International School Hilversum



Admissions Policy

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Admissions Policy 2026

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This edition: November 2026

1. ISH Guiding Statements

International School Hilversum

Mission — Ready for the World

Vision

At InternationalSchool Hilversum, we are committed to preparing our students for a world that is fast-changing and full of possibility. Through a supportive and internationally minded learning community, students develop the knowledge, character and confidence to navigate this complexity with integrity and resilience.

Guided by our values, we encourage students to be authentic in who they are, balanced in how they grow and courageous in how they explore new ideas and opportunities. In doing so, they are not only ready to face the future, but to contribute to it with curiosity, responsibility and purpose.

Our Values — Preparing students to be Ready for the World

Authentic

We encourage students to be themselves and act with integrity. By recognising their unique strengths, perspectives and aspirations, students develop the confidence to express who they are and contribute positively to their communities.

Balanced

Achieving balance is essential for lifelong learning and wellbeing. We support students in managing challenges, maintaining perspective and balancing ambition with self-care so they can grow academically, socially and emotionally.

Courageous

We encourage students to approach new experiences with curiosity and courage. By stepping outside their comfort zones, exploring new ideas and learning from challenges, they build the confidence and adaptability needed to navigate an ever-changing world.

Strategic Pillars

Connect

We strengthen relationships across our community by amplifying student voice, engaging parents, and building partnerships with local organisations. Inclusive events, shared traditions and community collaboration foster a strong sense of belonging for all.

Explore

We nurture curiosity, creativity and critical thinking through STEAM, arts, design, and interdisciplinary learning. By providing opportunities, tools, and collaborative spaces, students are empowered to explore ideas, solve real-world problems, and develop independence.

Care

We create a safe, inclusive environment where wellbeing, respect, and belonging are central. Strong safeguarding, mentoring, and inclusive practices support students, while prioritising staff wellbeing ensures a positive, collaborative community.

Sustain

We ensure long-term stability by strengthening systems, facilities, staffing, and community connections. Sustainability initiatives, streamlined technology, effective admissions, and alumni engagement build a strong foundation for growth and ongoing success.

Thrive

We empower students academically and personally by fostering independence, ownership, and clear pathways for growth. Through feedback, leadership opportunities, and celebrating achievements, students develop confidence, agency, and the skills to thrive beyond school.

2. Introduction

This policy describes the whole school admissions procedure. In keeping with GDPR guidance, we treat all enquiries and applications with discretion, and we will not share any personal information with a third party without the express permission of the applicant's parents/legal guardians.

3. Philosophy

The International School Hilversum (ISH) is an International Baccalaureate (IB) World School, providing quality international education in English for children from Kindergarten to Grade 12. Our Mission statement 'Ready for the World' sits at the core of our thinking and strategic planning. Our vision states that we are committed to preparing our students for a world that is fast-changing and full of possibility. Through a supportive and internationally minded learning community, students develop the knowledge, character and confidence to navigate this complexity with integrity and resilience.

Guided by our values, we encourage students to be authentic in who they are, balanced in how they grow and courageous in how they explore new ideas and opportunities. In doing so, they are not only ready to face the future, but to contribute to it with curiosity, responsibility and purpose.

We welcome students from all over the world, regardless of gender, race or religion.

Our International Stream is open to families relocating to the Netherlands under the conditions described in Section 4.1 (including Dutch expats). For the Bilingual (Internationaal Tweetalig) VWO Stream, we welcome Dutch native speaking students from the local community with a VWO *schooladvies*.

As a long-standing accredited IB World School, we embrace the ideals as described in the IB Learner Profile. It is an expectation of the school, that both the applicant and their parents/legal guardians embrace the principles of the IB Mission Statement and those of the ISH (see Section 1 of this policy). The applicant should acquaint themselves with the IB Learner Profile and be prepared to be held accountable to its principles.

4. Admissions

The conditions of entry to the Primary Years Programme (PYP), Middle Years Programme (MYP) and Diploma Programme (DP) are governed by the availability of space at the appropriate grade level, the school's ability to meet each student's needs and the student's ability to fulfil the programme requirements. The school is also bound by the conditions laid down by and the agreements made with the Dutch Ministry of Education.

4.1 Eligibility for Admission to the Primary Years Programme (PYP):

- Students with a non-Dutch passport where one or both of the parents/legal guardians are temporarily employed in The Netherlands;
- Students of Dutch nationality who have been educated (in English) outside the Netherlands for a period of two years or more;
- Students whose parents/legal guardians are intending to move abroad within the coming two years and who can therefore demonstrate a particular need for international education;

In addition, where spaces are limited, we will give priority to students who have no viable alternative upon arrival in the country. Hence students arriving from abroad are prioritised over students who are already at school or have access to Dutch education.

All PYP students are re-assessed as to their eligibility to continue into Secondary international education.

4.2 Eligibility for Admission to the Secondary School (MYP & DP):

- Students with a non-Dutch passport where one or both of the parents/legal guardians are temporarily employed in The Netherlands;
- Students of Dutch nationality who have been educated (in English) outside the Netherlands for a period of two years or more;
- Students whose parents/legal guardians are intending to move abroad within the coming two years and who can therefore demonstrate a particular need for international education;

In addition, where spaces are limited, we will give priority to students who have no viable alternative upon arrival in the country. Hence students arriving from abroad are prioritised over students who are already at school or have access to Dutch education.

When carrying out the admissions process, we try to be fair to all parties. However, as an international school, we must give priority to certain categories of students. As a guideline we set ourselves the following list of priorities:

1. Students, from our own PYP Grade 5 moving to MYP1 (Grade 6), that qualify according to one of the criteria listed above;
2. Students that fall under the eligibility criteria that need to find a school in the Netherlands and are unable to access the national system;
3. Qualifying siblings of students currently in the school and children of staff;
4. Students transferring from another international school in the Netherlands who have moved to the Hilversum area and/or have other extenuating circumstances (only in consultation with the student's current school);
5. All other qualifying applicants.

Parents/legal guardians must be aware that as a school we do not operate waitlists as such. Admissions operate on a rolling basis and the school reserves the right to make its own choices on applications and may choose to fast track certain applications at its own discretion.

4.3 Eligibility for Admission to the Internationaal Tweetalig VWO (Bilingual Stream)

The Internationaal Tweetalig VWO (Bilingual Stream) accommodates local Dutch students who leave Dutch primary school (*basisschool*), after having attended said Dutch primary education (*basisschool*) for at least the last two years, with a full VWO *schooladvies*. In addition, the student is a native Dutch speaker and has a Dutch passport.

To join the Internationaal Tweetalig VWO (Bilingual Stream) any time other than the first year of Secondary School, the student must meet the criteria above and currently be studying at a compatible level (including Latin).

For an Internationaal Tweetalig VWO (Bilingual Stream) student to enter the Diploma Programme, the successful completion of VWO 4 is a minimum requirement. The chosen higher-level subjects will need a minimum of a 7.5 grade on a scale of 1 to 10.

An intake interview is a mandatory part of the admissions process.

5. Academic Expectations

Admission to the school is open to students who are looking for a challenging, international, university preparatory education offered in the English language.

The ISH offers a continuum IB education from PYP, MYP to the DP with the full IB Diploma being the culmination of this educational journey.

The IB Diploma gives graduates access to tertiary and higher educational opportunities nationally and abroad.

Students applying for the Secondary School (MYP & DP) will have to demonstrate academic rigour to fully access the programme offered at the school.

6. Inclusion

As a school we accommodate students with certain learning challenges or physical disabilities, however the nature and severity of each individual case will be measured against our available facilities and resources.

Upon registration, the student's parents/legal guardians **must** report any (diagnosed) need for learning support. This is in the best interest of the student and enables the school to provide learning support within the scope of the school's resources.

Failure to report an already diagnosed need for learning support on the registration form may result in de-registration from the school. Parents/legal guardians can be asked to make documents and reports available to the school at the time of registration so that supportive measures can be implemented where required.

7. Age Requirements

Amongst other things, students are placed according to their age. Exceptions to this rule are rarely made and only upon careful evaluation of the applicant by the admissions team.

In the Primary School, students must be between the ages of 4 and 11. When starting Grade 1, children must be 6 by October 1st of the year of admission.

Age Guidelines	International School Hilversum			NL	UK (Eng)
	Bilingual VWO (Internationaal Tweetalig)	IB Programme	International Stream		
Turns 5	–	PYP	Kg1	Groep 1	–
Turns 6	–		Kg2	Groep 2	Year 1
Turns 7	–		Grade 1	Groep 3	Year 2
Turns 8	–		Grade 2	Groep 4	Year 3
Turns 9	–		Grade 3	Groep 5	Year 4
Turns 10	–		Grade 4	Groep 6	Year 5
Turns 11	–		Grade 5	Groep 7	Year 6
Turns 12	–	MYP	Grade 6	Groep 8	Year 7
Turns 13	IT7		Grade 7	VWO 1	Year 8
Turns 14	IT8		Grade 8	VWO 2	Year 9
Turns 15	IT9		Grade 9	VWO 3	Year 10
Turns 16	IT10		Grade 10	VWO 4	Year 11
Turns 17	IT11	DP1	Grade 11	VWO 5	Year 12
Turns 18	IT12	DP2	Grade 12	VWO 6	Year 13

8. Language Requirements (Secondary Only)

As part of the admissions process through "iSAMS", all parents/legal guardians applying to the Secondary School must provide an accurate description of the student's language ability. This is an essential part of the admissions and placement process and will be completed prior to the student entering the school.

Parents/legal guardians complete the portrait to ensure that the student is placed appropriately according to their language background.

8.1 International Stream Specific

Keeping in line with the philosophy of international education, the ISH also offers placement to international students with a limited command of English, but who have enough proficiency in English to access the curriculum and can demonstrate a need for international education.

In Grades 6-10 the needs of students in the International Stream with a limited command of English are therefore accommodated in special English as an Additional Language (EAL) classes in addition to their regular classroom work. It is the aim of the EAL teacher to bring students to a workable standard as quickly as possible. As part of the induction process, students may be tested diagnostically in order to best support their learning needs. This process is not intended to determine the academic ability of the student.

9. Enrolment Procedure

9.1 Primary Years Programme Specific

The admissions procedure for PYP applicants is as follows:

1. All applications are made online through "iSAMS". A visit to the school can be requested via the form on our website or directly with the Admissions Office
2. An Enquiry (interest only) form on "iSAMS" is submitted by the parents/guardians. The Enquiry (interest only) form does not guarantee a place at ISH;
3. Parents/legal guardians need to upload a copy of transcripts and report cards from the previous two years, together with a valid copy of the applicant's passport or ID card. For students under 4, who do not yet have report cards, parents/legal guardians can override the system report request in iSAMS by uploading a blank document. As part of the process, parents/guardians are asked to upload any inclusion support plan that is running at the student's current school, so that we have the option of assessing how we may take this over. Other relevant documents concerning special needs should also be uploaded at this stage;
4. The Primary School Administrator evaluates the application and consequently reaches out to the family for follow-up if needed;
5. Additionally, the current school of the student is asked to complete a questionnaire, which must be completed before placement can be confirmed. This is reviewed by the Primary School Administrator and the PYP Inclusion Coordinator.
6. There is an administration fee, which will be charged upon definite entry to the school;
7. After acceptance, parents/legal guardians will receive an invoice for payment of tuition according to the current fee structure.
8. International School Hilversum does not work with waiting lists as such. If entry is denied for any reason, the application procedure is stopped. Families may re-apply at a later time, if the situation changes. No administration fee is charged for re-applicants.

9.2 International Stream Secondary Specific

Entry is possible at any time during the school year for the Middle Years Programme, provided space is available.

Entry to the Diploma Programme is only possible at the start of the academic year.

Grade placement depends on an evaluation of the student's transcript of previous academic results, a reference from the student's current school, their language proficiency in English, and the results of the intake interview. The applicant must provide two concurrent years of school records for the period immediately prior to the time of the application.

The admissions procedure for candidates for the International Stream students is as follows:

1. All applications are made online through "iSAMS". A visit to the school can be requested via the form on our website or directly with the Admissions Office
2. An Enquiry (interest only) form on "iSAMS" is submitted by the parents/guardians. The Enquiry (interest only) form does not guarantee a place at ISH;
3. Parents/legal guardians need to upload a copy of transcripts and report cards from the previous two years, together with a valid copy of the applicant's passport. As part of the process, parents/guardians are asked to declare any SEN conditions and submit any diagnostic reports and/or inclusion support plans currently in place at the student's current school. Any other relevant documents concerning special needs should also be uploaded at this stage;
4. The Admissions Team will review the submitted enquiry and will make the determination if the school can move forward with the application;
5. If the school moves the application forward, the candidate will be invited to an intake interview with the Admissions Team. There is an initial, non-refundable administration fee of €150, which must be paid before the admissions interview can take place;
6. In addition, where relevant, the candidate's projected subject package is reviewed by the Head of Admissions. At this stage of the process, candidates are informed of any entrance tests or additonal requirements to obtain the desired subject package;
7. In order for the application to move forward, the current school of the student will be asked to complete a reference, which must be completed before placement can be confirmed;
8. The Admissions Team then evaluates the entire application in conjunction with the completed reference and the intake interview resulting in either an offer of a place or with the conclusion that the school cannot accommodate the applicant
9. Upon acceptance of an offer, a deposit of €500 is charged to confirm enrolment and secure the student's place at the school. This deposit is payable prior to the official start date.
10. After acceptance, parents/legal guardians will receive an invoice for payment of tuition according to the current fee structure.
11. International School Hilversum does not work with waiting lists as such. If entry is denied for any reason, the application procedure is stopped. Families may re-apply at a later time, if the situation changes. No administration fee is charged for re-applicants.

9.3 Internationaal Tweetalig VWO (Bilingual Stream) Specific

Internationaal Tweetalig VWO (Bilingual Stream) is offered from the first year of Secondary School (Grade 7, MYP2). The Internationaal Tweetalig VWO (Bilingual Stream) has one class per year level, with a maximum capacity of 28 students.

The language of instruction for the Internationaal Tweetalig VWO (Bilingual Stream) is English, however it is not a requirement for the student to be fluent. The following subjects in the first year of the programme are taught in Dutch: Physical Education, Mathematics and Dutch. Latin is a compulsory subject for all IT students between Grades 7 - 10 (Klas 1 - 4).

The application procedure follows the regular application pattern of all VO schools in the region, including the completion of registration by a certain time. For the next academic year, the registration period is from 25 March - 31 March.

The entry procedure for parents/legal guardians of IT students is as follows:

1. All applications are made online through "iSAMS". Beforehand, candidates for the Internationaal Tweetalig VWO (Bilingual Stream) have the opportunity to visit the school during the Open Day and/or an additional Open Les Middag and/or a Trial Day;
2. An Enquiry (interest only) form on "iSAMS" is submitted by the parents/guardians. The Enquiry (interest only) form does not guarantee a place at ISH;
3. Parents/legal guardians need to upload a copy of the candidate's VWO schooladvies, together with a valid copy of the applicant's Dutch passport. As part of the process, parents/guardians are asked to declare any SEN conditions and submit any diagnostic reports and/or inclusion support plans currently in place at the student's current school. Any other relevant documents concerning special needs should also be uploaded at this stage;
4. The Admissions Team will review the submitted Enquiry (interest only) form and supplementary documentation and convert the Enquiry (interest only) form to an *Aanmelding* (Registration Form)
5. All candidates must also submit their original, signed VWO *schooladvies* to the Admissions Office after completing their *Aanmelding* (Registration Form) no later than the 1st of April;
6. Candidates will receive a confirmation from the school regarding their placement;
7. There is no lottery (loting) for this stream.
8. Where the school deems it necessary, students who apply for the Internationaal Tweetalig VWO (Bilingual Stream) may be invited for an interview with the school prior to acceptance;
9. After acceptance, parents/legal guardians will receive an invoice for payment of tuition according to the current fee structure.

10. School Fees

The school's fees are available on the school's website. For student's starting or leaving during the academic year, the following payment conditions become applicable:

Of the School Fees to be paid:		
Month:	**Starting Month:**	**Leaving Month:**
August	100%	50%
September	100%	50%
October	90%	50%
November	80%	50%
December	70%	50%
January	60%	60%
February	50%	70%
March	40%	80%
April	30%	90%
May	20%	100%
June	10%	100%
July	10%	100%

10.1 Laptop Lease Contract

International School Hilversum is a laptop school and all students upon arrival will receive a school-issued laptop under the condition that the Laptop Lease Contract has been signed and submitted before the student's first day at school.

11. Student Induction

11.1 Start of the Academic Year

11.1.1 Primary Specific

The day before the first day of school, all new families are invited to a short welcome and informaion session. after a general introduction to the school and staff, all new families have the opportunity to see the relevant classroom and meet the teacher(s).

Upon arrival at the school all students spend time with the Inclusion Coordinator, Learning Support teacher and English Language Learner (ELL) teacher as part of their settling in.

11.1.2 Secondary Specific

At the start of each academic year, the school organises an induction week, focused on onboarding all new students in a swift manner. This includes a tour of the school grounds, further introductions to programme specific information and getting to know their classmates and Mentor.

Entrance tests for relevant subject selections in the MYP and DP are conducted during the first week.

11.2 Mid-year Arrivals

11.2.1 Primary Specific

Families wil be invited to arrive before the formal start of th school day to meet the teacher(s) and settle in. new students are assigned a buddy to help them find their way around the school.

Upon arrival at the school all students spend time with the Inclusion Coordinator, Learning Support teacher and English Language Learner (ELL) teacher as part of their settling in.

11.2.2 Secondary Specific

For teachers to be able to provide an appropriate welcome to students, they require some additional information about new students. Therefore, the school follows the following steps to ensure a warm welcome to the new student:

1. Briefing between Admissions Team and Mentor: short introduction about the student, the Mentor will find a buddy in the mentor class, the class will be informed about the new student. Where possible, this briefing should take place at least a week before the start date of the new student;
2. The new student's first day of school will be an intake morning, during which the following may occur:
    a. WIDA Testing (if required). The student will be asked to take the WIDA test with the EAL Coordinator;
    b. The new student will be asked to write an introduction letter about themselves;
    c. The new student will receive their books and laptop and will be introduced to IT systems within the school, including Managebac;
    d. The new student will receive their timetable;
    e. Finally, the new student will meet their buddy who will accompany them to class.

3. The introduction letter written by the new student is shared with the new student's subject teachers.
4. Follow-up with student and parents/guardians: approximately 2 to 3 weeks after the first day of school, the Admissions Team will do a follow-up with both the new student and their parents/guardians.

12. Policy Review

Towards the end of each academic year, all policies are updated (where appropriate). A formal whole policy review takes place every five years as part of the 5-year strategic plan cycle.

The IB Mission Statement; the UN Convention of the Rights of the Child; the CIS Code of Ethics and the 'Stichting Alberdingk Thijm Scholen' (ATS) Mission and Vision are consulted for the writing and review of all policies.

International School Hilversum

General Enquiries

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