



**International
School of
Debrecen**



ADMISSIONS POLICY

Last revised 1st November 2025

Table of Contents

Table of Contents.....	1
Admissions Philosophy	2
ISD Mission	2
Admission Timeline	2
Admissions Process	3
Step One – Submission of Documents.....	3
Step Two – Admissions Interview	3
Grade Placement & School Systems Equivalencies	4
Cut-off dates for the Kindergarten 1 applicants:.....	5
IBDP and Grade 12 Transfers.....	5
English Language Testing	5
Admissions Waitpool Protocol	6
Protocol	6
Admissions Priority Levels	7
Summer admissions	7
Elementary School Trial Day	7
Kindergarten Half-Days.....	7
Reservation fee.....	8
Withdrawal Process.....	8
Withdrawal payment conditions	9
Leave of Absence	9
Closing provisions	10
Appendix 1	11
Appendix 2	13
Definition for being fully toilet-trained	13
Appendix 3	14
Definitions of WIDA Proficiency Levels	14
Appendix 4	15

Admissions Philosophy

The primary goal of the International School of Debrecen (ISD) admissions process is to admit students who will make a positive impact on the school and who will thrive within our school community.

ISD is a private coeducational school offering instruction from Kindergarten (age 3) through the twelfth grade (age 18). The curriculum is college preparatory and students who are most successful at ISD display a high level of motivation, independence, and follow through. As an IB continuum school authorized to offer the PYP, MYP, and DP as the ISD admissions process is guided by the standards and practices of the International Baccalaureate and the ISD mission statement. In addition, as a NEASC ACE-accredited school, the ISD admissions process is guided by the standards and practices of NEASC.

ISD Mission

'We are an international community that shapes the future of learning, empowers innovation and inspires positive action, to affect change locally and globally'

The school considers it important that parents understand and support ISD's values and educational philosophy and that they understand that these values and philosophy will be taken into account when making admissions decisions.

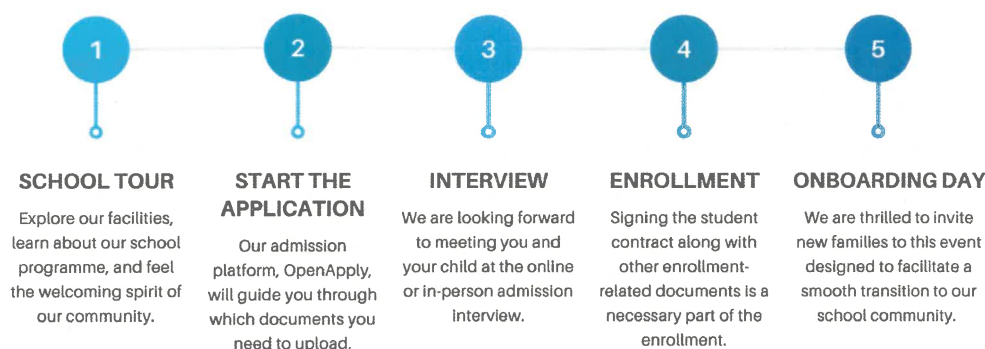
Admission to the school will not be denied because of nationality, ethnicity, gender or religious beliefs.

Admission Timeline

We have rolling admission at ISD, which means that applications are accepted and reviewed continuously throughout the year. For students joining during the academic year, their first day of school will be on the first teaching day of the month following their successful application. This rule ensures a consistent onboarding process, helps us properly plan for and integrate new students and families into the classrooms and school community. We will not enroll new students for the current academic year in May or June.

Processing applications for the **following academic year** starts from January. The deadline to finalize the student application and have the student admission interview is in the middle of June, before the previous academic year finishes. Meeting this deadline will enable the student to start attending school on the first teaching day in August. We continue to accept applications after the deadline, however, the student may not be able to start on the first day of school.

ADMISSION PROCESS



Admissions Process

Step One – Submission of Documents

Parents are required to submit the following documents via OpenApply. Applications filled in by a student will not be accepted.

1. School report–report cards from the last two semesters
2. Recommendation letter for Kindergarten 3 and Grade 1 applicants. In their application, they do not need to upload a report card if they do not have one.
3. Confidential reference form from the student’s last school
4. Student Questionnaire
5. Social / emotional background and learning support form
6. Medical form including the vaccination booklet¹
7. Application fee proof of payment
8. Identification documents of the legal representatives and the applicant
9. the child's birth certificate, a declaration on the exercise of custody rights (see Appendix 4), and supporting documents, if relevant
10. A picture for the entry card
11. Copy of Social Insurance Card (TAJ kártya) if the student has one
12. Copy of Address Card if the student has one
13. Copy of Tax Card if the student has one

Please note, all documents must be in English, and it is the responsibility of the applicant to arrange official translation.

Step Two – Admissions Interview

¹ For more information on required vaccinations, please see Appendix 1.

Once the required information has been provided and reviewed, an interview is required. A parent interview with the appropriate divisional Principal and the Head of Advancement is a requirement of the admissions process. The interview questions are focused on ensuring that parents support and understand ISD's values and educational philosophy.

In addition, students will interview with a divisional Counselor. The purpose of this interview is to ensure that the student will be able to successfully enter and contribute to the school culture.

In case the parents can not speak English, the family is responsible for providing someone else who can translate.

All admissions decisions are final.

Grade Placement & School Systems Equivalencies

Grade placement is based upon age, educational needs, English language proficiency, and social/emotional maturity. The School reserves the right to place students in the appropriate grade based on previous school records, assessment results, and age appropriateness. At the time of admission, a student shall not be more than two years older than the normal age of students in that Grade. Appropriate ages, in the year of enrollment, for grade placement are:

Age	ISD IB World School	ISD Placement and School Systems ²					
		ISD IB Programme	USA/Canada	UK	Germany	Korea	China
3+	KG1 ³					Yochien	Kinder 1
4+	KG2		Pre-school	Reception		Yochien	Kinder 2
5+	KG3		Kindergarten	Year 1	1	Yochien	Kinder 3
6+	Grade 1		Grade 1	Year 2	2	Shodeueng 1	Primary 1
7+	Grade 2		Grade 2	Year 3	3	Shodeueng 2	Primary 2
8+	Grade 3		Grade 3	Year 4	4	Shodeueng 3	Primary 3
9+	Grade 4		Grade 4	Year 5	5	Shodeueng 4	Primary 4
10+	Grade 5		Grade 5	Year 6	6	Shodeueng 5	Primary 5

² Adapted, with permission, from KIS International School Bangkok, Thailand

³ The condition for being admitted in Kindergarten 1 is that the applicant should be three years old and should be fully toilet trained. A definition for fully toilet trained can be found in Appendix 2.

11+	Grade 6		Grade 6	Year 7	7	Shodeueng 6	Primary 6
12+	Grade 7		Grade 7	Year 8	8	Chung 1	Chuzhong 1
13+	Grade 8		Grade 8	Year 9	9	Chung 2	Chuzhong 2
14+	Grade 9		Grade 9	Year 10	10	Chung 3	Chuzhong 3
15+	Grade 10		Grade 10	Year 11	11	Koo 1	Gaozhang 1
16+	Grade 11		Grade 11	Year 12	12	Koo 2	Gaozhang 2
17+	Grade 12		Grade 12	Year 13	13	Koo 3	Gaozhang 3
School Year	Aug – Jun		Aug – June	Sept – July	Aug – July	Apr – March	Sep – Jun/Jul

The age specified is as of August 31st of the academic year. Equivalency may vary from country to country.

Cut-off dates for the Kindergarten 1 applicants:

	Date of birth
1st cut-off date	Those students who turn 3 before August 31st can attend Kindergarten 1 in the current school year.
2nd cut-off date	Those students who turn 3 between August and March can attend Kindergarten 1 in the current school year; however if they turn 3 after September 30th, they will be asked to repeat KG1 in the following academic year.
3rd cut-off date	Those students who turn 3 between March and June will be advised to start in August for the next academic year.

IBDP and Grade 12 Transfers

ISD offers the two-year IB Diploma Program for Grades 11 and 12. For students that may be transferring to ISD whilst enrolled in the IB Diploma Program or as a Grade 12 student, it is imperative that we review the candidate's selected courses and previous academic history alongside the required Teacher Recommendation Forms to offer your family feedback regarding a transfer. Should the school be able to support your child's transfer, we will require a complete Application File.

English Language Testing

As English is the language of instruction at ISD, English language proficiency is a key component in admissions decisions. From Kindergarten 1 to Grade 5, students are not assessed prior to being

admitted, but will be assessed once admitted. However, they may be asked to write a small writing sample that will be used as a guide for teachers about what support they may need once admitted. From Grade 6 to Grade 12. ISD will use one of two English language proficiency tests, depending on where the applicant is coming from. For applicants outside of Hungary, ISD uses the Duolingo English Test. For applicants inside Hungary, ISD uses WIDA to assess students' English language proficiency. Prior to an admissions decision, prospective students whose mother tongue is not English are required to take one of these tests.

Please refer to the table below for information on grade-level-specific language requirements.

Grade Level	Minimum DET score range	Minimum WIDA level ⁴
6	10 – 30	1 – Entering
7 & 8	35 – 55	2 – Emerging
9 & 10	60 – 85	3 – Developing
11	90 – 115	4 – Expanding
12	120 – 140	5 – Bridging

Admissions Waitpool Protocol

Currently ISD has reached capacity in some grades, and thus a waitpool protocol is implemented for those families we are unable to accommodate. As a guideline, the maximum class size is 20. However, capacity may be derived by total numbers in a grade being met, or via the applicant requiring learning or language support that we do not have the resources to provide.

In the event of capacity enrollment at a grade level or in a program, the Admissions Office will maintain a Waitpool. Candidates in the Waitpool will be considered for admission as openings become available. We do have an admissions priority consideration, but there is no chronological or predetermined order in which students are selected to fill these openings within that priority grouping.

Protocol

1. Anyone who is in the system and is potentially in this scenario is to be informed as soon as possible of the risk and protocols.
2. If a student is placed in the Waitpool, the family will be informed and offered a place in the pool until such time as a place becomes available.
3. If an offer is made to a family they have a clearly stated 7 day response time in which to confirm the acceptance of that offer, sign the contract and pay the registration fee to join the school. If after 7 days no contract has been completed, or registration fee paid, then the family will be contacted to remind them that a failure to complete the contract may mean the place is

⁴ Definitions of WIDA proficiency levels can be found in Appendix 3.

offered to others in the Waitpool.

Admissions Priority Levels

Priority level 1	Siblings of students already enrolled in school, and children of new teaching staff.
Priority level 2	Children coming directly from outside Hungary
Priority level 3	Children transferring from another international school in Hungary
Priority level 4	Other qualifying students

Summer admissions

During the summer holidays, from the beginning of June until the middle of August, applicants may be admitted to ISD prior to interview if their documentation is in order. This status allows us to support families, particularly international ones, by providing the necessary student contract and declaration of acceptance, facilitating their relocation to Hungary. Admissions interviews will then take place in August, prior to the start of the school year, enabling final decisions about class placement to be made. This process ensures that we can fully engage with families and tailor our approach to meet their expectations.

Elementary School Trial Day

For students applying to the Elementary School (KG1-G5), ISD may recommend a trial day after the admissions interview process. This trial day allows our faculty to observe the child in a classroom setting and ensure the appropriate grade level placement.

During the trial day, the student will participate in a full schedule of classes, activities, and routines alongside current ISD students. This provides us valuable insight into the child's academic abilities, social-emotional development, and overall fit within our school community.

Following the trial day, the Admissions Team will review their observations and make a final decision on the admission. This extra step in our admissions process helps guarantee a smooth transition and successful start for all new elementary students at ISD.

Families will be informed of the trial day recommendation during the interview stage of the application. The Admission Specialist will work closely with the parents to schedule and prepare for this important visit.

Kindergarten Half-Days

For children enrolling in the Kindergarten program, ISD recommends a gradual transition period. Rather than starting with a full-day schedule, new Kindergarten students will attend for a half-day (from 8:30 until 12:30) for the initial 5 school days. This allows them to acclimate to the classroom

environment, get to know their teachers and classmates, and adjust to the daily routines in a more gradual and comfortable manner. Please note that all tuition fees are based on a whole school day.

After this initial one-week transition period, the Kindergarten teachers and the parents will reflect on the past first week. The parents will be informed by the Kindergarten team if the child is ready to move to attending a full day schedule.

Reservation fee

In the event that a place at ISD needs to be reserved without the specific student information the reservation fee may be applied. The reservation fee secures the student's place for a given semester at the Institution. The amount of this fee will be deducted from the first tuition fee payable, provided that enrollment takes place at least 3 months before the start of the semester. If the enrollment does not take place by the above date, the Institution is entitled to retain the reservation fee and offer the place to other applicants. The reservation fee does not constitute an exemption from the payment of the other ISD fees. When completing the online application form, payment of the registration fee is a condition for the conclusion of the contract, without payment of which the contract is not concluded. Details about fees can be found on the ISD website.

Withdrawal Process

We understand that transitioning to a new school can be both an exciting and challenging time for families. Our primary goal is to support you during this process and ensure a smooth transition for your child.

At ISD, we are committed to providing assistance and guidance throughout the withdrawal process. Whether you have questions about paperwork, transfer of records, or any other concerns, our dedicated team is here to help. We appreciate the time your child spent with us and wish them all the best in their future endeavors.

To withdraw your child from our school, we would like to kindly ask you to please follow these steps:

1. **Notification:** Notify the school as soon as possible by sending an email to admission@isd.debrece.hu. Please note that we only accept written notification to the Admissions Office.

2. **Contract Termination:** The Admission Specialist will inform you about the further steps.

There are three methods of terminating student contracts:

a) Normal termination

This is the base contract termination type and it has a 60 day termination period. Please contact the Admission Specialist for the termination documents.

b) Termination by immediate effect

- ISD is entitled to terminate the contract with immediate effect if the family does not pay the invoice for the tuition fee within 30 days of the invoice becoming due.
- Either Party shall have the right to terminate the contract with immediate effect in the event of a serious or persistent breach by the other party of such contract or any act that renders the contract inoperable.
- If the Student and/or the Legal Representatives are 'not in good standing' with

ISD or they seriously violate the house rules posted on the website, ISD is entitled to terminate the contract with immediate effect.

- c) In special cases, parents have the right to terminate the contract by **mutual agreement**. Each case will be assessed on an individual basis. Please contact the Admission Specialist by e-mail. The detailed provisions are outlined in the ISD Tuition Fees Policy.

3. **Return School Belongings:** On the last day of school, please return any school belongings, such as entry cards and other materials to the Admission Specialist. Please make sure that you do not have any outstanding invoices from ISD.

Withdrawal payment conditions

The ISD identifies three situations:

The family would like to leave ISD for the following school year and they fill in the re-enrollment form sent out from OpenApply before 31st March:	The family would like to leave ISD between 31st March and before the start of the next academic year:	The family would like to leave ISD in the current academic year:
In this case, there is no extra fee that the family should pay.	ISD will be entitled to an additional 3-month tuition fee as a default payment.	If the contract is terminated due to normal termination by the Legal Representatives or the immediate termination of the ISD, the ISD will be entitled to the tuition fee for the semester covered by the termination date. Please note that there is a 60-day termination period from the time when the Legal Representative hands in the termination notice. These 60 days can be extremely important if you happen to leave ISD at the end of the first semester (ends at the end of January), because the school will be entitled to the second semester's tuition fee as well.

Leave of Absence

In cases where students would like to temporarily withdraw from ISD e.g. to spend a year studying abroad they may pay the leave of absence fee. The leave of absence fee ensures the student's place for a semester or academic year in case of absence, as well as the opportunity to return to the Institution. During this period, the student will be placed in an inactive status, meaning their student status will be suspended, and this suspension can last up to one academic year. During this time, the student may only re-enter the Institution with prior approval. The detailed provisions are outlined in the ISD Tuition Fees Policy.

Closing provisions

This policy shall enter into force on 1st November 2025, and upon its entry into force, the Admission Policy effective from 3rd June 2025 shall cease to be effective.

I hereby approve the above policy:

Place and date: Debrecen, 2025.10.31.



Thomas McLean

Director of the International School of Debrecen

Appendix 1

Vaccination rule in Hungary

According to 18/1998. (VI. 3.) NM regulation about the prevention of the spread of infectious diseases and pandemics:

"In the case of children who did not receive any of the government mandated vaccines, these must be administered as soon as possible." *[Source](#) - Wolters Kluwer"

As part of the enrollment process at the International School of Debrecen, parents are agreeing to follow the Hungarian vaccination schedule and provide the necessary documentation. In the table below you will find information about the necessary/recommended vaccinations in Hungary.

The NNGYK publishes its Vaccination Methodology Letter annually, which serves as a guideline for the organization of vaccinations. The current Methodology Letter is available at the following [link](#).

Continuous Vaccinations			
Vaccination ⁵	Age		Notes
	Compulsory	Voluntary	
BCG	0-4 weeks		in maternity institution
DTPa + IPV + Hib + PCV	2 months		
DTPa + IPV + Hib	3 months		
DTPa + IPV + Hib + PCV	4 months		
PCV	12 months		
Varicella	13 months		
MMR	15 months		
Varicella	16 months		
DTPa + IPV + Hib	18 months		
DTPa + IPV	6 years		
Campaign Vaccinations*			
Vaccination	Compulsory	Voluntary	Notes
MMR booster	11 years		in September in primary schools, in grade VI (6th grade students);

⁵ Vaccinations are not primarily based on age, but on school classes

dTap booster	11 years		in October in primary schools, in grade VI (6th grade students)
Hepatitis B	12 years		in the 2024/2025 school year, in March in primary schools, in grade VII (7th grade students). 3 rd dose
			in the 2025/2026 school year, in September in primary schools, in grade VII (7th grade students), 1st dose
			in the 2025/2026 school year, in October in primary schools, in grade VII (7th grade students), 2nd dose
HPV		12 years	in the 2024/2025 school year, in April in primary schools, in grade VII (7th grade students), 2nd dose
			in the 2025/2026 school year, in October in primary schools, in grade VII (7th grade students), 1st dose

* Vaccinations are primarily determined by school grades rather than age.

- BCG = Vaccination against Bacillus Calmette-Guérin/tuberculosis
- DTPa = Vaccine containing diphtheria-tetanus acellular pertussis components
- Hib = Vaccine against Haemophilus influenza b
- IPV = Inactivated poliovirus vaccine
- PCV13 = 13-valent pneumococcal conjugate vaccine
- MMR (morbili-mumps-rubella vaccine)
- dTap = Revaccination of vaccines containing diphtheria-tetanus acellular pertussis components
- HPV = Human papillomavirus vaccine,
- Varicella: chicken pox vaccine

Medical exemptions may be considered on a case-by-case basis, but ISD follows a strict no exceptions policy regarding the core required immunizations. This policy is in place to protect the health and safety of our entire school community.

Please note that according to the CXL. legislation of 2004, the refusal to comply with the law will incur a fine of up to 500 000 HUF and this imposition of fines can be repeated if necessary. Furthermore, the enforcement of the law can be ensured with police assistance.

Appendix 2

Definition for being fully toilet-trained

Being fully potty trained refers to a child's ability to recognize the need to use the toilet, communicate that need, and independently use the toilet for both urination and bowel movements. This includes being able to:

- Understand the physical sensations that indicate the need to use the bathroom.
- Communicate those needs to caregivers or parents in a timely manner.
- Undress themselves, sit on the toilet, and use it successfully.
- Wipe themselves clean and redress afterwards.
- Wash their hands independently after using the toilet.

Appendix 3

<i>Definitions of WIDA Proficiency Levels</i>	
1	Entering - Knows and uses minimal social language and minimal academic language with visual and graphic support
2	Emerging - Knows and uses some social English and generic language with visual and graphic support
3	Developing - Knows and uses social English and general academic language with visual and graphic support
4	Expanding - Knows and uses social English and some technical language
5	Bridging - Knows and uses social English and academic language working with grade level material
6	Reaching - Knows and uses social and academic language at the highest level measured by this test

Appendix 4

Declaration on custod rights

1. 1) A szülők együttesen gyakorolják a felügyeleti jogot	1) Parents exercising joint custody rights.
Alulírott (sz.n.:....., szül.hely, idő:....., anyja neve:.....)	Undersigned (name at birth....., place and date of birth....., mother's maiden name.....)
és (sz.n.:....., szül. hely, idő: anyja neve:.....)	and (name at birth....., place and date of birth....., mother's maiden name.....)
.....szám alatti lakosok nyilatkozunk, hogy	 we, the residents of the above address, declare that
kiskorú. (sz.n.:....., szül. hely, idő: anyja neve:)	underage..... (name at birth....., place and date of birth....., mother's maiden name.....)
.....szám alatti lakos vonatkozásában a szülői felügyeleti jogot együttesen gyakoroljuk.	 we exercise joint custody rights over the above named child living at the above address.
..... aláírás/signature	 aláírás/signature

2) Az egyik szülő gyakorolja a szülői felügyeleti jogot	2) One parent exercises custody rights
Alulírott (sz.n.:....., szül.hely, idő:....., anyja neve:.....)	Undersigned (name at birth....., place and date of birth....., mother's maiden name.....)
.....szám alatti lakos nyilatkozom, hogy	 resident of the above address, declare that
kk. (sz.n.:....., szül. hely, idő: anyja neve:)	underage..... (name at birth....., place and date of birth....., mother's maiden name.....)
..... szám alatti lakos vonatkozásában a mellékelt dokumentum* alapján szülői felügyeleti jogot egyedül gyakorlom.	 on the basis of the attached document*, I exercise sole parental custody over the resident living at the above address.
☐ Bíróság ítélete;	☐ Court order;

☐ Hatósági igazolás, határozat ☐ Egyéb dokumentum	☐ Official certificate, decision issued by a relevant authority ☐ Other document
..... aláírás/signature	

3) Gyám(ok) a törvényes képviselő(k)	3) Guardian(s) or legal representative(s)
Alulírott (sz.n.:....., szül.hely, idő:....., anyja neve:.....)	Undersigned (name at birth....., place and date of birth....., mother's maiden name.....)
és (sz.n.:....., szül. hely, idő: anyja neve:.....)	and (name at birth....., place and date of birth....., mother's maiden name.....)
.....szám alatti lakosok nyilatkozunk, hogy kk. (sz.n.:....., szül. hely, idő: anyja neve:)	 we, the residents of the above address, declare that underage..... (name at birth....., place and date of birth....., mother's maiden name.....)
..... sorszám alatti lakos vonatkozásában a gyámhivatal számú döntése alapján a törvényes képviselőt én/mi látom/látjuk el.	 Based on the decision of the guardianship authority No., I am/we are the legal representative(s), guardian(s) of the above named child living at the above address.
..... aláírás/signature	 aláírás/signature

4) Különélő szülői felügyeletet gyakorló	4) Exercising of parental custody in separate residences
Alulírott mint különélő, de szülői felügyeleti jogot gyakorló szülő hozzájárulok, hogy nevű (szül. hely, idő:....., anyja neve:....., lakcím:.....) gyermekem óvodába járjon a 20.../20.... tanévtől.	I, the undersigned, as a separated parent exercising parental custody rights, consent to my child, (place and date of birth:....., mother's maiden name: address:) to attend the kindergarten from the 20.../20.... school year.

.....
aláírás/signature