



# Gjøvikregionen International School

Studieveien 17

2815 Gjøvik

Tel. +47 240 76 141

[post@gjovikis.no](mailto:post@gjovikis.no)

[www.gjovikis.no](http://www.gjovikis.no)

## GIS Admissions Policy

Gjøvikregionen International School (GIS) is open to everyone who meets the requirements for admission to state schools in Norway, with reference to “privatskolelova” (the Private Education Act) §3-1 and “opplæringslova” (the Education Act) § 2-1. Interested families are expected to demonstrate commitment to the school’s values as expressed in the IB learner profile. As an IB World School, GIS subscribes to and promotes international-mindedness understood as ‘a view of the world in which people see themselves connected to the global community and assume a sense of responsibility to its members’.

Applications are accepted throughout the year as long as places are available. Parents/legal guardians apply for a place by completing and submitting an online application form on the school website (<http://www.gjovikis.no/admissions/application-form/>). Applications are acknowledged by email within five business days and applicants are informed of availability of places.

Families are encouraged to contact the school prior to enrolling a child in order to arrange for up to two trial days for students joining Grade 2 and above. During the trial days students are required to take some tests, including but not limited to the GL NGRT and CAT4. The results of the tests have no impact on the admission process. They allow the school to assess each student’s entry point and help teachers plan for a smooth transition.

In accordance with Norwegian law, applications are accepted on first come, first served basis while places are available. At GIS, the maximum class size is 20 students per class. When there are more applicants per class than available places, students are put on a waiting list. They are admitted when a place becomes available.

The admission process for Grade 1 any academic year starts on 1 May of the preceding year\*. The deadline for applications for admission to Grade 1 for the following academic year is 1st November. The admission process continues after the deadline if there are still available places. In cases of over-subscription, applicants who applied after the application deadline will be prioritised in the same way as those who applied before the application deadline.

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Applicants have 1 week to accept/decline the offer. If the school receives no reply, the offer is considered to have been declined.

Applicants who decline an offer of admission can ask to remain on the waiting list. However, they are then considered to have submitted a new application and therefore go to the bottom of their priority group per the GIS waiting list priority criteria (see below).

When places are available, admissions will be handled on a rolling basis - no deadline for applications is applicable and students on the waiting list will be prioritised according to the criteria set out below. GIS does not hold places. Therefore, applicants who are offered a space must commit to starting at the school within 1 month of the date of the offer unless special circumstances dictate otherwise and this is agreed with the school.

Students on the waiting list are prioritized according to the criteria below. The criteria are listed in order of importance.

1. Children of GIS staff and board members
2. Siblings (Students who already have a sister/brother enrolled at GIS)
3. International students

Factors that determine whether a student is international:

*Nationality of student and/or parents, student's academic language, whether the student has lived abroad for a significant amount of time. Emphasis will be placed on whether a student has a satisfactory educational alternative in the local area.*

4. Students living in the Gjøvik region.
5. Date of registered application

Applications are not binding and can be withdrawn at any time before 1st November without consequences. After 1st November, parents/legal guardians are required to sign a contract with GIS and pay the first installment of the tuition fee within two weeks. The sum counts towards

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the overall yearly tuition fee and is not an additional payment. The fee is non-refundable in the case of withdrawal.

The Head of School has the authority to make decisions on admissions according to this policy. Decisions on admissions are decisions that affect a person's individual rights (enkeltvedtak), see the Public Administration Act (forvaltningslova) § 2 and can be appealed to State Administrator in Lillehammer.

The school's Admissions policy is available to all interested parties on the school website: <http://www.gjovikis.no/school-policies/>

The school provides support to students with special educational needs in accordance with Norwegian law. Details regarding accommodations available to students with special educational needs can be found in the school's inclusion policy.

Students with limited English and/or Norwegian may be eligible for additional support beyond the scheduled classes in each of the subjects. For details, please refer to the school's language policy.

In the MYP, the school offers two English courses: language and literature and language acquisition. For details regarding placement in the appropriate course, please refer to the school's language policy.

All school policies can be accessed on the school's website: <http://www.gjovikis.no/school-policies/>

\*For example, admissions start on 1st May 2023 for the academic year 2024-2025.

Reviewed and approved at GIS School Board meeting 19/09/2022

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