



ADMISSION POLICY

This policy has been created in alignment with our identity as a community of learners, grounded in our vision, mission, and values. It is equally shaped by the principles of our accreditation bodies—Alberta Education, the International Baccalaureate, and the Council of International Schools—with the common aim of developing well-rounded and knowledgeable global citizens. Together, these foundations create an environment where every individual is empowered to learn deeply, act with integrity, and pursue personal excellence.

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RATIONALE

TIS offers a Kindergarten to Grade 12 program of studies, approved by Alberta Education. Students enrolling in Kindergarten through to Grade 6 are taught the Alberta Programme of Studies with the International Baccalaureate Primary Years Programme (PYP) framework of teaching and learning. In Grades 11 and 12, students may study the Diploma Programme (IB DP) or Career-related Programme (IB CP) alongside the Alberta Education Program of Studies.

All students participate in an academic program leading toward recognized provincial (Alberta) and/or IB credentials. Admission into TIS is open to students from Pre-Kindergarten to Grade 12,



with specific entry points and requirements for each programme. TIS is an inclusive school and admits students whose educational needs can be supported by the School and who demonstrate readiness for the programmes offered, with final decisions resting with the School Principal of their respective school.

TERMS AND KEY ROLES

Academic Counsellor – Professional educators who support students, parents, and staff to ensure graduation requirements are met and post-secondary aspirations are supported. Each secondary student is assigned an Academic Counsellor based on last name.

Administration Team – Comprising the Head of School, Chief Operating Officer, Principals, and Vice Principals.

Leadership Team – A diverse group of faculty leaders who work collaboratively to provide an excellent learning environment at TIS. This includes the Administration Team, Student Services Head, Managers, and Coordinators.

1. ADMISSION TO THE PRIMARY SCHOOL

1.1 Admission Entry Points

1.1.1 Admission to the Primary School (Pre-Kindergarten to Grade 6) occurs on a rolling basis, subject to space availability.

1.1.2 To enrol in our Pre-Kindergarten, a child must be at least 3 years old by December 31st of the year of enrolment.

1.1.3 Non-Macao residents must possess a stay or residence permit for over 90 days issued by the authorized entity of the Macao SAR. Holders of a Hong Kong Permanent Identity Card or a Re-entry Permit can stay in Macao for a maximum of 1 year, while British passport holders can stay for a maximum of 6 months.

1.2 Application Requirements

The admission application includes:

- Age-appropriate academic records (where applicable)
- A confidential reference from the previous school (where applicable)
- An interview and/or classroom observation, if required
- Individual Education Plan or Psychoeducational Report (if applicable)



We prioritize transparency and integrity in our admissions process. Any information that is intentionally withheld or misrepresented during the application process may result in unenrollment from the school. We expect all applicants and their guardians to provide complete and truthful information to ensure a fair evaluation.

1.3 Assessment and Placement

As part of the admissions process, Elementary School applicants may participate in developmentally appropriate baseline assessments to determine their academic readiness for the grade level to which they are applying. These assessments also inform instructional planning and support the monitoring of student growth.

Additional assessments and/or meetings may be requested to ensure appropriate grade placement and the provision of suitable academic and language support.

1.4 Programme Readiness

Students entering the Elementary School should demonstrate readiness for an inquiry-based, student-centered learning environment consistent with IB PYP philosophy.

1.5 Admission Decision

The Primary School Principal reviews the complete application and provides a final decision for admission, which may include:

- Offer of placement in the school
- Offer of placement with conditions that must continue to be met and maintained in order to retain enrollment at TIS
- Waitlist
- Rejection

2. ADMISSION TO SECONDARY SCHOOL

2.1 Admission Entry Points

2.1.1 For junior secondary education, students must have completed and passed primary education, with an upper age limit of 18 for receiving formal junior secondary education.

2.1.2 To enrol in senior secondary education, students must have completed and passed junior secondary education, with an upper age limit of 21 for receiving formal senior secondary education, including vocational and technical education.



2.1.3 The primary admission entry point for Secondary School is at the beginning of the academic year (September). Applications close on the last day of school in March of that academic year, unless the student is an international student arriving from outside Macao.

2.2 Application Requirements

The admission application process includes: admission testing, submission of recent academic reports, a confidential school reference, and any relevant supporting documentation necessary to inform placement and support decisions.

We prioritize transparency and integrity in our admissions process. Any information that is intentionally withheld or misrepresented during the application process may result in unenrollment from the school. We expect all applicants and their guardians to provide complete and truthful information to ensure a fair evaluation.

2.3 Additional Requirements

Additional testing, documentation, and/or an interview may be requested prior to a final admission decision.

2.4 Admission Decision

The Secondary School Principal reviews the complete application and provides a final decision for admission, which may include:

- Offer of placement in the school
- Offer of placement with conditions that must continue to be met and maintained in order to retain enrollment at TIS
- Waitlist
- Rejection

2.5 Transfer Credits and High School Diploma Enrollment

Transfer credits from other educational systems may be awarded toward graduation requirements. Credits can be awarded prior to Grade 10 if they satisfy the curriculum of the equivalent Alberta High School Course. All High School students are automatically enrolled in the Alberta High School Diploma program.

2.6 Course Selection Support

Students select courses with the support of their Academic Counsellor. Available Alberta Education courses depend on student interest and School timetabling.



2.7 Grade 11 Pathway Options

Students entering Grade 11 may select one of the following academic pathways:

- Alberta High School Diploma only
- Alberta High School Diploma with individual IB Diploma Programme courses
- IB Diploma Programme (IB DP)
- IB Career-related Programme (IB CP)

Students are encouraged to select the pathway that best aligns with their academic history, career interests, future goals, and capacity for academic challenge. All course selections must fulfill Alberta High School Diploma requirements where applicable.

2.8 Enrollment in IB Courses

IB Diploma Programme and IB Career-related Programme courses are paired with corresponding Alberta Education courses, which must be taken concurrently, where required. Students selecting IB courses will automatically be enrolled in the corresponding Alberta courses.

All prerequisite conditions outlined in the IB Diploma Programme and IB Career-related Programme Prerequisite Document must be met prior to enrollment.

3. ADMISSION TO THE FULL IB DIPLOMA PROGRAMME (IB DP)

3.1 Eligibility Requirements

Students wishing to enroll in the full IB Diploma Programme must meet all prerequisite conditions outlined in the IB Diploma Programme Prerequisite Document. These are reviewed annually with the Heads of Departments. Students who meet all SL and HL prerequisites for all six groups are eligible to pursue the Full IB Diploma Programme (IB DP). New students to TIS are considered on their application and entrance exams.

3.2 Prerequisite Conditions

All prerequisite conditions must be met prior to entry into the Diploma Programme.

3.3 Language Placement

Language placement in Chinese A/B/ab initio, Spanish and French courses in Groups 1 and 2 will follow the TIS Language Policy. All related prerequisite conditions must be met.



3.4 Student Readiness

Students entering the full IB Diploma Programme must demonstrate the attitudes, commitment, and work habits necessary for success in a rigorous academic program.

3.5 Parent/Guardian Consent

Parent/guardian verification is required prior to enrollment in the full IB Diploma Programme through a signed consent document.

3.6 Higher Level Course Selection

To ensure the best academic fit within the programme, some students may be encouraged to begin Semester 1 of Year 1 with four Higher Level (HL) courses. Final Higher Level selections will be confirmed, based on performance, workload balance, and student well-being.

4. ADMISSION TO THE IB CAREER-RELATED PROGRAMME (IB CP)

4.1 Eligibility Requirements

Students wishing to enroll in the IB Career-related Programme must meet all prerequisite conditions outlined in the IB Career-related/ Diploma Programme Prerequisite Document. These are reviewed annually with the Heads of Departments. Any student who is completing 2 or more IB Diploma courses is eligible for the IB Career-related Programme (IB CP). New students to TIS are considered on their application and entrance exams.

4.2 Prerequisite Conditions

All prerequisite conditions must be met prior to entry into the IB Career-related Programme.

4.3 IB Course Requirements within IB CP

Students enrolling in IB Diploma courses as part of the IB CP must meet the prerequisite conditions for those specific IB courses.

4.4 Career-related Study Requirements

Students must meet entry requirements for the approved career-related study component, as outlined by the school and the relevant provider.

4.5 Student Readiness



Students entering the IB Career-related Programme must demonstrate the commitment, responsibility, and organizational skills necessary to balance IB courses, career-related studies, and core requirements.

4.6 Parent/Guardian Consent

Parent/guardian verification is required prior to enrollment in the IB Career-related Programme through a signed consent document.

5. ADMISSION TO INDIVIDUAL IB DIPLOMA PROGRAMME COURSES

5.1 Eligibility for Individual IB Courses

Students enrolling in individual IB Diploma Programme courses must meet all prerequisite conditions outlined in the IB Diploma Programme Prerequisite Document. These are reviewed annually with the Heads of Departments. New students to TIS are considered on their application and entrance exams.

5.2 Prerequisite Conditions

All prerequisite conditions must be met prior to enrollment in IB Standard Level or Higher Level courses.

5.3 Mathematics and Language Requirements

Students must meet the prerequisite conditions for Mathematics and Language placement prior to enrollment.

6. ADMISSION POLICY: RIGHTS AND RESPONSIBILITIES OF APPLICANTS AND THE SCHOOL COMMUNITY

In alignment with Alberta Education's commitment to equitable access to education, the IB mission and Learner Profile, the admissions process is conducted in a fair, transparent, and inclusive manner. All applicants and members of the school community share responsibility for ensuring that the admissions process reflects integrity, dignity, and respect.

6.1 Applicants

6.1.1 Rights

Applicants have the right to:



- Access clear and accurate information about programme requirements, eligibility criteria, and admission procedures.
- Be considered for admission through a fair and transparent process.
- Be treated with dignity and respect, free from discrimination or bias.
- Receive timely communication regarding application status, requirements, and decisions.
- Request information about programme expectations, including IB and Alberta Education requirements.

6.1.2 Responsibilities

Applicants are responsible for:

- Providing accurate, complete, and truthful information in all application materials.
- Submitting required documentation within established timelines.
- Disclosing relevant academic records or documentation related to learning supports or accommodations.
- Demonstrating readiness and commitment to meeting programme expectations.
- Communicating promptly with the school regarding questions or changes in application status.

6.2 Parents and Guardians of Applicants

6.2.1 Rights

Parents and guardians of applicants have the right to:

- Receive clear information about admission criteria, timelines, and selection processes.
- Participate in discussions regarding programme suitability and educational pathways.
- Be informed of documentation requirements and any additional steps in the admissions process.
- Be treated respectfully and equitably throughout the process.

6.2.2 Responsibilities

Parents and guardians of applicants are responsible for:

- Ensuring that all application materials and supporting documentation are accurate and submitted within established timelines.
- Providing relevant educational, medical, or psychological documentation where appropriate.
- Engaging in open and respectful communication with school personnel.
- Supporting the applicant's understanding of programme expectations and commitments.



6.3 School Staff and Admissions Personnel

6.3.1 Rights

School leaders and admissions personnel have the right to:

- Apply admission criteria in accordance with School policy, Alberta Education regulations, and IB programme standards.
- Request additional documentation or clarification, when necessary, to make informed decisions.
- Work within a respectful and professional admissions process.
- Make admission decisions based on established criteria and programme capacity.

6.3.2 Responsibilities

School leaders, teachers, and admissions personnel are responsible for:

- Conducting admissions in a fair, transparent, and consistent manner.
- Ensuring alignment with Alberta Education requirements and IB programme standards.
- Maintaining confidentiality of applicant information.
- Communicating clearly with applicants and families regarding expectations and decisions.
- Monitoring enrolment to ensure appropriate programme placement and support.

6.4 Board of Directors

6.4.1 Rights

The Board of Directors has the right to:

- Receive accurate and timely information regarding admissions data, enrollment trends, and capacity.
- Approve and review the Admissions Policy, in alignment with legislation, Alberta Education and IB standards.
- Participate in strategic planning related to enrollment growth and sustainability.
- Expect that admissions procedures are implemented consistently and in accordance with approved policy.

6.4.2 Responsibilities

The Board of Directors is responsible for:

- Providing governance oversight to ensure admissions practices comply with applicable legislation, Alberta Education and IB standards.



- Ensuring equitable access and non-discriminatory practices in admissions.
- Approving policy revisions, as required, to maintain alignment with legislation, Alberta Education and IB standards.
- Supporting long-term enrolment planning and programme sustainability.
- Maintaining confidentiality and acting in the best interests of the entire school community.

6.5 Shared Commitment

All parties share responsibility for upholding integrity, transparency, and equity in the admissions process. Through principled decision-making and adherence to Alberta Education standards and IB philosophy, the school ensures that admissions practices support applicant success and the long-term sustainability of the programme.

7. POLICY REVIEW PROCEDURE

This document was created in collaboration with the Principal(or designate), IB Coordinators, and Leadership Team, who form the body responsible for policy formulation and review committees.

The policy will be reviewed every year to ensure alignment with the School's guiding statements, best educational practices, and updates from Alberta Education and/or the International Baccalaureate Organization (IBO) and technological advancements (e.g., AI).

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Author note: Poe.com (Quora, 2023) Poe was used as a thought partner to support grammar, structure, and language refinement as to enhance clarity and coherence. The ideas, analysis, applications to context, and conclusions remain entirely the author's own.

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