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1. **PURPOSE OF THIS DOCUMENT**

This document is prepared to determine the student admission policy of TED Üsküdar College, to explain it to the whole school community, and to follow the implementation steps. The school principal, corporate communication team and relevant teachers renew this policy every year before the school begins the student admission process.

1. **IB MISSION STATEMENT**

The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end, the organization works with schools, governments, and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

# TED ÜSKÜDAR COLLEGE VISION AND MISSION STATEMENT

TED Üsküdar College Vision

As TED Üsküdar College, our vision is to raise individuals who take confident steps towards the future and to whom we can safely entrust the future.

TED Üsküdar College Mission

\* As an institution founded through Atatürk's wishes and counsel, to maintain and uphold an institutional identity that adheres to the tenets of Atatürk and the republic.

\* To raise individuals who possess confidence and self-esteem, show respect for human rights, are aware of social and universal issues and willing to find solutions to them, and advocate peace, wisdom, and progress.

\* To be a school that any student would like to have the privilege to attend and that boasts a spirit and sense of community that endures long after graduation.

# STUDENT ADMISSION POLICIES

#  In our school community at TED ÜSKÜDAR College, we acknowledge and appreciate the advantages of a diverse society. The value of having a student body from all socioeconomic and cultural backgrounds is recognized by TED ÜSKÜDAR College, as mentioned in the inclusion policy and language policy. The school aims to provide instruction to a diverse student body in the areas of physical, cognitive, and psychosocial development. During the admissions process, it is decided if a potential student is a good fit for "challenging programs" based on their cognitive, emotional, behavioral, and social needs.

1. **ROLES**

Apart from the registration process, the admissions procedures for TED ÜSKÜDAR College are governed by the laws of the Ministry of National Education's Private Education Institutions legislation as well as its Primary and Secondary Education Institutions regulations.

All TED schools in Turkey are affiliated with the TED (Turkish Education Association) Headquarters. TED Headquarters is an institution that determines the syllabus outline and the outline of the assessment and evaluation process. All of the admission exams for the school, readiness tests, and standardized progress tests for all TED schools in Turkey are provided by TED Headquarters.

* 1. **General Manager:** Arranges the registration procedure, establishes the guiding principles, and decides on the class and level limits for the upcoming academic year to prepare for.
	2. **Responsibilities of the School Admissions Commission:** School admission commissions are organized separately for each level. In the admission commissions, we have the counselor of the level and the corporate communication. Final decisions are made by the admission commissions and the general manager.
	3. **School Promotion and Registration Commission:** The purpose of the commission is to inform parents and promote the school and the programs in the school. It does this throughout the year through social media and individual meetings with candidate parents.
1. **RELATION TO OTHER POLICY DOCUMENTS**

TED ÜSKÜDAR College Inclusion Policy should be read in cooperation with the school policies listed below, which will be made available on the school's website.

* Language Policy
* Assessment Policy
* Inclusion Policy

# STAGES OF THE ADMISSION PROCESS

* 1. **Preparation of Student Admission Calendar and Receiving Applications**

The student admission calendar is prepared by the school’s corporate communication in connection with the Turkish Education Association Headquarters. In the calendar, the admission and the scholarship academic exam dates, and informative school introduction meeting dates for parents are mentioned. The principal approves the admission calendar of the school

Turkish Education Association determines theacademic proficiency exam dates to be obeyed by all TED schools in Turkey.The academic exams are held by using the questions that come from TED Headquarters. The procedure of the academic proficiency exams is the same for all TED schools in Turkey. Academic exam results are used for the admission of the students in middle and high school and to determine the scholarship ratio of the students.

According to the approved calendar, promotional videos, brochures, written and visual social media tools, handbooks, school visits, and any events to introduce the school are availed of.

The applications are made through the school’s website by filling out the Student Application Form. All applications are organized by Corporate Communication.

* 1. **Student Assessment in the Admission Process**
		1. **First Stage Assessment**
			1. **Kindergarten and Primary School**

TED Üsküdar College Kindergarten and Primary School employ a single stage in the admission process. This stage consists of individual interviews with the candidate students. The primary school and the kindergarten do not assess (kindergarten and 1st, 2nd, and 3rd grade) students academically to admit them to the school.

School counselors conduct individual interviews to get acquainted with the candidates better in the admission process. Regulations and practices are planned, applied, and assessed with the philosophy of TED Üsküdar College. School counselors organize individual meetings to assess students' cognitive levels, motor skills, attention, social and communication skills, and the ability to take instructions. The behavioral, cognitive, physical, social, and emotional growth of the candidate is evaluated by school counselors during the interview. Counselors also see the candidate's parents to get acquainted with the student better and also to assess their approach to education and their cooperation with the school.

School counselors observe the candidate students and evaluate them according to the criteria determined beforehand and the results of the interviews are reported. Counselors report on the outcomes of individual interviews with students and families.

The admission process ends with the evaluation of support coming from the parents in a potential case where it is needed. As stated in the mission statement of TED Headquarters in Ankara, scholarships are awarded to students whose parents face financial challenges as mentioned in TED Üsküdar College's inclusion policy. Counselors involved in the process evaluate and report on candidates’ overall performance. The parents are informed by the school about the ultimate decision on whether the candidate is suitable for the school. The assessment results are recorded on the k12 system of the school and reported to the general manager of the school by the grade counselor and corporate communications.

* + - 1. **Middle and High School**

TED Schools Admission and Scholarship Exams are applied in the first stage of the admission process for middle and high school students. TED Schools Admission and Scholarship Exams are prepared by the Turkish Education Association (TED) and sent to school administrations. These questions are used in the student admission exam. The exam is applied on the date determined by TED Headquarters. The student admission exam is held on the school campus. Exams are conducted under the supervision of the invigilators. Exam questions are multiple-choice questions. The number of questions in each subject to be assessed is given below.

|  |  |  |
| --- | --- | --- |
| If the student is currently in  | Subjects included in the exam | Total number of questions  |
| Turkish / Turkish Language and Literature (9th grade)  | Mathematics  | Sciences  | Social Sciences | English  |
| 4th grade | 15 | 15 | 15 | 15 | 15 | 75 |
| 5th grade | 15 | 15 | 15 | 15 | 15 | 75 |
| 6th grade | 15 | 15 | 15 | 15 | 15 | 75 |
| 7th grade | 15 | 15 | 15 | 15 | 15 | 75 |
| 8th grade | 15 | 15 | 15 | 15 | 15 | 75 |
| 9th grade  | 15 | 15 | 15 | 15 | 15 | 75 |

The Head of the Assessment and Evaluation Unit evaluates exam papers. Exam results are reported to the school administrations by the assessment and evaluation unit and the evaluation results are recorded on the k12 system of the school. The results are published through the school website to the parents. All the parents learn their student’s results with the student’s ID number. For the students who are found qualified, the school is to be contacted for further information about the second stage of the admission process. The parents of the relevant students are informed by the corporate communication in the school and information is shared about the second stage of the admission process.

The admission exam is held on the same day for all middle and high school grades. The admission exam results are also used for determining the scholarship ratio of the candidate. The scholarship ratio is determined annually by the result of this academic proficiency exam.

If this exam is missed by a candidate, the candidate can’t get a scholarship for the upcoming year. For admission of the candidate who missed the exam, another exam is held individually with an invigilator in a separate exam room. The questions are prepared and sent by TED Headquarters. If the candidate is an 8th-grade student, the scholarship ratio is determined also depending on the result of LGS which is a centralized national exam. The scholarship ratio is also calculated by the LGS result of the student.

* + 1. **Second Stage Assessment**

The "Student Identification Form" is filled out by Corporate Communication for the parents of the candidate students. The parents of the candidates who will participate in the second stage assessment fill out the form provided by corporate communications. The completed forms are saved as a printout.

* + - 1. **Kindergarten and Primary School**:

The admission process for kindergarten and primary school contains a single stage which is the interview with the candidate student and parents. The information about this stage is given above in detail.

* + - 1. **Middle and High School:**

Candidate students need to pass the first stage successfully to proceed to the second stage. The second stage of the admission process is the individual interview with the counselor for middle and high school candidates. Counselors ask questions to candidate students to get acquainted with them better. Candidates are observed in terms of possessing such traits and skills as self-confidence, problem-solving, communication, motivation, self-regulation, creativity, accountability, managing differences, and imagination. The interview of candidate students is assessed according to the criteria determined beforehand. Candidate students are interviewed by experienced counselors determined by the school administration to get acquainted with them. Candidate parents are seen and interviewed by counselors. During the interviews of parents, counselors try to understand their approach to education and how supportive they are. The results of the assessment are reported.

The report includes assessments on issues such as plans for the future, social relationships, self-expression, and healthy self-perception. The results of the individual family and individual student interviews are assessed by the school counselors determined by the school administration and reported on the school’s drive folder. All students who complete the 8th grade of Middle School and prefer to enroll in TED Üsküdar College in High School take the High School Preparatory English Exemption Exam. A commission of relevant teachers prepares the exam. TED Üsküdar College doesn’t admit students into 11th and 12th grades from other schools.

* 1. **Admission to the IB Diploma Program**

At the end of 10th grade, students who prefer to proceed to the International Baccalaureate Diploma Program need to meet the admission requirements written below.

* At least 70 (out of one hundred) average grade points in Turkish Language and Literature, Mathematics, and English at the end of each year 9 and year 10.
* For the three Science courses (Physics, Chemistry, and Biology) the student must have average grade points higher than 50 (out of one hundred) at the end of year 9 and year 10.
* The student has not been subjected to disciplinary action (excluding the reprimand).
* The student is also evaluated by the school counseling and guidance department in terms of their well-being and resilience concerning this challenging program. The vice principal of the student needs to approve the IB DP admission for each student who opts for enrollment in the program by checking the overall performance of the two years that build up to the program, i.e. 9th and 10th grades.
* In addition to these requirements, the student needs to prepare a personal statement to express their intention to be enrolled in the IB Diploma Program.

Students from other schools who will enroll in Grades 11 and 12 need to meet the admission requirements of both TED Üsküdar College and IB DP.

Students from other schools who will enroll in Grade 12 must have taken the same subjects as we offer. The student needs to meet the requirements in terms of the subjects not to have any missing teaching hours.

The final admission decision for students who choose to be an IB DP candidate is made by the Head of School, the IBDP Coordinator, the relevant vice principal, and the relevant counselor.

* 1. **Scholarship Assessment**

An academic exam is applied to determine if students are qualified to receive scholarships for the upcoming year. These exams are held annually to update the scholarship ratio of the student. This academic exam is also the admission exam of the school. The candidate who wants to be a student at TED Üsküdar College has to take this proficiency exam to be admitted to the school. The result of this exam is used for the scholarship ratio of the applied student. If the student is already at TED Uskudar College and takes this exam, the result of this exam is going to be used as scholarship assessment of the student.

According to the results of the academic exams, counselors have individual interviews with the candidates as the second stage of the admission process. If the student is already at TED Üsküdar College, then the student is not to be interviewed. The results report for the candidate students is prepared by Corporate Communications and the Assessment and Evaluation Unit. The final report is prepared by Corporate Communications. Student identification forms are submitted to the principal with the results report.

* 1. **Admission of the Student**

The principal reviews the student identification forms and results reports before reaching a final decision. This process covers whether the student is accepted or rejected and the percentage of scholarships awarded. The Corporate Communication notifies the family about the final decision.

The student's registration processes are completed if the family approves the decision.

* 1. **Circumstances Where There is No Provision**

The principal has the authorization to determine the principles and procedures to be applied in circumstances not covered in this policy.

1. POLICY DEVELOPMENT, REVISION AND SHARING

|  |  |
| --- | --- |
| Name Surname  | Duty  |
| Nevzat KULABEROĞLU  | Founding Principal  |
| Tarık ÜNLÜHAN  | High School Vice Principal  |
| Neslihan İPEKLİ | Middle School Vice Principal |
| Fatin BAYRAKTAR  | IB Diploma Program Coordinator  |
| Harun KARATOSUN  | Manager of Assessment and Evaluation Unit |
| Aynur BARAN  | High School Psychological Guidance and Counselling  |
| Tülay GÜLER | Middle School Psychological Guidance and Counselling |

A group of elementary, middle, and high school administrators and teachers created the TED Üsküdar College Admission Policy with consideration for IB guidelines, standards, and practices, as well as the TED Üsküdar College Mission Statement. This document contains the procedure for admission to the IB Diploma program and the school. The policy committee's input will amend the admissions policy to include evolving requirements. Student-Parent handbook, TED Üsküdar College website, student meetings, and handbooks are all provided in both Turkish and English and these published texts are used to inform the school community about the admission policy.

References

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