



Admissions Policy 2025-26

World Academy of Tirana



Approved by:	Mirlinda Boshnjaku	Date: 01.09.2025
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Rationale

At World Academy of Tirana, our Mission Statement defines the school's ethos, priorities and way of working, and guides all the school's policies and operations. Anyone who intends to join the school community agrees to this.

WAT's Mission Statement

The mission of the World Academy of Tirana (WAT) is to cultivate internationally-minded students who connect their acquired knowledge to action in the real world. Our goal is to inspire children to become active, compassionate, lifelong learners who can relate harmoniously with other people and cultures.

As an IB school, WAT's Vision, Mission and Values are closely aligned with the IB Learner Profile and provide a framework of values to which we aspire as a community. The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

IB's Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organisation works with schools, governments and international organisations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

IB Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners, we strive to be:

Inquirers

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-minded

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-takers

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities

As such, World Academy of Tirana is a diverse and non-selective school, admitting students irrespective of:

- ability;
- race or nationality;
- appearance;
- cultural, social or family background;
- mother tongue or accent;
- religious beliefs;
- gender or sexual orientation.

All students have equal access to the full range of educational opportunities provided by the school.

Aims

This Policy lays out the procedures for the application for a place at World Academy of Tirana, ensuring:

- equal and fair opportunity for all potential applicants;
- an efficient and effective process from initial enquiry to enrolment;
- consistent application of school policies and those of Orbital Education.

This Policy should be considered in conjunction with, and with reference to:

- World Academy of Tirana Enrollment Contract Terms & Conditions;
- World Academy of Tirana policies, including EDI, SEN and EAL;
- World Academy Community Handbook and Parent Code of Conducts;
- Orbital Education policies and procedures;
- Albanian law and by-laws on Pre-University Education.

Admissions Requirements

World Academy of Tirana is not a selective school, and admission is open to students aged between [5 and 18] from all nationalities, religious and ethnic backgrounds. Certain criteria, however, are considered for all applications:

- there must be a reasonable prospect that the student will benefit from the learning programmes on offer;
- there must be good prospects of meeting the student's needs without unduly prejudicing the education and/or welfare of other students;
- the school will maintain its commitment to international education through a balance of nationalities and language groups, but the language of instruction is English; All Albanian nationals will follow Ministry of Education requirements on Albanian Language and Literature as well As Albanian History and Geography for relevant year groups.
- prospective parents and students understand and accept the school's Vision, Mission and Values, Enrollment Terms & Conditions, and expectations with regard to curriculum and community life;
- there is adequate information from parents and previous schools to support an informed decision.

English Language Requirements

The language of instruction at World Academy of Tirana is English.

For students who do not have appropriate mastery of English upon entry, we provide additional EAL support, which may incur an additional fee. For full details, see the EAL Policy.

Younger children soon gain fluency in English (with extra help in the initial stages), so there are no English language requirements for students entering up to and including [Grade 8/MYP 3], though parents are made aware that the higher up the school a student joins, the more difficulty they may face with effectively accessing the curriculum once they join the examination years Grade 9/MYP 4 onwards]]. There may be language requirements for successfully accessing the curriculum content and demonstrating understanding in the external IB requirements, as all courses are delivered in English.

Children with Special Educational Needs and Disabilities

For students with mild or transient special needs, whether these are identified before or upon application or if they become apparent during the student's time at World Academy of Tirana we may be able to provide additional SEN support. This may incur an additional fee. For full details, see the SEN Policy.

Such special needs may include mild general learning disabilities (such as below average general intellectual functioning and slower rate of maturation or social adjustment) or specific conditions (including dyslexia, dyscalculia, difficulties with working memory and processing, speech and language disorders, sensory impairments such as hearing difficulties,

dyspraxia (coordination or verbal), dysgraphia, milder forms of Autistic Spectrum disorders (e.g. Asperger's syndrome), ADHD and some emotional and behavioural problems).

World Academy of Tirana is prepared to consider applications from students with mild special educational or physical needs under the following circumstances:

- the nature of the special need is clearly established prior to admission;
- the scope of the special need does not exceed the competencies and provisions available within the school, or through agencies known to the school and with which it can work.

It must be recognised that we may not be able to meet the specific needs of a child, and enrolment at World Academy of Tirana may not be appropriate. We cannot enrol children whose needs cannot be met within the school's existing resources.

Staff who are involved in the assessment of potential students must be robust and thorough when assessing the strengths and abilities of applicants with special needs, to ensure that the school is able to effectively meet these needs within the levels of current provision.

Entry into the DP

In addition to the required level of English language ability, the acceptance of students into DP 1 will also depend on [their Grade 10/MYP 5 reports (at the end of the MYP) or equivalent].

Admissions Process

Whilst it is always best to start and finish a school year, we understand that this may not be possible for a number of reasons. We will accept admission, subject to available places, at any time of the year.

Students leaving the school must give at least one month's notice, otherwise deposits and other charges will be forfeit, as per the Enrolment Terms & Conditions.

Admission is at the discretion of the Academic Director and HoS. S/he will take into account documentation and references from the applicant's current school, feedback from meetings and interviews with the applicant and/or the applicant's parents, English language ability (for entry into Grade 9, 10, 11, and 12) and if the school can meet any specific learning needs as appropriate.

1. Initial Meeting

All potential applicants are strongly encouraged to visit the school for an Initial Meeting with the Principal and to enable the family to familiarise themselves with the school, its philosophy and its facilities.

The Initial Meeting is arranged through the Admissions Manager for both sides to ask questions to assess whether the student is likely to succeed at World Academy of Tirana. Relevant documentation will be shared and discussed. The family will be given a tour of the school including, where possible, meeting relevant teachers.

If the family is not in Albania or there are particular time constraints, the school may consider a candidate for admission through a virtual meeting. Consideration without an Initial Meeting may only happen in exceptional circumstances.

2. Joining Pack

The Joining Pack contains the World Academy of Tirana Vision, Mission and Values, the Schedule of Fees & Charges, Academic Calendar, the Enrolment Terms & Conditions, the Equal, Diversity and Inclusion Policy, and the Concerns & Complaints Policy, Parent Code of Conduct. Parents state that they agree to these documents when they sign the Contract.

The Joining Pack documents are also available on the school's website.

3. Taster Day

To help with the decision-making process, we encourage families to take advantage of an Assessment Day, when the student joins the school for a full day. The Assessment Day enables us to consider the student's capacity to cope with the curricular and co-curricular expectations and social and behavioural requirements of life at World Academy of Tirana, and for teachers to assess English levels and, if necessary, suggest the level of EAL support that may be required. The school will, for enrolments to [Grade 2 and upwards], also conduct a [CAT4 assessment], which provides further information about the learner's profile.

An online application form should be completed and submitted through the application portal before the Assessment Day.

If a student is unable to join the school for a full day, a [CAT4 assessment] will be conducted online.

4. Follow-Up

The Admissions Manager will send a follow-up e-mail, requesting a decision about whether or not the family will apply for a place at World Academy of Tirana.

5. Application

The family submits the online Application Form with the supporting documents (student's photo, student's vaccination certificate, passport or ID copy of student and parents, and three most-recent end-of-term reports).

6. Review

The Principal reviews the Application Form and may contact the student's current and/or previous school(s) for additional information if appropriate.

7. Offer

If the Academic Director is satisfied that World Academy of Tirana is the right school for the applicant, an Offer Letter will be sent to the parents (which may specify certain special conditions), together with an invoice for Initial Charges (Registration Fee and Enrolment Deposit).

8. Acceptance and Confirmation

Parents are required to confirm the student's place by payment of the Initial Charges within eight (8) days of receiving the invoice. Upon notification by the Finance Office of receipt of the payment, the Admissions Manager sends a Confirmation Letter and one copy of the Contract, countersigned by the Principal, to the parents. The student's place is now formally reserved.

Failure to settle the Initial Charges within eight days may result in the applicant's place being forfeited.

Tuition Fees and any further charges must be paid according to the Terms & Conditions and the Schedule of Fees & Charges.

9. Further Information

Before the student joins the school, the Admissions Manager will send, by e-mail, a Welcome Pack, including the Parent Handbook, timetable information and uniform information. Further information, particularly for students joining the Early Years, may also be included, as required.

Student Placement

Students applying to [school] will be placed into the correct year group by their age, development and previous school performance.

Decisions about placement will be made by the Admissions Manager together with the Principal and Head of Primary/Secondary. Where appropriate, input will be sought from the EAL Co-ordinator, SEN Co-ordinator or other staff who may help to evaluate a candidate's suitability.

The school reserves the right to decide about year group placements of new students, which are made according to the following criteria:

- Age according to Albanian schools' criteria (Appendix 1 gives a guide to which class a child is most likely to enter);
- Academic background, such as having already completed a specific Grade in the Albanian or IB system at a previous school or the equivalent;
- Special circumstances based on observations or for specific social/emotional (not academic) reasons.

Each applicant is considered individually and with reference to previous educational experience but, based on best practice, we do not generally advocate putting children in classes in advance of their chronological peers.

If, in our professional judgement, the student is not optimally placed, we may consider to change a student's class and/or year group soon after admission. We will discuss the reasons for suggesting such changes to the parents, who are key participants in the decision-making for this.

Waiting Lists

Children who have successfully completed the application procedure, but are unable to join the school due to no place being available, will be offered a place on the Waiting List with priority given to:

- 1) siblings of current students
- 2) returning students
- 3) children coming from other Orbital Education schools
- 4) children of staff members
- 5) native English speakers
- 6) others prioritised by date of completion of the Admissions process.

Policy Review

This Policy is to be reviewed every two years, and updated as and when changes occur.

Appendix 1 – Class Allocation Chart

Placing your child in the right class is very important in their development.

Here at [school], we allocate students to a class based on the following criteria:

1. **AGE** according to IB schools' criteria:

Date of Birth	2024-25	2025-26	2026-27
01/09/2022 to 31/08/2023	-	-	Infant/toddler
01/09/2021 to 31/08/2022	-	Infant/toddler	Casa
01/09/2020 to 31/08/2021	Infant/toddler	Casa	KG
01/09/2019 to 31/08/2020	Casa	KG	PYP1
01/09/2018 to 31/08/2019	KG	PYP1	PYP2
01/09/2017 to 31/08/2018	PYP1	PYP2	PYP3
01/09/2016 to 31/08/2017	PYP2	PYP3	PYP4
01/09/2015 to 31/08/2016	PYP3	PYP4	PYP5
01/09/2014 to 31/08/2015	PYP4	PYP5	MYP1
01/09/2013 to 31/08/2014	PYP5	MYP1	MYP2
01/09/2012 to 31/08/2013	MYP1	MYP2	MYP3
01/09/2011 to 31/08/2012	MYP2	MYP3	MYP4
01/09/2010 to 31/08/2011	MYP3	MYP4	MYP5
01/09/2009 to 31/08/2010	MYP4	MYP5	DP1
01/09/2008 to 31/08/2009	MYP5	DP1	DP2
01/09/2007 to 31/08/2008	DP1	DP2	-
01/09/2006 to 31/08/2007	DP2	-	-

2. **ACADEMIC BACKGROUND** having already completed a specific year in the Albanian system, IB, Montessori or any equivalent programme at a previous school.
3. **SPECIAL CIRCUMSTANCES** based on observations or for specific social/emotion reasons.

Please note that whilst each applicant is considered individually with reference to their educational background, based on best practice we do not generally advocate putting children in classes ahead of their age group.

We also reserve the right, based on professional judgement, to move a student to another class and/or year group following careful consideration and clear communication with the parents should we feel the student is not optimally placed.

