



## ADMISSION POLICY LANGUAGE SCHOOL HILVERSUM

### The target group

The Language School provides education for children aged 4 to 12 who come directly from abroad or who have been in the Netherlands for less than a year and who still have insufficient knowledge of the Dutch language to enter regular education. In **exceptional cases**, it is also possible to place children who have been living in the Netherlands for more than a year and who have been educated in the Netherlands for less than a year and therefore still have insufficient knowledge of the Dutch language, to The Language School. The Language School decides in consultation with the STIP Hilversum about the placement of these children.

The Language School wants to immerse children in a language bath in one year (in exceptional cases one and a half years), so that they can make a more promising start in Dutch primary or secondary education. The Language School focuses on learning the Dutch language, but also focuses on the mother tongue. The Language school works with an annual program in which intensive work is done on the Dutch language. After about a year the students go to a suitable place in education. The outflow takes place twice a year: after Christmas and after the summer holiday. The student come throughout the whole school year. As a result it may happen that children participate in The Language School for more than a year.

The Language School is a facility for all primary schools in the Gooi and Vecht region. Children from outside this region are not eligible for a place at the Language School.

### The education

In groups divided by age Dutch is taught verbally and in writing, intensive and structured at several levels every day. There is a teacher and a teaching assistant in each group. In the highest group there is a fulltime assistant. The maximum amount of children is 15.

We use LOGO 3000 and World full of Words (thematic approach) for our educational offer on the Dutch language. In addition to Dutch language training, the school also pays attention to: (initially) reading, writing, reading comprehension, grammar, arithmetic, getting to know world orientation subjects, gymnastics, creative subjects, social skills, active citizenship and integration.

### Next step of education

When the student has finished the language program at The Language School, he or she returns to primary school (tribel school) or to secondary education. This switch is in almost all cases after the Christmas or summer holidays.

### Warm transfer

If the student leaves, The Language School will contact the tribal school. The Language School passes on important information and discusses the possibilities of the student with the new teacher (and/or IB), so that the student can make a good start. If possible the new teacher will meet the student at the Language School and the student will spend a day at the new school in advance.

### Children with special care

The (care) students are regularly discussed with the group teacher and the internal counsellor. If extra support is required, the student is discussed in the Multi-Disciplinary Consultation (MDO) and/or in the Care Advice Team (ZAT). If the school cannot provide the help, a procedure can be started to refer the student to special primary education (SBO) or special (secondary) education S(V)O. If necessary, the

student can stay a little longer at the Language School so that the student can proceed directly to the S(B)O.

### **The registration procedure at The Language School**

Primary schools that register children who speak little or no Dutch can contact the director of The Language School or the internal counsellor. That is also possible if they do not have a BSN-number yet. This concerns children in the age group of 4 to 12 years. We follow the steps below before placing a child:

#### **A) Registration of the student by the parents at the neighbourhood school in Hilversum.**

##### Action neighbourhood school / tribal school:

The neighbourhood school does not register the student, but places it on the registration list for placement in a year. The neighbourhood school is now a tribal school. The tribal school contacts The Language School and registers the student. If there is place, the management of the tribal school informs the parents and refers them. If there is no place, the student stays at the tribal school.

##### Action parents:

Parents agree to placement: the student is placed at The Language School. After a year the student returns to the tribal school.

Parents do not immediately agree with placement: visit to The Language School with the management or internal supervisor of the tribal school. If the parents subsequently agree to placement, the student is placed at The Language School. After a year the student returns to the tribal school.

If parents do not agree with placement, the management of the tribal school will tell them what they can offer the pupil without cooperation with The Language School. The student is placed in the tribal school.

#### **B) Registration of a pupil by the parents at the neighbourhood school in the municipalities around Hilversum.**

##### Action neighbourhood school / tribal school:

The neighbourhood school does not register the student, but places it on the registration list for placement in a year. The neighbourhood school is now a tribal school. The tribal school contacts The Language School and registers the student.

If there is a place The Language School will contact the relevant municipality. The municipality where the student lives must agree in writing to the placement. This agreement is concluded by the municipality with Stip Hilversum of which The Language School is part. The municipality provides transport for the pupil and 1 of the parents to and from the school and this is requested by the parents themselves. The municipality pays a contribution towards the education of the child to Stip Hilversum. If the municipality agrees the management of the tribal school informs the parents and refers them. If there is no place or no agreement from the municipality, the student stays at the tribal school.

##### Action parents:

Parents consent to placement. The student is placed at The Language School. After a year the student returns to the tribal school.

Parents do not immediately agree with placement: visit to The Language School with the management and/or the internal supervisor of the tribal school. Parents consent to placement. The student is placed at The Language School. After a year the student returns to the tribal school.

If parents do not agree with placement, the management of the tribal school will tell them what they can offer the pupil without the cooperation with The Language School. The student is placed in the tribal school.

### C) Registration of a pupil by the parents directly at The Language School.

Parents are made clear that they must first find a tribal school. The tribal school starts the referral procedure as described above.

#### **Waiting list policy**

The Language School places the students in three level groups:

- The lower grades: ages 4, 5 and 6 years.
- The middle-class group: ages 7, 8 and 9 years.
- The senior group: ages 10, 11 and 12 years.

In addition to this age classification the students can also be classified by performance level. In some cases it is also possible for children older than 12 to enrol. We first try to refer to, for example, the ISK. If that is really not possible and/or desirable, a placement can be discussed in consultation with Stip Hilversum.

#### **Placement in groups**

The Language School determines on the basis of the student data and the entry test in which group a student is placed. The following criteria (if transparent) are used for this:

- School experience in the country of origin.
- Literacy in Latin script or otherwise.
- Cognitive development.
- Social and emotional development.
- Otherwise, to decide by the internal supervisor and director.

The Language School works with construction groups (classified as described above) that consist of an average of 12 students and a maximum of 15 students. If the group is full, students are placed on the waiting list. The students on the waiting list remain enrolled at the tribal school. This school is responsible for the education of these students.

#### **Important additional information:**

- Children are always placed on a waiting list. In this way we prevent children who only come to the Netherlands in a few months from occupying a place for children who are already there or who come before that time and need a place.
- We pay strict attention to the area where the students come from, so that we prevent children from occupying a place for children who do come from the area with which we have an agreement. We then refer parents to a language school in their immediate living environment.
- If the groups become full and we have many children on the waiting list, we will consult with Stip to find out whether it is desirable to start an extra group.
- Parents are always free to choose what their child's tribal school will be. Parents are explicitly advised of this. Parents are therefore NOT obliged to choose a tribal school that falls under Stip Hilversum.
- If a child has been in the Netherlands for more than a year and research shows that it is justified to attend The Language School for one year, consultations will first follow regarding funding. The child will not be placed before an agreement has been reached between the tribal school/ Stip/ parents and the municipality. The tribal school is obliged to take care of the child until then.
- The tribal school is always obliged to take care of a student and to provide education if The Language School does not have a place for a child at that time. In this way we prevent children from sitting at home unnecessarily long and not receiving any education.
- If a child has a lot of problems getting used to The Language School we can make temporary agreements with the parents about following education. This includes building up the presence of the child in the classroom. This also applies if, for example, a child shows excessive, dangerous behaviour towards the staff and/or the other students. We do this in consultation with the parents and, if desired, immediately call in Unita.
- In situations not covered by this policy we will consult with Stip Hilversum and then make a decision.