

# Harbour International School Rotterdam

## Admission Policy

### 1. Purpose & Scope

This Admission Policy explains the criteria and procedures for admission to **Harbour International Primary School in Rotterdam**.

As a Dutch International School, Harbour International provides high-quality English-language education to children of internationally mobile families, while following Dutch government regulations for state-subsidised international education.

Our School actively attracts internationally mobile students from diverse backgrounds and promotes a culture of inclusion, where all students feel welcomed and valued throughout their time at the school.

The school's educational provision is open to all students who can successfully access and benefit from the academic programmes that our school offers. Student records must demonstrate consistently safe and appropriate behaviour within a mainstream school setting.

We accept children between the ages of 4 and 11 years old. Children who turn 4 during the school year cannot start before their 4th birthday (but a maximum of 5 "adaptation" days can be arranged before the child's birthday).

Parents must agree to this Admission Policy before enrolment of their child. It is aligned with the school's Terms and Conditions and compliments the aspirations described in our school's other policies.

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### 2. Eligibility Criteria

In line with Dutch legislation, admission to Harbour International is possible if the student meets at least one of the following conditions:

- Children with a non-Dutch nationality (or with several nationalities, including a non-Dutch nationality) who have a parent working or studying in the Netherlands for a limited time.
- Dutch children who have had at least two years of international education while their parents were employed or lived overseas.
- Children of Dutch nationals who will be moving overseas within two years (proof of future posting overseas will be required in this case).

Supporting documentation (such as employer confirmation letters, relocation

statements, or proof of residence abroad) may be requested to establish eligibility.

Parents unsure if their child fits the admission criteria are always welcome to contact our admissions officer.

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### **3. Admission Procedure**

Parents must meet the official entry requirements for admission to Harbour International School as a state-subsidised Dutch International School.

**Registration of Interest** – Parents submit an initial enquiry form to the Harbour International Admissions Office. Once eligibility is verified, availability is communicated to the parents.

**Application Submission** – Families complete the application form and provide all required documents. These include but depending on the situation may not be limited to:

- Copy of the child's passport or ID
- Proof of eligibility (employment/relocation clause or letter, residence history, etc.)
- Information about current and previous schooling (Recent school reports - typically two years - in addition to intake/confidential forms (these vary depending on the age and the schooling history of the child). Parents must grant permission for Harbour International to contact previous schools or professionals involved with the child's education or well-being.
- For students with **educational or behavioural difficulties**, parents are required to provide full documentation of the child's academic history, psychological or educational evaluations, and details of additional support (past or present). In this case, the admissions officer will refer the parents to the Learning Support Coordinator, so that the child's needs are discussed in details and it is established that the school can meet them \*please refer to the section of this document entitled "Special Education needs" for details.
- Failure to disclose information** regarding a child's existing learning or behavioural difficulties will jeopardise the child's placement in our school.

**Review & Assessment** – Harbour International reviews each application. Where appropriate, the school may request an interview, assessment, or trial day.

**Application Fee** – A non-refundable application fee must be paid once the documents have been processed and before the child enters the school.

**Offer of Place** – The Admissions Officer confirms placement if eligibility and suitability are met, and spaces are available. The offer of place may be unconditional or may be subject to a trial period of 6 weeks (This is the case when the school is unsure if it can meet the child's needs or if the admissions officer could not meet the child before the start at our school (if the family arrived during the summer for example). If, after a period of no less than six weeks in school, we feel we cannot meet the academic, social-emotional or physical needs of your child, we reserve the right to recommend a transfer to an establishment that we believe can better accommodate these needs, which may be in the Dutch system.

**Acceptance & Enrolment** – Parents confirm acceptance, pay the application fee, and complete the enrolment formalities.

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#### **4. Placement into groups**

Placement in groups is based on age (date of birth) with the cut off date - 1st of October - as a reference. This is generally the best place for social, behavioural, and emotional development, while it enables the student to best benefit from the curriculum. Exceptions to this rule can only be made on an individual case-by-case basis and after consultation with the school's learning support coordinator.

Details about the groups and placement can be found on our website.

#### **5. Entry to the School**

Places can be offered for the current school year as soon as possible (subject to availability) and children can start in our school anytime throughout the year except after June 1st or in July. Once the application process is completed, the admissions officer and the parents will discuss and agree upon a start date.

Enquiries for future enrolment (for the following year for example) can be processed to a certain extent (early visits on appointment are possible for example). However, no application will be considered for more than 1,5 years prior to the expected entry date. Parents who apply too early will be informed by the admissions officer of the date when their application will be processed.

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#### **5. Sibling Policy**

- Harbour International aims to support families by giving **priority to siblings** of currently enrolled students, provided places are available in the relevant year group.
  - Admission of siblings is **not guaranteed** and depends on eligibility, available places, and the school's capacity to support the child's needs.
  - Harbour International does **not offer sibling discounts** on tuition fees.
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## 6. Waiting Lists

Where a year group or class is full, students may be placed on a waiting list.

Priority is given in the following order:

1. Siblings of children who already attend our school and children of new teaching staff (Harbour International and RISS, Rotterdam International Secondary School).
2. Siblings of children who attend or are applying to the Rotterdam International Secondary School (on the condition the child applying to our school fits the admission criteria, i.e. short term residency in NL).
3. New families recently arrived in the Netherlands (or arriving soon) whose children fit our admission criteria
4. Other applicants who fit the admission criteria (such as lateral applicants, i.e. children who have been in a Dutch school for a short term or who can prove they will move overseas within two years).

Our website is regularly updated and will list the groups where a waiting list is currently applicable.

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## 7. Language Support

Harbour International welcomes students from a wide variety of linguistic backgrounds. It is not a requirement to be fluent in English to join our school and **English as an Additional Language (EAL)** support is available for those who need it, ensuring that all students can access the curriculum successfully. EAL is offered at no extra costs. More information about EAL can be found in our EAL policy (available on our website).

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## 8. Special Educational Needs

Harbour International is committed to inclusion, but resources for **Special Educational Needs (SEN)** are limited at our school. While the school strives to

accommodate all students regardless of their level of need, there are thus limitations to the service and capacity that can be provided.

For students with any type of educational or behavioural difficulty, parents must provide complete documentation of their child's academic history, psychological /educational evaluations, and details of extra academic/specialist accommodations they have had over the past two years or are currently receiving. Parents should also inform our school at the time of application if the child has received any type of therapy (speech, physiotherapy, counselling). Parents will also need to grant permission for our school to contact previous schools or professionals involved with the child in order to provide details relevant to the child's education and well-being. Parents may also be invited for a meeting with our Learning Support Coordinator.

Applications will then be reviewed individually to assess whether a place can be offered. Information will be gathered to make an informed decision about placement. If the child's needs exceed the school's resources, Harbour International will advise parents on more suitable alternatives. Details about our Student Support Offer (Ondersteuningsaanbod) can be found on our website.

If, after a period of **no less than six weeks** at Harbour International, the school concludes that it cannot meet the academic, social-emotional, or physical needs of a student, Harbour International reserves the right to recommend a transfer to another establishment — which may be within the Dutch education system — that can better meet the child's needs.

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## 9. School Visits

Prospective parents are encouraged to visit Harbour International Primary School. School tours can be arranged via appointment. For families not able to visit the school before applying, it is also possible to arrange an online meeting with our admissions officer.

Meeting the applicant (child) is part of our admission process. If parents haven't visited our school at the time of enquiry, we will invite families for an intake visit. This visit is informal and helps the child familiarise him/herself with his/her new school and it plays an important role in supporting your child's adjustment to a new school environment.

We understand that this is not always possible (for example the families that arrive in the Netherlands during the summer holidays). In this case, the school reserves the right to request additional information (such as requesting from the previous school a letter of recommendation, asking for additional forms to be filled, etc...).

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## 10. Fees & Financial Obligations

- A non-refundable **application fee** must be paid at the time of application. This fee covers the costs of the administration required to process the application. The admissions officer will inform the applicant when the application fee is due.
- Annual tuition fees are set each year and published in the school's fee Terms and Conditions. Tuition fees are not due at the time of the application. Once the child enters the school, an invoice will be raised, with payment terms in line with our Terms and Conditions.
- Parents/guardians are responsible for the timely payment of fees. Non-payment of fees may result in the suspension or termination of enrolment.
- No sibling discounts apply.

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## **11. Progression to Secondary School (Rotterdam International Secondary School - RISS).**

A large majority of our students transfer to the Rotterdam International Secondary School after they have completed their primary years at our school. Transfer to the Secondary department is facilitated by our school (in terms of documentation) but is never automatic. Families always need to go through the RISS application process and the offer of a place will be at the discretion of the RISS admissions team.

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## **12. Privacy**

In compliance with Dutch law, our school will ask you for your permission for your child to be included in photographs at the start of every school year. Parents will also be asked to complete a form with their contact details, which will be used in case we have to call if the child falls ill during the school day or in case of an emergency.

This form also contains pertinent information regarding children's health, i.e., if he or she presents with health issues that staff should be aware of.

The information provided will be treated in accordance with Dutch privacy laws.

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## **13. Further Reference**

This document is to be read in conjunction with our other policies:

- EAL policy

- Safeguarding and Safe Student Handling policy
- Privacy at Harbour policy
- Standard terms and conditions

#### **14. Policy Review**

This policy is reviewed annually to ensure compliance with Dutch regulations and consistency with the mission and values of Harbour International Primary School.

Approved by the MR (Parents and staff representatives) : 25th March 2026