

# Admission Policy

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Admission is open to students of all nationalities who demonstrate the ability to access the challenging international curriculum and program of the International Baccalaureate Diploma.

## Requirement of qualifications:

- Fulfilled Middle Years Program
- First year of Norwegian Upper Secondary general studies, Music Dance and Drama or Sport.
- Equivalent qualification to the above, including a minimum of 11 years of schooling
- A satisfactory level of English to enable the student to follow the program
- A satisfactory level of mathematics which would equate with the presumed knowledge necessary for the IB diploma mathematics courses.

All applicants are required to write a Letter of Motivation. We might require a student to undertake an entrance examination in Mathematics and English or to do an interview with the DP Coordinator, if we are unsure of a student's ability to access the diploma program.

Students should apply through [www.vigo.no](http://www.vigo.no).

**In the event of shortage of places, priority will be given to** students with a good previous record; such as attendance, conduct and grades. Priority will be given to students from Finnmark. **And priority will be based on the letter of motivation and the interview.** The coordinator considers also the applicants' other circumstances expressed in the motivation letter and/or in the interview that may affect the possible benefit of the IBDP to the applicant.

## Academic Probation

Admission to 2IB may not ensure continued enrolment to 3IB, if the student fails in one or several subjects. In this case, failing is not only connected to the Internal Assessment, but also the amount of work delivered in each subject in 2IB. If a student has not handed in the required amount of work, or in some other way has not been able to reach the required level in a subject in 2IB, this student might not be permitted to continue to 3IB. The DP Coordinator and the subject teacher will discuss the opportunity of continued enrolment with a student who fails, and together they will come to a solution. If there are any disagreements between any of the parts involved in this process, the DP Coordinator will discuss the case with the Head of the School and they will agree upon a solution for the student.

**Undocumented absence should not exceed 10 %.** If a student has more than 10% undocumented absence for the whole school year in a subject, he or she will not be moved from 2IB to 3IB without consent from the principal. The cutoff date is 31.05.

**3IB students will lose the right to sit their exams if they do not have Predicted Grade (PG) in the subject and/or they do not have Internal Assessment for their subjects.** Not getting predicted grade means that the course is not completed and there will be no grade awarded in this subject and the

student will lose the right to sit the exams in this subject. PG will not be awarded if the student has more than 10% undocumented absence, *and* teacher predict a failing grade of the subject. Cutoff date is 31.03. Students will get PG and get IA uploaded when more than 10% undocumented absence, *but* teacher predict passing grade (3 or more in HL, 2 or more in SL), in the subject.

If the undocumented absence is more than 10 % and less than 15 %, head of school can grant, under special circumstances exception to these rules. The student have to apply to the principal to get this exception.

If there are special circumstances or special needs that affect the student in his/her academic performance or attendance and hence affecting the points above, these should be first communicated to the Head teacher, then to the school counselor. Whenever there are special circumstances, a good and open dialogue is important. The school counselor will make special arrangements for the student in cooperation with the IB Coordinator. This will be done in accordance with Rules and Regulations of the IB and the County. The school management in cooperation with the school counselor can then admit students under special circumstances to get a predicted grade and do his/her external assessment.