



Admissions Procedure

from June 2020

Updated December 2020

1. Complete the Registration Form in its entirety and send it, with supporting documents, to office@salis.or.at
 - Supporting documents should include scans of the applicant's:
 - Passport
 - Birth Certificate
 - E-Card
 - Latest school report(s)

2. Once we have received the Registration Form, the applicant will be added to the waiting list of the appropriate class. All candidates will then have to complete an Admissions Assessment.
 - *For students applying for year 1:*
 - This assessment will be sat during their last year at primary school.
 - This assessment consists of language creativity and logical thinking components, in both written and oral forms.
 - This assessment may be sat in either English or German.
 - The cost* of the assessment is **€60, if the candidate is applying during the intended starting school year.**
 - The deadline for applying has been extended to **8th January 2021.**

 - *For students applying for years 2 to 4:*
 - This assessment will consist of two parts: mathematics and English.
 - The assessment may be sat in-house, or at the child's current school.
 - The cost* of the assessment is **€60 per subject.**
 - Please note that applications cannot be dealt with after mid-June before the intended starting year.

 - *For students applying for year 5:*
 - This assessment will consist of two parts: mathematics and English.
 - The assessment may be sat in-house, or at the applicant's current school.
 - The cost* of the assessment is **€90 per subject.**
 - Please note that applications cannot be dealt with after mid-June before the intended starting year.

 - *For students applying for years 6 and 7:*
 - This assessment will consist of three parts: mathematics, English, and a natural science of the applicant's choosing (biology, chemistry or physics).
 - The assessment may be sat in-house, or at the applicant's current school.

*Once arrangements for an admissions assessment have been made, an invoice for the assessment fee will be sent. Payment should then be completed using online banking services, within 10 days of receiving the invoice.

- The cost* of the assessment is **€90 per subject**.
 - Please note that applications cannot be dealt with after mid-June before the intended starting year.
 - Students applying for years 6, 7 and 8 may also be required to submit a 350 word personal statement.
3. Once the Admissions Assessment has been completed, the candidate's current school will be asked to complete a Pupil Assessment Form. This form allows us to get a more rounded and up-to-date impression of the applicant.
 4. After we have received all parts of the candidate's application, we will compare all candidates, and offer the strongest a position in their respective SALIS class, should a position be available. Successful students will not only have to demonstrate excellent academic ability, but also values embedded in the SALIS ethos.

Please note that, at any stage of application, a meeting with the applicant may be requested. If no place is available at the time of application, applicants will be placed on a waiting list. Parents will be informed of this by email. Class placement is generally based on date of birth: students are placed according to their age on 1st September of their year of entry. Where it is considered to be of benefit to the student, they may be placed in a lower grade than requested. No official decision on an application will be given until all the relevant documents have been received (except for in extraordinary circumstances, at SALIS' discretion), and any outstanding fees have been paid in full.

For further information, please see our Admissions Policy.