

# Student Application Information



**FIS** Frankfurt  
International  
School

## Priority System

Based on the school's Articles of Association, FIS was established to "serve the international community of the Frankfurt Rhein-Main area." To ensure that the admission of new students is aligned with the school's purpose, a priority system has been established to process applications. The admission categories are listed below in order of highest priority:

1. FIS Corporate Partner dependants
2. International applicants with a limited ability to adapt to local educational alternatives
3. Local applicants with an extensive history of international education which thereby limits their ability to adapt to local educational alternatives
4. All other applicants

Within each of the categories, further priority is given to students who have siblings currently attending the school or have previously attended the school, or who have a parent who is one of the alumni of FIS. Applicants are then prioritized by the date of their application.

## Decision Timetable

A decision cannot be made until all the required student records and documents have been submitted. Once an application is complete, early decisions may be made for international applicants who are native speakers of English. These early decisions will often occur from January through March. All remaining applicants, as well as those with late application dates, will likely receive the admission decision during the months of April through June. The school will not have an accurate number of vacancies in each grade level or in its English as a Second Language (ESL) program until near the close of the current school year. Completed applications that are received during the school year will generally receive a decision within one week.

## Waiting List

Each year FIS is forced to place students on a waiting list due to a high demand for enrollment. Once placed on a waiting list, there is no guarantee that a space will open for a given school year. Given the school's priority system, a student's position on the waiting list may change if there are subsequent applications that carry a higher priority. Applicants can express an interest to be considered for the following school year if acceptance in a given school year is not obtained.

## When Alternative Schooling is Required

Students may be denied admission based on poor academic or behavioral records, if their English proficiency is not above a beginning level (for Grades 10–12 only), or if FIS does not have a program to meet their individual learning needs. The admissions office will do everything possible to help these students find a more appropriate learning environment.

## English as a Second Language (ESL)

As an international school, FIS welcomes the application of students who are not native speakers of English. The school has a supportive ESL program to assist these students in becoming proficient in English through in-class and pull-out programs. However, space in these programs is limited in order to ensure that ESL students are provided with the support necessary to be academically successful in the English language. Please note that the school is unable to accept beginning ESL students in Grades 10–12.

## Students with Special Needs

FIS offers a limited program for students with learning difficulties. These students primarily receive pull-out assistance with a learning support teacher and are required to meet the general academic requirements of all students. Parents must provide all testing and documentation associated with their child's unique needs as part of the application process.

Due to the demands of the FIS curriculum, students with a primary behavior or emotional disorder are not accepted into the school. Similarly, students with an intellectual capacity below the average range (full scale IQ of 90 or below) are not admitted.

## Admission Documents and Requirements

- Students must be living at home with at least one parent
- Online admission forms completed at [www.fis.edu](http://www.fis.edu)
- Student Medical Record and immunization records
- Student Recommendation Form for Grades 2–12
- Past two years of school records must be submitted in English. If formal records do not exist, please submit a narrative summary from the current teacher.
- A copy of the applicant's passport or proof of citizenship
- Attach a passport sized color photo to the application
- Parent Questionnaire

Please see the FIS website for more detailed admission information.

## School Schedules & Activities

### School Schedules

	<b>Primary School*</b>	<b>Elementary School/ Upper School</b>	<b>Wiesbaden Campus</b>
School hours	08:40 – 14:50	08:30 – 15:10	08:35 – 15:10
After School Activities/REAL (optional)	15:00 – 17:15	15:15 – 17:15	15:15 – 16:15
Busses depart	15:20	15:20	15:20

\* A half-day option ending at 12:00 is available for First Steps students.

### After School Activities/REAL Program:

The REAL (Recreation, Enrichment And Learning) program of comprehensive after school activities provides students, parents, and faculty with the opportunity to spend time in a relaxed environment teaching and learning new skills beyond the classroom curriculum. It also gives the school community the opportunity to work and build friendships with participants from many backgrounds and grades.

After school activities start in September and are offered in two terms throughout the year in the following areas: arts, crafts, and hobbies; reading, languages and literature; sports, games and fitness; technology, math and science; and the performing arts. Participation is optional and fees range from € 40 – € 200.

### Extended Day Activities for Adults/Parents

In addition to the after school activities, there are a variety of classes for adults. While classes vary from session to session, examples of current classes are German language instruction, art and dance classes, and several physical fitness sessions.

### Weekend Activities for Families

In addition to the after school activities, there are several fun weekend activities such as hiking, biking, skiing and cooking geared for participation together as a family. The FIS Booster Club offers a Saturday sport program for FIS students Pre-Primary through Grade 5.

### Kids' Club

For students from First Steps to Grade 5 the Kids' Club provides supervised childcare after school, before after school activities start. Late busses are available to limited areas to allow students to participate in this program and still have the convenience of taking the bus home. At the FIS campus, Kids' Club offers supervision until 17:15 each school day. Contact [transportation@fis.edu](mailto:transportation@fis.edu) for additional information related to late bus transportation.

More details are available on [www.fis.edu](http://www.fis.edu) > Community Life > (REAL) After School Activities.

### Summer Programs

Frankfurt International School operates programs during the summer holiday for students. Please check our website ([www.fis.edu](http://www.fis.edu) > Community Life > Summer Camps) for a detailed description of these programs.