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Admissions Policy

English

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GERMAN
EUROPEAN
SCHOOL
MANILA



GERMAN EUROPEAN SCHOOL MANILA – a part of European International School (EIS Inc.)

75 Swaziland Street, Better Living Subdivision, Parañaque City 1711, Philippines

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GESM Mission, Vision and Values

We are a learning community that provides our students with an excellent education in German and English, following the highest internationally accepted standards. As part of Eurocampus in the Philippines, we offer exceptional opportunities for intercultural learning and understanding in the spirit of European educational traditions.

Our caring and nurturing environment allows students to develop their unique personalities and become independent and responsible individuals.

We prepare our students to successfully study, live and work in German speaking and other countries across the globe. As professional practitioners, we reflect, learn, and grow together.

Our values are: Integrity Respect Compassion Independence Responsibility

The IBO's Mission Statement

"The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the IBO works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right."The philosophy of the PYP is to make the students into "inquirers, thinkers, communicators, risk takers, knowledgeable, principled, caring, open-minded, well-balanced, and reflective."

GESM International Primary Section Admissions Policy

The primary aim of the GESM English Primary Section is to serve the educational needs of both expatriates who are temporarily residing in the Philippines with their families and host country children. We welcome and promote international-mindedness in a multicultural community of learners with diverse background, abilities, talents and skills. With a multicultural and diverse community of learners, GESM expects all families to actively participate and engage in school, supporting GESM's Mission, Vision and Values as well as our school community events.

German European School English Primary Section does not discriminate on the basis of race, creed, colour, gender, or national origin, and seeks to accept all qualified students who apply, subject to limitations placed by the Department of Education or the Government of the Philippines or those specified within our GESM by-laws and other published documents.

In the event that a child is placed under the care of another family member apart from the parents, a written form of guardianship must be submitted to GESM for the Admissions Officer's, Head of Department's and Head of School's perusal.

Applications for admission

The GESM English Primary Section has an open enrolment policy that operates throughout the academic year therefore applications for admission are accepted throughout the year.

All students are eligible for admission if it is believed that the School can meet their needs. Any student admitted to GESM will be placed in the grade level that is developmentally and educationally most suitable. Records from previous schools and age-appropriateness for the grade placement in question will be amongst the determining factors.

It must be recognized that as a Private International School, admission to GESM is not a right but a privilege. Admissions/re-admissions procedures and criteria are guided by the following statements:

1. It is the School's prerogative to accept or decline any application. The acceptance of all new students is probationary, to be reviewed in the middle and at the end of the year in which the students enroll.
2. The School's community is diverse and dynamic, and we welcome applications from students of all nationalities.

3. Students are admitted on the basis of previous school records and recommendations and according to their performance on recognized standardized tests or on the School's own admission test where deemed applicable. Depending on the records, reports and tests, applicants may also need to be interviewed personally.
4. All enrolling students must undergo a comprehensive medical examination each year.

English Proficiency:

Non-English Speaking Students or English as an Additional Language Students

Non-native speakers of English who are not fluent in the English language will be supported in the school's **English as an Additional Language (EAL)** program; their admission is at the discretion of the school. Students with limited English proficiency are required to attend an English as an Additional Language (EAL) class until such time that they are ready to mainstream into the regular program. EAL service includes intensive instruction from EAL teachers in a pull-out EAL class, as well as in-class "sheltered immersion" support from EAL and class teachers, and Teacher Assistants in regular classes.

At no grade level should the combined number of children in the EAL program or the learning needs program reach a level whereby the education of all students in the class is compromised. This number will vary on a number of factors such as class size, the class profile and levels of each EAL and/or ANP students in the class. Numbers will be constantly monitored by the ANP Team in collaboration with the Head of English Primary Section.

Students With Additional Learning Needs

Admission and readmission of students with learning needs, including English as an Additional Language (or, "EAL"), is at the discretion of the School. GESM has developed the capacity through the **English Section's Additional Needs Department** to educate students with medium levels of additional learning needs, physical or mental disabilities, or emotional disorders. Unfortunately, it does not presently have the resources to cater for medium-high levels of needs or cases where the learning of other students in the school may be negatively impacted.

The School will accept only those students whose educational needs the school shall determine, and the parents shall accept, the level of support necessary for each student with learning needs, and there shall be an additional charge for these services. It is a condition of enrollment that parents declare all evidence relating to learning needs of their child/ren. Failure to do so may result in admission being subsequently revoked.

The learning needs of such students are guided by the Additional Needs Team and adapted for each individual situation. The purpose of this is to help students with learning

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needs to function within the school's programme. This means they must be able to access our curriculum and make progress. It does not mean the teachers will "cope" with them in class while the student fails to reach the desired grade level objectives set by the school.

Admissions Process

Please be aware that students have the option to enter either of both Sections - German or English Section, regardless of their native language. The German Section has an efficient programme to integrate young pupils without previous knowledge of German, while the English Section integrates children without previous knowledge of English.

Applications for admission in the Kindergarten, Primary and Secondary of the German European School Manila go through the steps indicated above.

1. First Contact

Interested parties may get in touch with the Admin Office (**Contact us** for more information) to set a meeting.

Please use "**student's name, application, intended grade**" as the e-mail's subject.

2. Initial Meeting

In this meeting, the student examines the remaining requirements:

- **ID- Card or Photocopy of the student's passport /Reisepass (if available)**
- **Report Cards of the past 2 years**
Kindergarten and Pre-School present certificates if available.
These certificates may be sent by e-mail in advance.

3. Admission Exam and Interview

The school reserves the right to require an admission exam before accepting a student. Math, English, (German) and general academic skills might be assessed. In special cases, this test might be taken under the supervision of another institution abroad.

At Kindergarten and Primary level 1 and 2, an assessment is based on standardized observation comprising academic skills, social and personal competences. Students with the following certificates may be exempted from the application test:

- Students from any class of the German system with all passing grades (German Section).
- Students from any class of a British or American school system with all passing grades (International Section).

4. Submission of the Application Form

[Please click here for your copy of the Application Form.](#)

5. Approval and Enrolment

The completed application form and his recommendation will be endorsed by the Head of Section within 7 days to the Head of School for final approval.

6. The Signing of Contract and Admission Fee Payment

Successful applicants sign the school's contract and pay their **admission fees** at the Accounting Office 10 days after the pedagogical approval.

7. First day of school

Upon final signature and receipt of the admission fee, applicants will receive a Welcome Letter to signify their admission to the school.

Applicants may contact the GESM Administration Office through the following:

Telephone: +63 2 8 776 1000

Fax: +63 2 8 824 1517

Email:

Address: EURO CAMPUS, #75 Swaziland St., Better Living Subdivision, Parañaque City 1711, Metro Manila

Schedule: Lessons start at 07.30 in the morning.

How to find the correct class level:

Please note that the German section and the International Section follow two different curriculums.

Please note that the German and the English Sections follow two different curricula.

For the German Section (School Year 2023/2024):

A child turning 6 years old on or before the 30th of June 2023, will enter Grade 1.

For the English Section (School Year 2023/2024):

A child turning 6 years old on or before the 30th of September 2023, will enter Grade 1.