

Semester 1:	21 August (Diploma Program), 2 September - 13 December 2019
Monday, 2 September	First term starts.
Friday, 18 October	First term ends
Monday, 28 October	Second term starts
Friday, 13 December	Second term/First semester ends
Winter break	From 17 December through 7 January
Semester 2:	From 8 January through 5 June 2020, through 9 June for IB DP students
Wednesday, 8 January	Second Semester/Third term starts
Monday, 9 March (8 March)	International Women's Day (no classes)
Friday, 20 March	Third term ends
Monday, 30 March	Fourth term starts
Friday, 1 May	National solidarity Day (no classes)
Thursday, 7 May	Defender's Day
Monday 11 May (9 May)	Victory Day (no classes)
Friday, 5 June	Last bell Ceremony
Tuesday, 9 June	End of the academic year for DP students
TOTAL (days)	168 for students 177 for DP students

*** The academic year consists of two semesters; each semester has 2 terms.**

Educational Programme and Placement

The Foundation school integrated curricula (Kazakhstani and International Baccalaureate) include a variety of instructional methods to fulfil the needs of students with different aptitudes.

The learning activities nurture curiosity and creativity, encourage intellectual risk-taking, and develop critical and independent thinking skills.

The school only admits students for whom there are appropriate educational programmes and in line with the Admissions Policy, which gives clear guidelines for student admission.

Admission is based on:

Available space in the target class (class sizes are limited to 20/22 students throughout the preschool and school)

Entrance test results

Interview with a student

Assessment by a psychologist (only for Pre-School, Kindergarten and Grade 1 students)

Enrollment Documents:

1. An application to the Head of School signed by the parent/guardian and two copies of the agreement (one copy is for the school (student's file), the other one is for the parents)
2. Birth Certificate (copy)
3. Children who are non-residents of the Republic of Kazakhstan, in addition, should provide:
 - A copy of student's passport (all filled in pages)
 - Copies of both parents' passports (all pages)
 - A copy of migration card
4. ID cards of both parents
5. Photos (3X4) - 2 copies, color (write the name and group of the student on it)
6. Medical Certificate (**original**) including a full list of vaccinations
7. Proof of employment (occupation) of parents (validity period – issued in month)
8. Proof of residence (Address reference) (issued in PSC).
9. Copies of 2 payment receipts (with indication of the student's name)
 - Entrance fee (400 000 Tenge)
 - The first tranche of payment for the services (quarterly for preschool; 50 -100% for school)

For school applicants

10. School leaving certificate from the previous school
11. Transcripts (original grade sheet, current grades)
12. Certificate of Middle School (for students entering Grades 10-11)

Admission Procedures

Admissions are open from August 15 to June 10 of each academic year.

The majority of new students start at the beginning of Term 1 but students can be accepted at other times if space is available.

The Admissions officer, Primary and Secondary School Principals and Vice- Principals monitor the Admission procedure. The final decision is made by the Head of School in accordance with the Admission Policy.

Step	Action	Responsible person(s)
1	The parents seek information about the school and the programmes	Admissions Officer
2	The parents make an appointment to arrange a visit to school	Admissions Officer
3	The parents complete Student Information Form and agree on the date of testing	Admissions Officer
4	The parents and the student meet with the Principal or Vice-Principal	PS/ SS Principal or Vice-Principal (if necessary)
5	The student sits an admission test	Admissions Officer, Principals
6	Review of admission test results and student records	Principal and Vice-Principal
7	Assessment by a school psychologist if social or learning needs identified	Admission Officer, Psychologist
8	Admission decision by the Head of School.	PS/SS Vice-Principal, Principal. The decision is made by the Head of School
9	The parents are informed of the decision within 5 working days after the test	Admissions Officer
10	The parents submit Confirmation Form and all relevant documents including the Health Records	Admissions Officer School Doctor
11	The parents are familiarized with all relevant school documents.	Admissions Officer
12	The parents sign the Educational Services Agreement and make payment	Admissions Officer

**Admission to primary school
(Kindergarten, preschool, 1 -
5 classes)**

Student placements are made primarily on the student age and Admissions test results.

Pre-School and Kindergarten

Entrance Assessments:

The prospective student has an interview with a psychologist, speech therapist and Pre-school coordinator.

The prospective student for Kindergarten has also an interview with a Kindergarten Coordinator in Mathematics in the Kazakh, Russian or English language.

The Head of School makes the decision on the student's admission to the Kindergarten and Pre-school.

Grades 1-5

Admission Assessments:

Mathematics (in one of the languages of instruction at MIS: Kazakh, Russian or English)

- Kazakh, English or Russian (according to the expected language of instruction)
- English for international non-native English speakers
- Interview with the school psychologist & speech therapist (only for grade 1 and 2 students)

To be enrolled students must **achieve 60%** or higher in the entrance assessment.

**Admission to the Middle School (Grades 6-10) and Grade 11 for Kazakhstani Programme
(High school)**

Admission Assessments:

- **English and Mathematics** (for English Taught Stream)
- **Russian, English and Mathematics** (for Russian Taught Stream)
- **Kazakh, English and Mathematics** (for Kazakh Taught Stream)

A minimum score of 60% in each subject test is required.

Students who obtain a score from 50-59% may be entered on probation if they perform successfully in the interview (see Admission Policy).

Diploma Programme (Grades 11-12)

To join Grade 11 DP IB students must provide the relevant documents and successfully pass admissions tests.

Students who wish to enroll in the IBDP at Almaty, Astana Miras International Schools need to follow the procedure outlined below:

1. Required documents

Astana, Almaty Miras International students need to inform in writing Secondary School Principal that they intend to study in Diploma Program

Students who move from other schools need to:

- submit documents (letter from Head of School, reports, etc.) which confirm that they have successfully completed Middle School;
- fill in required documents.

2. Admission tests

All students are required to sit the following

Admission tests: **First language** (English, Russian)

Part 1: analysis of a literary text

Part 2: essay

English as a Second Language (ESL)

Part 1: reading/comprehension task

Part 2: essay

Mathematics

Time & Venue

Entrance tests are administered at Miras Almaty and Astana in the second half of April and in the second half of August. Students who fail (an) exam(s) in April are allowed to retake the subject(s) in August.

To meet the needs of prospective students who cannot sit tests in Almaty, Astana Miras schools also allow students to take entrance tests at their present school, providing the school assures that the tests will be taken in strict exam conditions.

Exam results must be scanned and emailed to the DP Coordinator and hard copies must be mailed to Miras Almaty, Astana schools as soon as the last exam has ended.

3. Interview

Should exam results be inconclusive, Miras may request that the student attend an interview with the Secondary School Principal and DP Coordinator

Induction period

There is an induction period of four - six weeks for all students who are new to the school. During this period the student's well-being will be monitored by the Homeroom Teacher, School psychologist and, if necessary, support will be provided by the subject teachers and appropriate school managers.

Probation

Students who obtain a score from 50-59% may be entered on probation if they perform successfully in the interview. The probation period may be up to 3 months. At the end of the probation period, student's progress is reviewed, the decision made whether to fully accept the student into the school.

General expectations and standards of behavior

All members of the school community (students, parents, school staff members) know and follow the school Code of Conduct.

Parents should become familiar with the document on the first parent's meeting with the homeroom teacher or by reading it themselves.

Parents undertake to ensure that their children respect all school rules and, in particular, the obligation to attend classes on a regular basis throughout the school year.

Students agree that information regarding school work such as reports and attendance be communicated to the person signing the Agreement for Studies (parent or legal guardian).

Expulsion

The school reserves the right to exclude (suspend or put in detention) or expel a student who does not respect and follow the school rules (see Disciplinary Policy).

Expectations of Parents

Parents play an important role in ensuring their child's adherence to the school Policies and Regulations. Parents can assist by encouraging their child to be punctual to prevent lateness for classes and studying, to follow the dress code and act appropriately.

Parents should keep in close contact with the homeroom teacher and subject teachers to be aware of their child's achievements or problems. Parents may stay in contact with School Administration, if necessary.

Health

When a child is enrolled at the school, parents must submit medical records showing illnesses their child has previously suffered, allergies, chronic diseases, food intolerance etc.

In compliance with the order issued by RK Ministry of Health there is a schedule of vaccinations for every year. Parents will be informed about vaccinations beforehand.

If a child is injured or has any pain, the school medical staff will render necessary first aid.

Parents are responsible for informing the school if their child (ren) has/have a contagious illness that may potentially harm other students or school staff.

Security

Foundation Schools take all reasonable and recommended measures to ensure the safety of the students and the facility. Security guards are on duty 24 hours. There are video cameras in the school.

Use of Images and publication of information

The schools will take all reasonable steps to ensure that students do not appear in any school publication where parents have indicated on the Agreement for Studies that their children should not appear. The schools also produce, for internal use only, directories of students' names and addresses. Any parent who does not wish their children to appear in the Directory must inform the schools.

Transport service

The Foundation schools do not provide transport service.

Entrance Fee for New Students

The one-time (entrance) fee is paid by parents before signing a bilateral tuition agreement with School. The entrance fee is used for further improvement of the school environment. The entrance fee is non-refundable and payable to confirm places.

Failure to Pay Invoices

The Foundation Schools **have the right to refuse entry to class and final examinations, and to withhold diplomas, reports and transcripts for students whose invoices are not settled on due date.**

Payment Terms

The financial commitment is for the full year.

1. Payment for the Admission testing shall be made to the School Accounts Department.
2. Tuitions fees, fixed by the Foundation are to be paid to the Head Office of the Foundation.
3. Fees for Preschool are to be paid per quarter by the following dates 1.08.19, 1.11.19, 1.02.20 and 1.05.20
4. Payment to the School shall be made before August 15, 2019 (50% yearly tariff) and December 15, 2019 (50%).
5. The Parent is entitled to a 5% discount for the second child of the same family, and a 10% discount for the third, fourth child and every subsequent child if several children from one family attend one of the Nursultan Nazarbayev Educational Foundation schools.
6. If a student is expelled from the Foundation school, the money that has been paid for his/her education will not be returned.
7. If one of the parents is a citizen of the Republic of Kazakhstan or CIS tuition fees are paid at the rates provided for citizens of Kazakhstan and the CIS.
8. The tuition fee made by non-residents of the Republic of Kazakhstan shall be transferred to the Foundation's account (see the Appendix) in Tenge or foreign currency (Euro or USD) according to the exchange rate of the National Bank of Kazakhstan on the date of payment.

Tuition fees include the following:

- Fees for International Baccalaureate external examinations and moderation
- Textbooks and handouts
- Extra-curricular activities included into school mandatory program

- Meals
- Medical service
- Field trips
- Transport service during field trips

Tuition fees do not include:

- Admission testing
- Entrance fee
- IB DP exams
- Extra- curriculum activities not included into school mandatory program
- School uniform
- Stationary

