leiderdorp, Netherlands  
Account No: 56.78.15.048.  
For Swift code: ABNANL2A.  
For Epion code: NL56ABNA0567815048.

You should clearly note the name of your child on the transfer.

The School requires student records from the applicant's previous school, in English, before any student is considered. These records should include reports, transcripts, results of standardised tests and any reports by a counsellor or psychologist. The School reserves the right to contact the applicant's previous school prior to acceptance.

A new pupil is initially placed according to age, whereby the school takes the cut-off date October 1<sup>st</sup> into consideration when he/she is entering at the beginning of the school year. When entering during a school year the new pupil makes an initial visit to the location and the classroom, to meet the teacher and his/her peer students. The first 4 weeks are regarded as an assessment period. Alternative class or school placement may then be recommended and changed after teacher/parent consultation.

The application does not guarantee that there will be a place for the child or that an available place will be offered. Where a class is full the child will be placed on the waiting list. After application, if a vacancy exists and it is considered that the child would benefit from the academic programme offered at our school, a place will be offered in the form of a letter to the parent. The parent must reply to the School accepting the place.

**Summary of admission process:**

**A visit to school is made – preferably with the child**

**Completed registration form and fee is sent to Elckerlyc with the following :**

- **relevant information about the school career of the child including report cards of the last two school years (if applicable) and letter of recommendation.**
- **copy of the information pages of the child's passport or copy of the child's birth certificate.**
- **completed emergency contact section on the registration form.**

**A second visit is made for the child to spend time in the proposed class to allow for assessments and introduction to be made.**

**A proposal is made to parents re the class placement.**

**A letter of offer/refusal is made to parents.**

Admission decisions are based on each child's previous school records (if applicable) or experience, placement assessments and a visit to the school.

Children qualify for places at Elckerlyc International School if they are:

- **Children from other countries who have been educated in English and who will only be spending a few years in The Netherlands and who require a continuous English education.**
- **Children from other countries who have been educated in English and who need transitional English-to-Dutch education to prepare them for future education within the Dutch school system.**
- **Children living in The Netherlands who will be moving to another country where their subsequent education will be in English.**

Elckerlyc is a diverse community. We do not discriminate against any person on the grounds of race, religion, national origin or sex in the selection of students. We actively seek diversity in our student body.

Please note the following points:

1. Fees are 'all-inclusive' and cover besides tuition, school trips, parties, school camp for groups 6 and 7, all materials needed for school (pencil, exercise books, paper, etc.)
2. The school fees for an academic year in Groups 1 - 7 are € 2984,- per child (School year 2011-2012). When a child joins after the beginning of the school year fees will be adjusted accordingly.  
In Group 0 the fees vary depending on services requested (Education for 3 year olds is not subsidised by the Dutch Ministry of Education). This results in higher fees in this group – please see the Group 0 information booklet for specific details.
3. No discounts will be given in the case of more than one child from the same family attending the International Section of the school.

4. If a child begins attending the school at a date other than the official start of the academic year in August/September, the school fee will have to be paid in full when the children start before January, half of the outstanding fee is payable when the child(ren) start after January.
5. Parents are requested to pay the school fee within the time stated on the invoice. Should this not be convenient, the fee can be paid in two instalments.
6. In the event that fees have not been received according to the above conditions, a place will be offered to the child(ren) concerned in the Dutch Section of the school (provided there are spaces available) and their places in the IS will be offered to those currently heading the waiting list.
7. We are not able to reserve places for children who start at any other point than the beginning of the year unless a reservation fee is paid.
8. The school reserves the right to refuse admission to students whom they feel cannot benefit from the program being offered.

In the event of the applicant's knowledge of the English language being below the acceptable minimum (as determined by the school), the applicant is required to have additional English Language coaching. Such coaching may be arranged by the school but the costs, usually around € 30 per hour, remain the responsibility of the parents. This intensive course will last for four weeks (36 hours).

### **PAYMENT**

School fees must be paid promptly upon receipt of a bill. Payment maybe made in full (100%) or in two instalments (50%) where this is the case we ask for strict adherence to the given timescale. Payment by instalments is only possible with agreement from the director and where a payment timescale is set up. No discounts will be given in the case of more than one child from the same family attending the school.

School fees are calculated on a ten month basis. If a child begins attending the school at a date other than the official start of the academic year in August/September, the school fees will be calculated pro rata, plus one month.

In the event that fees have not been received according to the above conditions, a place will be offered to the child(ren) concerned in the Dutch Section of the school (provided there are spaces available) and their places in the International Department will be offered to those currently heading the waiting list.

### **WITHDRAWAL FROM THE SCHOOL**

Before a student is withdrawn from school a minimum of **60 days notice** must be given using the appropriate form provided by the school. Where a child leaves during the course of the school year and fees have already been paid, a charge will be made for the period of attendance plus one month. Fees already paid in excess of this charge will be refunded. Unless full notice is given in writing on time, fees will continue to be charged until the 60 days notice period is complete before any refund is made.