



MIRAS

INTERNATIONAL SCHOOL IN ALMATY



ADMISSION REQUIREMENTS FOR NURSULTAN
NAZARBAYEV EDUCATIONAL FOUNDATION SCHOOLS



School Calendar for 2017-2018 academic year (Miras IS, Almaty)

Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	S	Students/DP students	Teachers Days	Days					
August, 17		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	0/7	First Semester	18	First Semester	
September					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29		20		20
October	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31					17		17
November			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30			22		22
December					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	10	69/75	10	87
January, 18	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			18	Second Semester	18	Second Semester
February				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28			20		20	
March				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	16		16	
April	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				14	21		22	
May		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		20	20		
June					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	4/6	99/102	14	110
Total (days)																							168/177	197					

Key dates

- National holidays
- School Holidays

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|----|---------------------------------------------|
| 7 | August - First working day for new Teachers |
| 9 | August - First working day for SLT, MLT |
| 10 | August - First working day for All Staff |
| | 30 August - Constitution Day |
| | 1 September - Kurban Ait |
| | 1 December - First President Day |
| | 18,19 December - Independence Day |
| | 1,2 January - New Year |

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|--------|------------------------------|------------|---------------------------------|
| 1 term | 22 (DP)/31 August-20 October | 1 Semester | 22 Aug(DP)/31 Aug - 15 December |
| 2 term | 30 October - 15 December | 2 Semester | 8 January - 6/8 June (DP) |
| 3 term | 8 January- 16 March | | |
| 4 term | 26 March - 6/8 June | | |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8 March - International Womens Day | 31 August - First bell (Whole School) |
| 21-23 March - Nauryz | 14 April - Nauryz |
| 1 May - Kazakhstani People Solidarity Day | 6 June - Last bell (Normal school day for Whole School) |
| 7 May - Defenders' Day | 20 June - Last working day for Staff |
| 9 May - Victory Day | |

Semester 1:	22 August (Diploma Program) - 15 December 2017
Friday, 1 September	Kurban Ait (no classes)
Monday, 4 September	First semester starts.
Friday, 20 October	First term ends
Monday, 30 October	Second term starts
Friday, 15 December	Second term/First semester ends
Winter break	From 20 December through 5 January
Semester 2:	From 8 January through 6 June 2017, through 8 June for IB DP students
Monday, 8 January	Second Semester/Third term starts
Thursday, 8 March	International Womens' Day (no classes)
Friday, 16 March	Third term ends
Monday, 26 March	Fourth term starts
Tuesday, 1 May	National solidarity Day(no classes)
Monday, 7 May	Defender's Day
Wednesday, 9 May	Victory Day(no classes)
Wednesday, 6 June	Last bell Ceremony
Friday, 8 June	End of the academic year for DP students
TOTAL (days)	168 for students 177 DP students

* The school year consists of two semesters, each semester of two 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.

The schools only admit 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 22 students throughout the school)
- Entrance test results
- Interview with a student
- Assessment by a psychologist (only for Pre-School, Kindergarten and Grade 1 students)

Documents:

1. An application to the Head of School signed by the parent/guardian and two samples of contract (one is for student's personal data file and another one is for parents)
2. Birth Certificate (copy)
3. For children who are not citizens of the Republic of Kazakhstan additionally:
 - a copy of the child's passport (all completed pages)
 - a copy of the passports of both parents (all pages)
 - copy of the migration card
4. Identity cards of both parents (copies)
5. Photos (3X4)- 2 copies, Color (sign the name, group)
6. Medical Certificate (original) including a full list of vaccinations
7. Certificate of employment (position) of parents (expiration date - a month from the date of receipt)
8. Proof of residence (Address reference) (issued by the PSC). When registering outside the city of Almaty and Almaty. In addition to the address certificate, an additional copy of the Housing Lease Agreement in Almaty is provided.
9. 2 copies of the payment receipt (for the name of the child):
 - entrance fee (400,000 tenge)
 - the first tranche of payment for services (quarterly for kindergarten, 50 -100% per school)

For those entering the school:

10. Departure ticket from a previous school
11. Record of achievements from previous school(s) for Kazakhstani students
12. Certificate of Middle School (for Kazakhstani citizens, Grade 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 Admissions procedure. The decision is taken in accordance with the Admission tests results.

The Head of School makes a final decision about admitting a student to school in line with the Admission policy.

Step	Action	Responsible person(s)
1	Parents get information about the school, the programs and the Tariffs.	Admissions Officer
2	Parents make an appointment to arrange a visit to school	Admissions Officer
3	Parents complete Student Information Form and agree on the date of testing	Admissions Officer
4	Parent and student meet with the Principal or Vice-Principal	Principal or Vice-Principal
5	Student sits for the admission test (after paying the fee for entrance examinations)	Admissions Officer, Principals
6	Review of admission test results and student records	Principal and Vice-Principal, Admissions Officer
7	Assessment by school psychologist if social or learning needs identified	Admissions Officer, Psychologist
8	Admission decision is made by the relevant staff	Principal and Vice principal Primary/Secondary School Head of School
9	Parents are informed of the decision within 5 working days after the test	Admissions Officer
10	Parents submit Confirmation Form and all relevant documents including the Health Records Parents familiarize with all relevant school documents.	Admissions Officer School Physician
11	Parents get acquainted with school Policies and regulations	Admissions Officer
12	Parents sign the Agreement for Studies and make payment of entrance and tuition fees	Admissions Officer

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

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 and either Kazakh or Russian or English.

The Head of School makes the decision on a 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 (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 enrolled on probation if they perform successfully in the interview (see Admission Policy).



Admission Procedures

Admission to the Diploma Programme (Grades 11-12)

To join Grade 11 DP IB students must provide the relevant documents and successfully pass admissions tests (see Admission Policy).

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 Foreign Language (EFL) 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 scripts 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, as needed, 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 report 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 achievement 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 noting 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 hour-period. 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 01.08.17, 01.11.17, 01.02.18 and 01.05.18
4. Payment to the School shall be made before August 15, 2017 (50% yearly tariff) and December 15, 2017 (50%).
5. The Parent is entitled to a 5% discount for second child and 10% discount for third and fourth child and next children if several children from one family attend one of the schools belonging to the Nursultan Nazarbayev Educational Foundation.
6. **If a student is expelled** from the Foundation school no reduction will be made.
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 account (see the Appendix) in tenge or foreign currency according to the exchange rate of the National Bank of Kazakhstan on the date of payment with bank- details either in euro or USD.

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
- IGCSE exams
- Extra- curricular activities not included into school mandatory program
- School uniform
- Stationary