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RĪGAS VALSTS 3. ĢIMNĀZIJA

Rīga

Nr.SB4

Admissions Policy

Introduction

Riga State Gymnasium Nr. 3 is an International Baccalaurate Authorized School for Middle Years Programme and a Candidate School for Diploma Programme.

It is a National school, offering the Middle Years (MYP) and working towards authorization of the Diploma Programme (DP). As a continuum school, it will pay a great attention to the needs of both programmes. The admissions policy to the MYP and DP addresses the internal and external admissions:

- a) Internal admission candidates are our students who have finished the Middle Years Programme in Year 5, and successfully have passed the MYP eAssessment examinations, completed Personal Project, ePortfolio in PHE, the Arts and Design, and do not have unsatisfactory academic results in grade 10.
- b) External candidates are students, who apply to enter the 11th grade (DP Year 1), if there is a place available, in case some of the MYP graduates have changed the school or chosen another programme offered by Gymnasium.

The admission policy follows the requirements of the IB, provisions the Latvia's Cabinet of Ministers and the Regulations of Admissions Policy in Riga State Gymnasium Nr. 3 (the National programme – a separate document).

General requirements for admissions

1. The prerequisite for enrolment of students in form 7 (MYP Year 2) is an application from parents, Certificate of General Basic Education and a Report Card or the transcript of grades from form 6. There are 30 places in the MYP form. All candidates must speak Latvian.
2. External students in MYP Years 3-5 are enrolled if there are available places. Internal students are transferred to the next MYP year.

1. Internal MYP students are transferred to the DP Year 1 (form 11) if they do not have unsatisfactory academic results. External DP candidates have to pass admission examinations.
2. All external candidates for MYP and DP have to take 2 admission examinations (Mathematics and English).
3. The regular examination dates for MYP Year 2 students are end of May. For the rest of the forms – 2nd or 3rd week of June and extra examinations at the end of August if needed.

I. Admissions procedure

1. All bulk applications are accepted online. The link for applications is published in the web page of school <http://www.r3g.lv>. Individual applications are sent to MYP or DP Coordinators. The dates for taking applications are published in the web page or agreed with the Coordinators.
2. For the enrolment in Gymnasium, entrance examination and enrolment commission for each subject is set up in accordance with the prescript of headmaster.
3. Entrance examination commission prepares entrance examination programmes, contents and defines evaluation criteria, points and evaluation procedure, which is coordinated by the head of the commission and approved by the headmaster. The enrolment commission meeting may be attended by appointed non-voting representative from the Gymnasium board.
4. The results of the entrance examinations are recorded in the protocol, which is signed by all members of the commission, approved by the head of the commission and the headmaster of Gymnasium.
5. There are two entrance examinations –in Mathematics and English. The results for Mathematics and English for each have to be above 60%.
6. Entrance examinations are held in the premises of the school and organised in written form.
7. The results are announced within five days after the entrance examinations by publicly displaying the commissions approved not decoded entrance examination protocol on the school notice board and in the school's homepage. For individual candidates the results are e-mailed to the indicated e-mail addresses.
8. Students (or their parents) within one working day after the publication of the protocol of entrance examination results have rights to see his/her entrance examination work in the presence of the head of entrance examination commission. Appeal may be submitted to the headmaster of the Gymnasium within one working day after seeing the examination work.
9. The headmaster of the Gymnasium gives a written reply within one working day after receiving the application.

II. Admissions documentation

1. Documents to be handed in:
 - 1.1. Application signed by one of the parents or a trustee.
 - 1.2. Certificate of General Basic Education and a Report Card or the transcript of grades from the previous school. The originals must be presented.
 - 1.3. Medical document Nr. 026/u, if the previous school has provided it.

2. If the necessary documents are not provided within the required timescale, the place is offered to the next candidate with the highest result.

III. Specific admission requirements and learners choice for specific educational programmes (including MYP and DP)

a. Specific educational programme forms are open if at least 25 applicants in entrance examinations have received an evaluation which is not lower than 50% of the total score, but form 7 is recruited if the requirements of these procedures are carried out at least by 22 applicants. In some cases, the Gymnasium may issue additional enrolment or close the educational programme due to the insufficient number of applicants and/or lack of training.

b. In forms 7 – 10 students are enrolled in accordance with the results of entrance examinations. If in the enrolment competition in forms 7 – 10 several applicants have obtained the same number of points, the preference is for the applicant who has submitted application faster.

c. Learners are enrolled in the specific educational programme and form in the Gymnasium with the order of the headmaster. If the learner has not been enrolled in the Gymnasium, the headmaster in written form informs the applicant of the enrolment refusal and the reasons for it in accordance with the attached sample. The headmaster informs Riga City Council Education and Sports Department of the refusal to enrol learner who is of compulsory education age.

d. In accordance with the Gymnasium regulations the administrative acts issued by the headmaster may be disputed in accordance with the order of the administrative procedure in Riga City Council Education and Sports Department within one month of their entry into force.

Conclusion

Admissions policy was developed in collaboration with the leadership team, including the MYP & DP coordinator, MYP and DP teachers, and representatives of parents. This policy was written in line with the Gymnasium regulations of the administrative acts issued by the Headmaster and Administrative acts of the Entrance Examinations issued by the Riga City Council Education and Sports Department. The policy will be revised throughout the implementation, revised annually in August.

The school's policies will be communicated to the prospective MYP and DP students and parents during the informational meetings in February and published on the school's website.

The signed paper copy will be kept by the MYP and DP Coordinator.

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Approved by Head of Riga State Gymnasium Nr 3 Andris Priekulis