VIII Prywatne Akademickie Liceum Ogólnokształcące

IB World School no. 006265

Admission Policy

For admission to the pre-DP pathway and participation in the IB Diploma Programme

Updated: July 2026

1. Purpose and scope of this policy

This policy sets out the conditions and procedures for admission to the preparatory pre-DP pathway and to the International Baccalaureate Diploma Programme ("IB DP") at VIII Prywatne Akademickie Liceum Ogólnokształcące ("the School", "VIII PALO"). It is intended to make admission decisions transparent, consistent, evidence-based and aligned with the School's educational aims, Polish law and IB requirements.

The pre-DP pathway in classes I and II is a School programme preparing students for the IB DP; it is not itself an IB programme. Students enrolled in pre-DP progress to DP by successfully completing pre-DP2 and receiving promotion to class III under the School Statute. They do not undergo a separate admissions procedure, but admission to pre-DP does not by itself guarantee progression if the promotion conditions are not met.

This document should be read together with the School Statute, the current recruitment information and forms published by the School, the school contract, and the School's Inclusion, Language, Assessment, Academic Integrity and Complaints and Appeals Policies. Where a binding legal, statutory, contractual or IB rule prescribes a specific procedure, that rule prevails.

2. Principles of admission

1. Admission decisions are made fairly and on the basis of published criteria, relevant evidence and the individual circumstances of the application.
2. The School seeks students who can benefit from the pathway applied for and who are reasonably prepared for its academic, linguistic, organizational and ethical demands.
3. No applicant is excluded solely because of race, nationality or national origin, ethnicity, culture, gender, sexual orientation, religion, political belief, disability or another personal characteristic protected by law.
4. Learning support requirements are considered individually and confidentially. They do not lower academic standards, but they may require early planning of reasonable support and inclusive access arrangements.
5. Candidates and parents/legal guardians receive sufficient information to make an informed decision about the bilingual pre-DP pathway, the two-year IB DP, the IB learner profile, academic integrity, workload, subject choices, assessment and fees.
6. Progression of VIII PALO pre-DP students, admission of external candidates to DP and allocation of particular DP subjects and levels are governed by separate conditions. For internal students, progression to DP depends on promotion to class III. A particular DP subject, level or combination is not automatically guaranteed every year.

3. Legal and decision-making framework

The School is a non-public upper-secondary school with public school rights and operates international sections. Under the School Statute, the Head of School admits students to all classes. Entry to an international section requires adequate knowledge of the language of instruction, which the School may verify through a qualification procedure.

For admission of external candidates to DP, the Head of School appoints an admissions team. Each application is considered by a committee of at least two team members, including the IB DP Coordinator. The committee makes a recommendation; the final admission decision is made by the Head of School.

Detailed dates, forms, documentary requirements and operational instructions are published for the relevant recruitment cycle. They may be updated without revising this policy, provided that the core principles and conditions below remain unchanged and the current information is made publicly available.

4. Admission to the pre-DP pathway

4.1 Admission to pre-DP1

The current admission conditions for pre-DP1 are:

1. end-of-year grades obtained by the candidate in Year VII of primary school;
2. an average grade of at least 4.5, calculated without subject grade in Music, Art, Technology, Physical Education, and Religion or Ethics;
3. at least a good conduct grade;
4. an interview with the candidate and their parent(s) or legal guardian(s);
5. an English-language entrance examination; and
6. consideration of possible significant academic or extracurricular achievements although they are not required.

The interview is used to learn about the candidate, their motivation and readiness for a pathway in which English is gradually introduced as a language of instruction. It also enables the School to explain the teaching methods used in preparation for the IB DP, the expectations of bilingual learning and the later process of choosing DP subjects.

4.2 Admission to pre-DP2 or transfer during pre-DP

For admission to pre-DP2 or another transfer point, the School uses equivalent evidence from the candidate's most recent stage of education. The School considers prior results, English-language readiness, the curriculum already completed, possible gaps in Polish national requirements and the candidate's ability to join the existing course of study. The candidate may be required to complete an English test or subject-specific diagnostic tasks and to follow an agreed catch-up plan.

5. Progression and admission to IB Diploma Programme

5.1 Progression of VIII PALO pre-DP students

Students enrolled in pre-DP2 at VIII PALO progress to DP upon successful completion of class II and formal promotion to class III in accordance with the School Statute. They do not undergo a separate admissions procedure. During pre-DP2, the School provides guidance on DP requirements, workload and subject selection and confirms an appropriate subject combination from the subjects and levels available for the cohort.

Progression to DP does not guarantee access to every requested subject or level. Subject allocation is governed by section 6 of this policy.

5.2 Admission of external candidates to DP

VIII PALO may admit external candidates directly to DP, at the beginning of the first year of the two-year IB Diploma Programme, provided that they have completed the first two years of upper-secondary education or an equivalent stage. Applications are considered on an ongoing basis while places and viable subject combinations remain available.

5.3 Evidence considered

For candidates educated in the Polish system, the admissions committee considers:

1. the most recent semester and annual grades available, especially in Polish, English, Mathematics and the subjects the candidate intends to study in the IB DP;
2. English-language certificates, where available;
3. relevant academic achievements, including possible subject competitions and olympiads; and
4. the admission interview and the proposed DP subject combination.

For candidates educated in another system, the committee considers equivalent evidence, including:

1. results of external examinations completed in that system;
2. recent periodic or annual reports, particularly in English, Mathematics and intended DP subjects; the committee may request records from an earlier year where necessary;
3. language certificates and other relevant achievements; and
4. the admission interview and the proposed DP subject combination.

No single grade or certificate automatically determines the outcome. The committee forms an overall judgement about whether the candidate is academically and linguistically prepared to undertake six DP subjects, the three elements of the DP core and the sustained independent work required by the programme.

5.4 Interview and English-language readiness

The interview is not a competitive examination. It is used to discuss the candidate's learning history, motivation, organization, interests, understanding of the IB DP, academic integrity, planned subjects and future educational aims. The School also explains the programme requirements and verifies that the candidate and parent(s) or legal guardian(s) understand the commitment involved.

Where the available evidence does not sufficiently demonstrate readiness to learn in English, especially where the candidate has not previously studied through English, the School may require an English-language qualification examination. Additional diagnostic work may be requested when needed to confirm readiness for a particular subject or level, especially subjects from Group 2 (language acquisition).

6. DP subject choices and conditions of participation

Before a student's DP subject combination is confirmed, the IB DP Coordinator reviews the proposed combination with the student. The combination must meet current IB diploma requirements and be educationally coherent. The School confirms subjects and levels only after considering:

1. the School's current authorized subject offer and the subjects and levels actually opened for the cohort under the minimum group-size rule below;
2. timetable compatibility, staffing, viable group size and the availability of specialist rooms, laboratories or equipment;
3. the student's prior learning, language profile and readiness for the requested subject and level;
4. any subject-specific prerequisites or restrictions, including requirements connected with school completion and university entry;
5. the need to complete the full DP core: Theory of Knowledge, Extended Essay and Creativity, Activity, Service; and
6. the School's ability to support the student without changing the aims, standards or assessment requirements of the programme.

Minimum group size. At least three students are required for a particular DP subject and level to be opened as a standard group. If fewer than three students select that subject and level, the student and the parents are contacted about the need for changing the subject or contributing financially to create the subject group for one or two students.

The School may recommend a different subject, level or combination where the original proposal is unavailable or presents a significant risk to successful participation. For external candidates, confirmation of a viable subject combination may be a condition of admission. For internal students progressing from pre-DP2, the School agrees an alternative valid combination if a requested subject or level is not opened. Subject allocation may be revised before the start of DP when organizational circumstances change.

Admission after DP has begun is exceptional. A transfer can be accepted only where the student has already followed compatible IB subjects and levels, the School can verify prior coursework and assessment records, IB and

School deadlines can still be met, and the transfer does not compromise teaching, assessment integrity or the student's realistic opportunity to complete the programme.

7. Inclusion and access arrangements in admission

Candidates and parent(s) or legal guardian(s) are encouraged to share relevant information about learning, communication, health, mobility, wellbeing or other access requirements as early as possible. Information is handled confidentially and used to identify barriers, plan support and determine whether further documentation or specialist consultation is required.

A disability, learning difference, medical condition or other support requirement is not in itself a reason for refusal. The School considers the applicant as an individual and explores reasonable and appropriate arrangements in line with Polish law, the School Inclusion Policy and current IB access and inclusion rules. The School may discuss its human, physical, technological and organizational capacity openly with the family so that the admission decision is informed and support can be planned before teaching begins.

School support does not guarantee that the IB will authorize a particular arrangement for final IB assessment. IB-authorized arrangements require the evidence, usual way of working and deadlines specified in current IB procedures. Once a student is admitted, the School follows its Inclusion Policy to implement, monitor and review support.

8. Admission decision, enrolment and review request

1. The admissions committee may recommend admission, conditional admission or refusal. Conditions may include submission of documents, successful completion of a language or diagnostic test, confirmation of a viable subject combination, completion of curriculum gaps or another clearly stated requirement.
2. The Head of School makes the final decision and the School communicates the outcome to the candidate or parent or legal guardian.
3. Admission becomes effective only after the parties sign the school contract, the required recruitment-reservation fee is paid and all required documents are delivered, as provided in the School Statute and current recruitment instructions.
4. The candidate and parent or legal guardian must provide complete and accurate information relevant to admission and support planning. Materially false or deliberately withheld information may result in withdrawal of a conditional decision or action under the School Statute and contract.
5. A candidate or parent or legal guardian may request clarification or reconsideration of a School-level admission decision by the Head of School in accordance with the Complaints and Appeals Policy. A review examines whether the published criteria and procedure were applied correctly; it does not create a right to a place where conditions, capacity or a viable subject combination are not available.

9. Communication, records and policy review

The School publishes current recruitment information on its website and provides information through meetings, interviews, open days and direct contact with the IB DP Coordinator or School office. Application records and information about learning support are stored and shared only to the extent necessary for admission, enrollment, support planning and compliance with legal or IB obligations.

This policy is reviewed at least every year and earlier when required by changes in Polish law, IB rules, the School Statute, the programme offer or School practice. The review is coordinated by the Head of School and IB DP Coordinator and may involve admissions staff, teachers, the psychological-pedagogical team and the Managing Body. The review considers the clarity and fairness of criteria, admission outcomes, accessibility, complaints or review requests, subject availability and feedback from applicants and staff.

Most recent review: July 2026. Next scheduled review: July 2027, or earlier if required.

Appendix A. Source documents and internal references

1. The Statute of VIII Prywatne Akademickie Liceum Ogólnokształcące, version dated March 2025, especially §§ 15 and 25.
2. Polish Education Law Act (Prawo oświatowe) and other current legal provisions applicable to non-public schools, international sections and admission of students educated abroad.
3. International Baccalaureate Organization. Programme standards and practices. Updated November 2024, especially Culture 1.1 (0301-01-0100).
4. International Baccalaureate Organization. Guide to programme evaluation. Updated April 2025, Appendix 1, Table 9: Policies.
5. International Baccalaureate Organization. Rules for IB World Schools. For use from 1 October 2024, especially articles concerning compliance, information for families, equitable access and inclusive assessment arrangements.
6. International Baccalaureate Organization. Access and inclusion policy. Updated November 2023.
7. VIII PALO recruitment webpage and current recruitment instructions, accessed 20 July 2026.
8. VIII PALO Inclusion Policy, Language Policy, Assessment Policy, Academic Integrity Policy and Complaints and Appeals Policy, current versions.