

## Admission Policy

Norlights International School (NLIS) welcomes all individuals who fulfill the admission criteria outlined in the Independent Schools Act (§3-1) and the Education Act (§2-1) for state schools in Norway. Applications will be processed on a first-come, first-served basis, provided there is an available spot and no other applicants are in the waiting list for that position.

To ensure optimal learning environments in alignment with NLIS's commitment to excellence in education and the current capacity of our school facilities, we have established a maximum class size of 22 students per class. Additionally, to maintain an ideal balance between personalized attention and resource allocation, the overall student number is a maximum 228.

If the number of applicants for admission exceeds the specified limits, NLIS will establish waiting lists based on the priority criteria outlined below.

1. Admissions for the upcoming academic year commence on February 1st annually and may continue after the initial round if vacancies remain.
2. Admissions operate on a rolling basis throughout the year. Applicants on the waiting list will be prioritized according to the established criteria. Upon receiving an offer, applicants must commit to starting at the school **within one month**, unless agreed upon otherwise due to special circumstances.
3. In cases of over-subscription, subsequent rounds of admission prioritize applicants irrespective of whether they applied before or after the deadline.
4. The deadline for responding to a school place offer is 10 working days. Failure to respond within this timeframe and sending the relevant documents such as report cards, transcripts, formal education certificates will result in the offer being considered declined. Applicants for MYP-4 (Grade-9) and MYP-5 (Grade-10) must submit formal school certificates indicating the lessons they have taken, as these are the final years of middle school.
5. Applicants declining an admission offer may request to remain on the waiting list. However, they will be treated as new applicants and placed at the bottom of their priority group according to NLIS waiting list criteria.
6. The application process involves completing an online form available on the school's website. Upon acceptance, a formal offer of place will be sent via email, which must be signed and returned to confirm acceptance.
7. There is no application fee for a school place. However, upon acceptance, the parents are asked to pay a 1-month school fee as a deposit to accept the offer of enrollment. This will be used to cover the first month of school fees for your child when your child starts school.



## Priority Criteria for Norlights International School Oslo

In cases where the number of applicants exceeds the available places, Norlights International School Oslo (NLIS) reserves the right to prioritize students according to the following criteria, with the top criteria being assessed first:

- NLIS Preschool students
- Siblings of current NLIS students
- Children of NLIS staff
- International students, determined by factors including:
  - Nationality of student and/or parents
  - Student's academic language
  - Duration of time lived abroad
- Applicants from families working in Embassies
- Previous attendance at IB or other international schools
- Ensuring gender and cultural diversity by maintaining a representation of at least 40 percent for each gender and diverse nationalities.
- Students residing in Oslo Kommune
- Lottery system for remaining spots.

In cases where multiple students fall within the same category, such as international students, their ranking will be determined based on their degree of "internationalism" as per the aforementioned criteria. Should students be deemed equal within their respective category, additional criteria outlined above will be considered in the same hierarchical order. If equality persists, prioritization will be based on the date of their application registration, following a first-come, first-served basis.

The Head of the School holds the authority to render decisions on admissions in accordance with this policy. These decisions constitute individual statutory rights (enkeltvedtak), as outlined in the Public Administration Act (forvaltningslova) § 2, and are subject to appeal to Fylkesmannen in Oslo.

This Admission Policy has been formulated with guidance from "Runskriv Udir-5-2010 Om inntak av elever til private skoler med rett til statstilskudd – privatskoleloven §3-1" and the "Sjekkliste – krav til inntaksreglement" provided by Udir.

