



An extract from the ASM Policy Manual as approved by the Board of Trustees,
February 2017

6.5 Admissions Policy

Qualified students from all nationalities and cultures who show the potential to profit from a challenging, English language, college preparatory program are encouraged to apply for admission to ASM. ASM admits students without regard to race, religion, national origin, ethnicity, sexual orientation, gender or gender identity.

ASM is a culturally diverse, English language learning environment and strives to maintain this identity. It is the Director's responsibility to oversee admissions decisions to ensure that no single group exceeds approximately 40% of the student population.

The admission process and considerations for acceptance involve a thorough screening of all applicants to ensure that students admitted to the school possess the requisite skills and background necessary to succeed in the ASM program. ASM is a private, nonprofit school and is under no obligation to admit a particular student. The admission process is managed by the Admissions Office. The Director has responsibility for all final admissions decisions.

ASM gives particular consideration to:

- students with strong academic records
- students with a high level of English proficiency
- students and families who share our values and ethical standards
- families who will work constructively with the school on the student's development
- international families or families arriving from another international school
- students and families with a high level of international exposure
- brothers and sisters of currently enrolled students and students of alumni (although admission cannot be guaranteed).





6.5.1 Admission Requirements

The Admission Committee will review academic reports which must provide evidence of successful academic performance, with particular reference to evidence of a good level of achievement in the primary language.

In addition, the following will be required for admission:

- a developmental screening of applicants in the Elementary Learning Units;
- early Childhood applicants must meet physical, emotional and social development requirements at the time of entry, as deemed appropriate by the administration;
- standardized test results for all applicants to all Learning Units, upon request;
- written entrance assessments in Math and English for applicants to grades 3-12;
- results from any and all psycho-educational testing conducted prior to application for admission to ASM;
- all necessary health forms and vaccination records;
- original and certified letters of recommendation, translated into English if necessary, from current or former classroom teachers at the elementary level and from English or humanities and mathematics or science teachers at the middle and high school levels;

Students may not be admitted to the first year IB Diploma Program (IBDP) after the first two months of the school year. In the event that a student is admitted to the IBDP program, he or she will be responsible for all missed work.

International transfer students who have completed Year 1 of the IBDP may be admitted at the discretion of the Director, however, conditions may apply.

For students whose primary language is not English, language proficiency requirements are as follows:

Grades EC-2

English Language Learner (ELL) students with beginning level English proficiency may be admitted at these grade levels.

Grades 3-5

Students must demonstrate an intermediate level of English proficiency. International ELL students with a low English proficiency level may be admitted at these grade levels, at the discretion of the Director.





Grades 6-8

Students must demonstrate an intermediate level of English proficiency or demonstrate the ability to be successful in ASM's ELL program.

Grades 9-10

Students must demonstrate an advanced level of English proficiency.

Grades 11-12

Students must be at grade level English proficiency.

Admission of all ELL students is contingent upon the availability of space in the ELL program. Upon arrival, students will be tested and placed using an internationally recognized assessment tool. The student's program will be designed based upon individual needs and progress.

All ELL students will be admitted on a probationary status for between one and two semesters. Students admitted to the ELL program may pay an additional ELL service fee as determined by the administration. Outside tutoring and summer school may be required at the family's expense. Exceptions to the above guidelines may be made at the discretion of the Director.

6.5.2 Academic Intervention

The American School of Milan thrives from an intercultural environment where the diversity of learners is at the core of its values. ASM sustains the belief that, within an internationally minded community, difference is an opportunity for enriched learning. As such, ASM admits, supports and retains students with mild to moderate learning and academic needs, provided they demonstrate a reasonable ability to be successful in our academic programs.

Therefore, admission of a student with learning needs is contingent upon a match between the level of service offered, availability in our learning support program at the time of application, and the accommodations and requirement needs of the student and family based on official testing provided by the family.

Applicants must submit a comprehensive and up-to-date psychoeducational evaluation from an appropriate psychometric evaluator (e.g., clinical, neuropsychological, and/or educational psychologist) with a list of recommended accommodations based on the results of the evaluation. If the testing and report are not in English, the family will be required to translate these documents prior to submitting them to ASM.





As a result of appropriate educational testing, new or continuing students may be enrolled in our Learning Support programs for which additional fees may apply. These fees will be reviewed with parents before implementation.

Applicants who have special educational needs not provided by the ASM program may be admitted contingent upon a perceived ability to succeed in the school program and parental agreement to provide required outside resources or at-home educational assistance at their own expense. Exceptions to the above guidelines may be made at the discretion of the Director or in extreme circumstances (e.g. evacuation instances).

6.5.3 Residency and Guardianship

ASM is a day school without boarding facilities. To attend the school, students must be residing with their parent(s) or legal guardian in a location within commuting distance to the school. Legal guardianship documentation will be required for students not residing with their parents. If both parents are living and only one parent signs the required admissions documentation, proof of legal custody may be requested.

6.5.4 Minimum Stay

The minimum stay, except in the event of evacuation or other extraordinary circumstances, is generally one semester.

6.5.5 Admissions Process and Procedures

Details regarding ASM's admission process and procedures can be found on the ASM website. Any violation of ASM's policies and procedures or any non-disclosure of significant information (e.g. learning needs and necessary accommodations, dismissal or removal from a previous school, misleading or incomplete information on academic performance, disciplinary or behavioral issues) may be grounds for dismissal.

The school may decline admission to any student for reasons that include, but are not limited to the following:

- Perceived inability to benefit from and follow the school's programs after a full screening of the applicant;
- Dismissal or removal from a previous school for poor academic performance or disciplinary issues;
- Insufficient evidence of the parent(s)/guardian(s) ability to contribute positively to the





- applicant's success;
- Failure to fully disclose information regarding a student's learning needs and necessary accommodations;
 - At the discretion of the Admissions Committee or Director.

6.5.6 Waiting Pools

When a grade level has reached capacity, ASM does not use an ordered waiting list. Instead, qualified applicants are placed in a waiting pool. Entry to the waiting pool requires fulfillment of all application requirements. Once a space becomes available, all applicants in the waiting pool will be considered. The school reserves the right to give admissions priority to expatriate families over those with a viable local alternative and to students whose sibling have already been admitted to other grade levels at the school as well as children of ASM alumni. Applicants must submit updated materials and re-apply after one year.

6.5.7 Class Placement

Administrators, taking into account previous records, measured aptitudes and achievement, physical and emotional maturity and other pertinent considerations, will assign all students to instructional groups. Parental feedback will be considered but a final determination is the responsibility of the Principal and the Director.

6.5.8 Re-enrollment

Re-enrollment at ASM is subject to a review of a student's academic progress and social and emotional development. In addition, the parents' good standing within the community will be reviewed. Noncompliance with the school's Parent Commitment agreement, values and behavioral expectations as well as with ASM's rules, regulations and procedures may result in the dismissal or non re-enrollment of the student and/or termination of the parents' membership in the Association as per the ASM By-Laws. Initial enrollment and re-enrollment are thus by invitation only. (Legal reference: ASM By-Laws, art. 4, 12).

