



**Magellan International School**  
Colegio Internacional Magallanes  
麦哲伦国际学校



## ADMISSION POLICY

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<b>1<sup>st</sup> review and update:</b> Andrew Johnson-MYP Coord, Erika Velez-Deputy Head of School, Marisa Leon-Head of School.	May-Jun 2015
<b>2<sup>nd</sup> review and update:</b> Marisa León- Head of School, Amy Lovaas- Director of Admissions.	September 2017
<b>3<sup>rd</sup> review and update:</b> Clayton Smith - Director of Admissions, Paige Polishook - Assistant Director of Admissions, Scott Hibbard- Head of School.	November 2021
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## **Introduction**

Magellan International School accepts applications for enrollment without regard to race, gender, religion or national origin.

The school considers the admission of a new student to be a major decision. Therefore, this process focuses on identifying the applicant's knowledge and skills and ensuring that enrollment at Magellan will be in the best interests of the child. The school offers support services to students identified as having mild learning disabilities and also provides a challenging educational environment to students who are working above grade level in one or more areas. Nevertheless, we do not offer an accelerated curriculum for individual students.

Magellan's admissions policy is "need blind". In other words, a family's ability to pay the tuition fees is not a factor in our decision to admit the student(s). At Magellan, the decision to admit a student is based on the student's academic record at their previous/current institution, the results of our assessment, and the alignment of the family's goals for their child/children's education with the school's mission. Families needing financial assistance are invited to apply for aid following their child's admission to the school. Awards are based solely on financial need; the school does not offer merit-based or other types of scholarships.

## **Objectives of the Admission Process**

- To promote the recruitment of students who fulfill the admission criteria.
- To ensure that families joining the MIS community are aligned with the vision, mission, and values of the school.
- To coordinate efforts with the various supporting sections of the school.
- To provide complete, timely and accurate information to prospective families.
- To empower parents who share the school's philosophy and who are committed to work with the school throughout their child's learning process.

## **Applications**

Magellan takes into consideration each family's needs and expectations. Each application for admission is reviewed individually. For this reason, we are able to address the specific questions and concerns of each family. The school receives applications from local, national and international families.

## **Applying to The Magellan International School**

### **At School**

To get acquainted with the school's philosophy, parents should contact the school and schedule their participation in an information session and tour. Tours are held weekly, and information sessions are

offered at least once monthly. These events serve to provide a thorough explanation of the academic as well as co-curricular programs at Magellan.

### **Online Application**

Prospective parents are invited to apply via the [Magellan website](#). There is an application fee of \$120, which is paid when the application is submitted.

### **General Requirements for Application**

Applicants must provide, as part of the admissions application, the following documents:

- Application form
- Copy of the birth certificate or passport
- Evaluation form from the child's current teacher if the applicant lists a current or previous school on the application
- Evaluation form from the child's parent (for students entering preschool - 1st grade)
- Transcripts from schools previously attended for the two previous academic years for candidates entering 1st grade and above
- Reports associated with professional support in language, psychological or occupational therapy, if appropriate

### **Assessment**

The goal of the assessment is to determine a child's developmental and academic readiness. The process also identifies the applicant's strengths and growth areas.

### **For PP3 Applicants - Required Video**

A video of the child having a conversation with an adult - it can be a parent, grandparent, caregiver, or friend. We are aiming to see how your child engages in a natural and informal conversation that includes questions and answers. The video can be done during mealtime, playing outside, or while sharing a book. The video clip can be 45 to 90 seconds in length. If your child speaks Spanish, the video can be in either English or Spanish.

### **For PP4 Applicants - Required Videos**

As part of the PP4 assessment, we request prospective students attempt to complete the following items and send us a video of each one. These skill set videos do not have to be done simultaneously, and they can be done at the family's convenience and filmed using a Smartphone.

**Communication Skills** - We require a video of the child doing a "Show and Tell". It can be sharing a favorite toy, food, pet, stuffed animal, a place in your home, etc. We ask that the child describe it and share why it is special to them. Parents may ask questions. We are looking for complete answers and the appropriate use of colors, adjectives, and verbs. The videos may be done in English or Spanish.

**Gross Motor Skills** - A video of the PP4 applicant walking on tiptoes (approx. 15 feet), jumping with two feet, throwing and catching a small and soft ball with a parent or sibling, hopping on one foot, and going up a set of stairs (the stairs only need to be 3-4 steps high).

**Fine Motor Skills** - A video of the applicant drawing a person on a piece of paper or the sidewalk with as many details as possible – hands, feet, eyes, hair, etc. A video of the child using safety scissors to cut a straight line and a video of the student writing his or her own name.

**Problem Solving** - A video of the child building a tower, counting objects (up to 15) and naming all the colors of the items used. This can be done with wooden blocks, Legos, books, etc.

**Personal Social** - A video of the child washing their hands independently and then putting on and taking off a coat or jacket.

After the submission of all videos, the parent questionnaire, and the teacher questionnaire (if applicable), we will schedule a virtual Family Meeting. This virtual meeting, held via Zoom, gives us the opportunity to get to know the prospective family and answer any questions they may have. The importance of the meeting is to ensure that Magellan's vision aligns with the educational needs of the family.

#### **Kindergarten Applicants - Required Videos**

**Communication Skills** - We require a video of the child doing a "Show and Tell". It can be sharing a favorite toy, food, pet, stuffed animal, a place in your home, etc. We ask that the child describe it and share why it is special to them. Parents may ask questions. We are looking for complete answers and the appropriate use of colors, adjectives, and verbs. The videos may be done in English or Spanish.

**Gross Motor Skills** - A video of the Kinder applicant walking on tiptoes (approx. 15 feet), jumping with two feet, throwing and catching a small and soft ball with a parent or sibling, hopping on one foot, and going up a set of stairs (the stairs only need to be 3-4 steps high).

**Fine Motor Skills** - Please video your child drawing a person on a piece of paper or the sidewalk with as many details as possible – hands, feet, eyes, hair, etc. A video of your child using safety scissors to cut a straight line and a zigzag line and a video of your student writing his or her own name and tracing numbers 1- 10.

**Problem Solving** - Please video your child building a tower, counting objects (up to 15) and naming all the colors of the items used. This can be done with wooden blocks, Legos, books, etc.

**Personal Social** - Please film your student washing their hands independently and then putting on and taking off a coat or jacket. Please also capture your child buttoning and unbuttoning a button on any kind of garment and using a zipper.

Kindergarten applicants will also visit a PP4 classroom where the teachers will have the opportunity to assess them one-on-one for approximately 30 minutes and observe them in the classroom in a free play environment, as well as participating in guided group activities.

### **For 1st - 8th Grade Applicants**

All applicants complete a written assessment in math and language arts. Candidates will complete the assessments and participate in all academic activities during a regular day of school at Magellan. Additionally, an interview, in English or Spanish is conducted by the teacher in charge of the assessment.

### **Virtual Family Meeting for All Applicants**

The family meeting is an integral part of the admission process. The meeting lasts 30 to 60 minutes, depending on the age of the applicant. The meeting consists of a conversation via Zoom between the applicant's parents and either the Director or the Assistant Director of Admissions. This meeting gives us the opportunity to get to know the family, answer any questions they may have, and ensure that the family's expectations are aligned with Magellan's vision, mission, and values. Prospective students are a part of the family meeting. The interview also incorporates the following:

- Information about applicant's developmental processes (covers information regarding health concerns, physical and language processes)
- Information about the family's social interactions (covers interpersonal relationships between parents, siblings and friends)
- Information about the family system (covers family dynamics, parents' professions/skill sets and communication style)
- School expectations in terms of volunteering and annual fund participation
- Rationale for school selection (our goal is to select families that share our educational philosophy and expectations.)

### **Admissions Committee**

The Committee meets regularly to review applications. Each candidate is considered on an individual basis after all documents have been submitted and after the candidate has completed the required assessments. The members of the admissions committee are the Head of School, the Section Heads, and the Director of Admissions. The Committee also regularly consults with the Support Services Resources (SSR) department to ensure that Magellan can meet the needs of new students.

## **Enrollment Procedures and Requirements**

1. After an applicant has been accepted, the admissions office will send the parents a letter of acceptance via email.
2. The admissions office will then create an enrollment agreement in TADS (tuition and billing management platform).
3. Parents will receive an email from TADS with a link to select a payment plan. They will electronically sign the enrollment agreement contract, respond to various questions, and complete several releases, and pay an enrollment deposit.
4. Parents must submit the following documents before the first day of classes:
  - a. Medical certificate of good health
  - b. The results of vision and hearing exams
  - c. Vaccination records