



ADMISSIONS POLICY

Founded in Rome in 1946, Marymount International School Rome is a private, Catholic, English-speaking, co-educational school that aims to further the Mission of the Religious of the Sacred Heart of Mary. We welcome students of diverse cultural and religious backgrounds and offer an excellent program of studies and extracurricular activities. We seek to guide students towards the achievement of their full potential by empowering them to think creatively, reason critically, communicate effectively and learn continuously. It is our goal that a Marymount student should desire to celebrate God's love, respond generously to the needs of our world, and promote justice and dignity for all. The Marymount community is characterized by a shared commitment to this Mission. It drives all aspects of school life, including school admissions.

Marymount welcomes a balanced community of learners with a diverse range of cultural and educational backgrounds, talents, and abilities. The School admits students with exceptionally high ability, as well as a carefully managed number of students with special learning needs. The School does not discriminate on the basis of color, creed or national origin in its admission criteria. The curriculum is based on the American program of studies with the option of the International Baccalaureate during the final 2 years. The language of instruction is English.

As a welcoming and inclusive community, we expect families to engage fully with the School, supporting both its educational philosophy and community activities. We also value transparent communications and constructive, respectful, personal, and professional interactions. If the School believes that individuals are behaving in ways that do not correspond to these behaviours, we reserve the right to refuse admission or suggest withdrawal of the individuals concerned. Equally, failure to provide accurate information, or to disclose information central to a student's learning profile, may result in an admissions refusal or the subsequent removal of a place.

Although the School does not discriminate on the basis of special needs, the severity and type of need may determine whether the School can properly provide for the child, and admission will be decided on that basis.



Challenging Our Students

Our approach to individualized student goal setting is underpinned by ensuring high levels of challenge for each student, in order to sustain each student's motivation and optimize his or her achievement. Based on the student's academic experience and, where applicable, additional assessments, the School will determine Grade placement and all other program options in the best interest of the student.

Any student considered by the School to be capable of attempting the full IB Diploma will be encouraged and supported to do so. Admission to the IB program is based upon the previous study of prerequisite courses and the success achieved in these courses, as well as teacher recommendation derived from the candidate's motivation, study habits, and interest. A minimum cumulative 2.3 (C+) grade point average on the Grade 10 Report Card is required. No candidate with an overall grade point average under 2.7 (B-) will be accepted into the program with a failing grade. Teacher's approval and successful completion of prerequisite courses are also required, when applicable, for entrance to Higher Level courses.

Successful Students

Marymount International School while inclusive, is also rigorous and challenging. It requires high levels of motivation and perseverance from every student. This is particularly true in the higher Grades and especially if a student is changing to English from a different language of instruction. Where a student's record suggests that s/he may not have the disposition to be successful at Marymount, the School reserves the right to refuse admission.

ADMISSION REQUIREMENTS AND PLACEMENT OF STUDENTS

Admission Procedures

Applications are accepted all year round; however, application is recommended in January/February for the September entry. Acceptance depends upon review of the application papers submitted and places available. Applications made throughout the academic year will be reviewed on an individual basis.

1. Inquiry Form: All requests for information will be given in writing to the Director of Admissions via email or through our Website.

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2. The Office of Admissions corresponds with the prospective family and arranges for an appointment with the Director of Admissions and the Headmistress or Principals, as appropriate.
3. To apply for admission the following documents must be submitted:

Early Childhood/Kindergarten (3, 4 & 5 year olds)

- 1) Completed Application Form
- 2) Current passport size photo (Electronic)
- 3) Copy of birth certificate or passport
- 4) Completed Health Record Form - to include a copy of vaccination booklet or certification
- 5) Report cards or teacher evaluation (if applicable)
- 6) Non-refundable application fee.

Grades 1 – 5

- 1) Completed Application Form
- 2) Current passport size photo (Electronic)
- 3) Copy of passport
- 4) Signed Request for Student's Records Form (to be given to the School the student is currently attending)
- 5) Two recommendation forms* (one from the Principal, and one from the homeroom teacher)
- 6) Two years of academic records* - We require official transcripts for the student's records; however, in some cases we accept copies for the application process. Please note that acceptance is considered conditional until the official transcript is reviewed.
- 7) Standardized test results (MAP, ERB, ALIS, ISA, etc.) – if applicable
- 8) For non-native English-speaking applicants a WIDA Test will be administered to applicants at Marymount
- 9) Completed Health Record Form - to include a copy of vaccination booklet or certification
- 10) Non-refundable application fee.

Grades 6-12

- 1) Completed Application Form
- 2) Passport size photo
- 3) Copy of passport or valid ID
- 4) Signed Request for Student's Records Form (to be given to the school the student is currently attending)
- 5) Three recommendation forms*: one from the Principal, one from the Mathematics teacher, and one from the English teacher

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- 6) Two years of academic records - We require official transcripts for the student's records; however, in some cases we accept copies for the application process. **Please note that acceptance is considered conditional until the official transcript is reviewed.**
- 7) Standardized test results (MAP, ERB, ALIS, ISA, SSAT, PSAT etc.)
- 8) For non-native English-speaking applicants (ELL, EAL, EFL), the Teacher Recommendation should be completed by the ELL/EAL/EFL/ESL English teacher.
- 9) A TOEFL, Cambridge, English Exam, TOFEL IBT, PTE Academic Test or IELTS score, for non-native English-speaking applicants (EAL/EFL/ESL/ELL) if not applicable, a WIDA Test can be administered to applicants at Marymount.
- 10) Completed Health Record form - please include a copy of the vaccination booklet or certification
- 11) Non-refundable application fee

***Recommendation forms should be sent directly from the school the student is currently attending.**

**All application materials should be sent to:
Director of Admissions
Marymount International School
Via di Villa Lauchli 180
00191 Rome, Italy
e-mail: admissions@marymountrome.com**

When all the above have been received, the student's file will be reviewed by the Admissions Committee, and if distance permits an interview with the Headmistress will be held. The Headmistress informs the parents of the Committee's decision by letter and email.

Admissions Committee Members:

Headmistress
Admissions Director
Elementary School Principal
Secondary School Principal

By Invitation or Consultation (depending on agenda items)

Director of Special Learning
School Psychologists
Learning Support Teachers
English Language Learning Teachers

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A visit to the School is highly recommended if time and distance permit.

1. After discussion with the Director of Admissions, the Admissions Committee reviews the file to ensure that the applicant's needs can be fully met through the academic program. The Headmistress may request an interview with the prospective family in person if distance permits, or via Skype.
2. The Headmistress then reviews the file with the Director of Admissions to confirm the final decision, and informs the parents of the School's decision.
3. If the student is accepted, the Director of Admissions sends the parents the School's decision and, requests a confirmation of acceptance.
4. Once a student's acceptance is confirmed by the parents, the student's information is entered into the computer network system by the Director of Admissions and relevant information is forwarded to the Business Office for invoicing.
5. When a student has been accepted, the file is complete, and the student starts school, the file is given to the appropriate school office.
6. Prospective students who wish to visit classes are welcome to do so. In such cases, a day's notice will be given to the teachers when possible.
7. Placement tests are given to new students whose class scheduling is uncertain, or English level is to be determined.

Financial Aid Requests:

Families must first apply to the School and when a student is accepted may then apply for Financial Aid. A form will be given to the family to complete. The Financial Aid form will then be reviewed and a decision communicated to the family.

Re-Enrollment Procedures

The Headmistress invites families to re-enroll for the next academic year.

The Admissions Office and Business Office facilitate the re-enrollment process.

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Re-enrollment may be withheld when there are unsettled bills with the School or in cases of poor behavior or lack of academic effort. Acceptance of the re-enrollment form by the School is subject to the student's successful completion of the current academic year together with up-to-date financial accounts with the School. Acceptance is also subject to the student's compliance with the ideals and objectives of the School as outlined in Marymount's Parent/Student Handbook.

This process begins in January, when re-enrollment materials are sent to parents requesting the return of the signed Re-Enrollment form together with the Re-Enrollment Fee, or indicating that their child will not be returning for the next academic year. Parents are asked to complete the re-enrollment process by the end of February. The timing of the process enables the School to ascertain the number of places available for the next academic year and to project the number of students in planning budget and judging staffing needs.

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To be revised: October 2020

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