



Admissions Policy

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The aim of this document is to explain the procedures of how admission to SALIS – Salzburg International School is granted.

SALIS at Bundesgymnasium Zaunergasse (BGZ) is open for all applicants officially residing together with their parents or legal guardian(s) in or close to the city of Salzburg. An official residence permit document (Meldezettel) needs to be provided to the school within one month of the official admission or by the time the student in fact joins classes at SALIS.

BGZ is a state-funded day school, offering secondary education for children usually aged between 10 and 18. Any child fulfilling the legal requirements for admission to an Austrian AHS may be accepted as a student at BGZ. SALIS is part of BGZ and offers an international education with English as language of instruction throughout eight years of school. Admission to SALIS is selective. SALIS offers students usually aged 16 – 19 the opportunity to participate in the International Baccalaureate Diploma Programme (IBDP) in the final two years, i.e. Years 7 and 8. The IB Diploma can be obtained at the end of the two-year cycle and is recognised by universities and colleges worldwide.

Every parent/legal guardian is automatically a member of the SALIS Association, which was founded in 2015 to support the administration of the International Classes. To cover additional costs, the SALIS International Programme carries a contribution of € 93 per school month.

It is our philosophy to make the international classes as accessible as possible, regardless of social class, gender, ethnicity, first language or religious orientation.

The admissions team at SALIS is committed to ensuring that applicants and their families are well advised during the admissions process so that together they can make a confident and informed choice.

It is our responsibility to ensure that successful applicants to SALIS find the courses on offer challenging but manageable. Every applicant is assessed on an individual basis, and individual circumstances are taken into account when considering applications for admission. However, to be admitted to SALIS the following criteria **must** be fulfilled.

1. Personal Qualities

We expect applicants to have inquiring and open minds, to be diligent and reliable, to be good communicators, and to be committed to learning. Good time-management and organisational skills are also vital qualities for students to be successful at SALIS. Successful students will show creative and critical thinking, resourcefulness, and resilience. We also expect students to be reflective, and to prize the development of themselves, their surrounding and the world in which they live. These values reflect the [IB Learner Profile](#) as well as our [SALIS mission statement](#). We would also like to stress that, since SALIS is part of an Austrian state-run school, it is vital that students show a willingness to engage with Austrian school life, culture, and language.

Age (years)	Austria				UK		USA	
3-4	Kindergarten				Nursery		Nursery	
4-5					Reception		Pre-Kindergarten	
5-6					Year 1	Primary School	Kindergarten	
6-7	1 st Grade	Volksschule			Year 2		1 st Grade	Elementary
7-8	2 nd Grade				Year 3		2 nd Grade	
8-9	3 rd Grade				Year 4		3 rd Grade	
9-10	4 th Grade				Year 5		4 th Grade	
10-11	5 th Grade	SALIS Year 1		Unterstufe (Junior School)	Year 6	Secondary School	5 th Grade	Middle School
11-12	6 th Grade	SALIS Year 2			Year 7		6 th Grade	
12-13	7 th Grade	SALIS Year 3			Year 8		7 th Grade	
13-14	8 th Grade	SALIS Year 4	Pre-IB	Oberstufe (Secondary School)	Year 9		8 th Grade	High School
14-15	9 th Grade	SALIS Year 5			Year 10	GCSEs	9 th Grade	
15-16	10 th Grade	SALIS Year 6			Year 11		10 th Grade	
16-17	11 th Grade	SALIS Year 7			Year 12	A-Levels / IB	11 th Grade	
17-18	12 th Grade	SALIS Year 8			Year 13		12 th Grade	
						College		

Table 1. Comparison of school systems in Austria, UK and US.

2. SALIS Academic Requirements for Admission

SALIS Year 1:

- Students from primary schools with German as language of instruction:
 - “Gymnasialreife”, plus successful SALIS entrance test (written and oral exam in January preceding the start of the academic year).
- International Students:
 - Successful SALIS entrance test (written and oral exam in January preceding the start of the academic year).

SALIS Years 2-6:

- First Language German Speakers:
 - Besides grades, there is an entry requirement in the form of an entrance test in Maths and English. In addition, SALIS language requirements apply (see Article 3 below).
- Any students coming from outside the Austrian school system are equally required to sit an entrance test in Maths and English. The SALIS language requirements apply here as well.

During the *Oberstufe*, students are regularly advised regarding their career options and subject choices by our career and university counsellor. Regular information evenings for parents take place during pre-IBDP and IBDP years. For detailed information on the IBDP subjects offered at SALIS, please see our [Parents and Students IB Subject Guide](#).

IBDP1:

- All SALIS students wishing to enter IBDP 1 must have a remark “entitled for progressing to grade 11” (Berechtigung zum Aufsteigen in die 11. Schulstufe, SchUG §25) in their final school report (Jahreszeugnis/Schulbesuchsbestätigung) at the end of Year 6, or equivalent, according to the Austrian law. Typically, students are entitled to progress to the next year if they have a minimum grade “Genügend” (roughly corresponding to IB grade 3) in all their subjects. Please refer to our [SALIS Assessment Policy](#) for a comparison of grade levels between the IB and Austrian grading system.
- External applicants have to sit an entrance test in Mathematics, English (as their first language or first foreign language), and one science subject (Physics, Chemistry or Biology).

IBDP2:

- Admission to IBDP2 is only possible for transfer candidates. The term “transfer” refers to a candidate who moves from one IB World School to another IB World School during their Diploma Programme in order to continue their studies and to take IB examinations.
- In order to see if an IBDP2 transfer to SALIS is possible and/or to make a transfer as smooth as possible, SALIS needs to check whether the courses at the original school and at SALIS are compatible or not.
- SALIS may accept or refuse transfer candidates at its own discretion.

While it is possible to take certificates in individual IB subjects only, we strongly encourage participation in the full IB Diploma Programme.

3. SALIS Language Requirements for Admission

For Unterstufe

In the Unterstufe (Years 1-4), SALIS provides bilingual teaching; that is, content is delivered in both German and English. Knowledge of both German and English enables students to partake fully in these lessons and to socialise better with their classmates. As students progress through SALIS, English is becoming increasingly dominant as the language of instruction.

- Students applying for SALIS Year 1 whose first language is German must have the “Gymnasiumreife” in German. Knowledge of English is recommended but not obligatory.
- SALIS applicants for any other *Unterstufe* years whose first language is not English are required to demonstrate English skills (through certifications) appropriate to the age and demands on the student at SALIS.
- SALIS applicants for any *Unterstufe* years whose level of German is insufficient to enable successful participation in the subject German (for students whose first language is German), must prove that they can successfully attend the equivalent language class for those students whose first language is English.

In addition, as German is the dominant language in the school community, and in the interest of integration of international students into Bundesgymnasium Zaunergasse (BGZ), applicants should be able to demonstrate basic German skills and must show a willingness to study German at our school. As a rule, students whose first language is not German are therefore required to attend “German as a Foreign Language” (DaF) lessons as one of their main subjects.

For Oberstufe

The language of instruction in the *Oberstufe* (Years 5-8, ages 15-18), and particularly in the IBDP, is English. Therefore, a high level of proficiency of written and spoken English is required. Students seeking admission to SALIS during the *Oberstufe* years where English is not the first language, but the strongest academic language, are required to prove sufficient English language skills at the minimum level of B2 (in a SALIS English assessment), or the equivalent of a Cambridge English First certificate (minimum passing grade B), or higher.

As SALIS is part of an Austrian, state-funded 'Gymnasium', students must fulfil the requirements of the national curriculum. International students are only exempt from language classes if their prior education in the language in question does not match the level of instruction already delivered in the relevant language class. 1

Admission Process

1. Complete the Registration Form in its entirety and send it, with supporting documents, to office@salis.or.at. Supporting documents must include scans of the child's:
 - Passport
 - Birth Certificate
 - Residence permit in Salzburg or surroundings (Meldezettel)
 - E-Card (if available)
 - School report(s)
 - Two full years of school transcripts or reports are required. These should cover two complete years (most recently completed academic year and the previous one), as well as the school year in progress (if applicable). School reports must be in English or German, with an official translation provided when originals are not written in either of these languages.
2. When we have received the Registration Form to be completed at <https://www.bgzaunergasse.at/salis-admissions-en/> as well as the supporting documents for registration, your child will be added to the applicant list of the appropriate class. All candidates will then have to complete an Admissions Assessment. The fees associated with these assessments are non-refundable.
 - For students applying for Year 1:
 - This assessment will be sat during their last year of primary school.
 - This assessment will test reading skills, language creativity and logical thinking components, in both written and oral forms.
 - This assessment may be sat in either English or German.
 - Cost of the assessment is €60. This fee only applies when students register after the official registration deadline (usually around December 22nd of the year preceding the year of school entry).
 - For international students not yet residing in Austria or the near vicinity, assessment may be sat at the child's current school (distance assessment).

- For students applying for Years 2-5:
 - This assessment will consist of two parts: Mathematics and English.
 - The assessment may be sat in-house, or at the child's current school (distance assessment).
 - The cost of the assessment is €90 per subject.
 - For students applying for Year 6:
 - This assessment will consist of three parts: Mathematics, English, and a science of the student's choosing (Biology, Physics, or Chemistry)
 - The assessment may be sat in-house, or at the child's current school (distance assessment).
 - The cost of the assessment is €90 per subject.
 - For students applying for IBDP1:
 - We will perform an entrance test in Mathematics, English (as the student's first language or first foreign language), and one science subject (Physics, Chemistry or Biology).
 - The cost of the assessment is €120 per subject.
3. Once the Admissions Assessment has been completed, your child's current school will be asked to complete a Pupil Assessment Form (PAF). This form allows us to get a more rounded and up-to-date impression of your child.
 4. Once these steps have been completed, we will compare the applicants and offer the strongest student(s) a spot in their respective SALIS class.
 - 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 will be placed according to their age on September 1st of their year of entry. Where it is considered to be of benefit to the student, he/she may be placed in a lower year than requested.
 - No official decision on an application will be given until all the relevant documents have been received (except in extraordinary circumstances and at SALIS' discretion), and any outstanding fees have been paid in full.

At any time during this process, families may be required to come to the school to discuss details of a student's application in person.

We generally prefer personal meetings and interviews with future students and parents. In exceptional circumstances only, we may offer an online interview.

Applicants with Specific Needs

The resources available at any given time limit the number of students that can benefit from the learning support programme offered by SALIS. Reports outlining the specific needs of any applicant must be submitted by the parents/guardians together with their application. Such reports include, but are not limited to, Individualised Education Programs (IEPs), speech and language reports, and psychological reports. SALIS will not admit students with significant specific academic or physical needs for which adequate resources are unavailable. Please see our [SALIS Inclusion Policy](#).

Application Period

For applicants to Year 1, the deadline for applying is typically around December 22nd of the preceding year.

For students applying to transfer into SALIS Years 2-6, registration is possible at any time. We prefer to schedule assessments for the spring or early summer when possible, in order to assess what students have already learned. Our assessments determine if applicants are prepared to enter into the grade they have applied for. Students who take assessments sooner may struggle with our assessments, as their current school's curriculum may not have covered all of the topics on our exams. However, assessments and subsequent transfers at the beginning of the school year or after the 1st semester is possible in urgent cases.

Registration is possible at any time for Year 7-8, but admission into the IBDP is handled with high urgency and discretion.

Please note that we cannot guarantee that applications reaching us after June 15th of the academic year in which the student intends to start at SALIS will be dealt with.