



ADMISSIONS  
HANDBOOK  
2024-25





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## WELCOME

Dear Family

I welcome your interest in our school and look forward to assisting you throughout the admission process. With more than sixty nationalities among our student body, we have formed a family-oriented school ready to welcome and support new members into our community.

In order to apply for admission, please complete the application forms and return them to me together with previous school records and/or examination results, a birth certificate and a photograph. This pack contains information relevant to the admissions process and the school as a whole.

Whenever possible I welcome the opportunity to personally show you around the school. We will also want to assess your child in order to ensure the correct class or programme will be in place. If you are not in Austria and a prior visit is not possible, we can often complete the application process by mail or email. All secondary applicants must take an entrance assessment before they may be accepted.

I understand the importance of providing incoming students and their parents with a positive transition experience and am excited to share with you the special qualities that await students at DISV.

If you have any questions, please feel free to contact me.

Yvonne Ging-Wiedeschitz  
Registrar

0043 1 720 3110 ext 22  
registrar@danubeschool.com



## MISSION, VISION, AND GUIDING STATEMENTS

### DANUBE INTERNATIONAL SCHOOL VIENNA MISSION STATEMENT:

DISV is an international inclusive IB World School serving children of all nationalities from Early Years to Grade 12 with English as the language of instruction.

### DANUBE INTERNATIONAL SCHOOL VIENNA VISION STATEMENT:

To empower each individual in a positive and inspiring learning community that cultivates creativity, innovation and agency.

### INTERNATIONAL BACCALAUREATE MISSION STATEMENT

We nurture each learner's potential in a challenging and supportive academic community, fostering student success and global citizenship.

### DANUBE INTERNATIONAL SCHOOL VIENNA'S APPROACH TO EDUCATION

DISV's is a diverse, non-religious, non-selective school which excels at supporting students to thrive on their individual educational journey. Our dedication to supporting student development permeates all aspects of school life. We aim for DISV students to finish school with a love of learning, confidence, a solid value system based on IB values and their best academic achievements.

### THE IB LEARNER PROFILE

DISV fosters opportunities both in and outside the classroom for students to develop their Learner Profile attributes.

- **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 analyze 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.

### **APPROACHES TO LEARNING (ATL)**

It is a fundamental belief of the IB that students need to be explicitly taught how to learn. These Approaches to Learning skills include: thinking skills, communication skills, social skills, self-management skills, and research skills. Language learning is key to developing these skills.

## DANUBE INTERNATIONAL SCHOOL VIENNA'S ADMISSIONS PHILOSOPHY

At Danube International School Vienna we believe that each student is an individual, with their individual strengths and areas for development. Our team aims to nurture happy, balanced students with healthy self-esteem whilst setting high expectations, recognising individuality, celebrating successes and developing a reflective culture that enables students to learn from their experiences.

We create an inclusive learning environment where all community members feel safe and have a sense of belonging, serving our local and global community. With an environment where are community members strive for excellence by engaging minds, exciting learners, acting ethically and showing empathy.

## DANUBE INTERANTIONAL SCHOOL VIENNA ADMISSIONS

Danube International School Vienna serves a diverse community of students and their families with approximately 60 nationalities, with a wide range of cultures and backgrounds. We offer a broad-based education which uses English as the main language of teaching and learning and which aims to promote international mindedness and global citizenship. Our Core Values, as well as the standards and practices of the International Baccalaureate (IB), guide every feature of our educational provision.

We are a non-sectarian, non-denominational school that welcomes students of all nationalities. In our admissions policy, we strive to maintain the diversity of students and encourage the multicultural atmosphere within the school. We welcome potential students who are motivated, internationally minded and academically capable of benefitting from our educational programmes.

The school is fully authorised by the IB to offer its Primary Years Programme (EYU to Grade 5 / ages 3 to 11), the Middle Years Programme (Grade 6 to Grade 10 / ages 11 to 16) and Diploma Programmes (Grade 11 to Grade 12 / ages 16-18). Furthermore, we are accredited by the Austrian education authorities with Öffentlichkeitsrecht.

Our admissions policy is articulated to ensure that students who are admitted to DISV can benefit from our educational provision throughout the continuum of IB education programme. Our policy and procedures are designed to identify these students in order to help parents and the school make the best choices in line with the individual needs of each student. Students can be admitted to the school at any time of the academic year (with the exception of students joining the IB Diploma Programme in Grades 11 and 12) and decisions are primarily based on a student's prior school record (where appropriate) and a personal interview in which students and their families can demonstrate a commitment to the school's ethos.



## ADMISSIONS PROCESS

1. Complete application form and return to the school Registrar (registrar@danubeschool.com), together with school reports from the last two years and results of any special learning or psychological assessments
2. Contact Registrar to arrange a meeting.
3. Meet with Registrar and a member of the Educational Leadership Team to discuss the school's educational offering and visit the campus
4. Trial day and/or admissions tests (where appropriate)
5. Previous school to submit confidential reference (Registrar to request)
6. Decision on admission by Educational Leadership Team
7. Invitation to enroll or placed on waiting list
8. In order to enroll, families will need to provide:
  - i. Student and parents passports
  - ii. Copy of vaccination record (if not complete on application form)
  - iii. Meldezettel (Proof of residence in Austria)

As the language of instruction at Danube International School Vienna is English, applicants are assessed for proficiency in the English language before an admission decision can be made.

In MYP and DP, students are expected to have an age-appropriate level of literacy and oral fluency in the English language. They will be required to take a CATs test, as well as provide a writing sample. The assessment is designed to determine whether the applicant will be able to access our curriculum and achieve their academic potential without the English language acting as a barrier.

### **DP specific:**

We believe very strongly that **all** students should be given the opportunity to study for the full IB Diploma programme on entry to the DP1 at Danube International School Vienna. Students who are unable to take IB Courses are not able to progress into Grades 11 and 12. **All** students will meet with the DP Coordinator and/or Secondary Principal prior to enrolment in the DP.

Students currently in the school or those applying from another school studying the MYP will be expected to have an average of 4.5 in the subjects they wish to study at 'Standard Level' and a 5 at 'Higher Level' in their respective programmes. Students from schools other than DISV will also be expected to provide teacher references from their previous school to support their application.

Teacher interviews may also be conducted to support applications from students already at DISV to help determine the suitability of level and subject choices of our students.

Students joining our IB Diploma Programme from non-MYP schools will sit a range of

admissions tests to determine their ability to be successful in the full IB Diploma Programme and references will be expected from their previous schools to support their application.

The IB Diploma is recognised as a qualification for university entrance in Austria. Students who have taken the MYP at DISV and passed Grade 10, but who are unable to take the full IB Diploma, can take IB Courses in Grades 11 and 12 but should realise that this does not qualify them to attend public universities in Austria. Therefore, all students and families will undergo a formal individualised meeting with the IB Diploma Coordinator/Secondary Principal to explain the possible outcomes.

We will support all students to the best of our ability to enable them to be as successful as possible in the full IB Diploma Programme and welcome all applications without discrimination.

To the best of our ability we will also support applications from students who wish to transfer their IB Diploma Programme studies from another school into our Diploma programme.

### **ADMISSION ON A TRIAL BASIS**

Where we are in doubt about the suitability of our programmes for a particular applicant, we occasionally admit students on a trial basis. In this case the targets and criteria for success will be clearly identified before admission. The aim of the trial is to give a specific period to assess whether the student can be successful at DISV, ensuring that the trial is also short enough for him/her to transfer elsewhere if we find that our system is not appropriate for the student concerned.

### **SPECIAL LEARNING OR BEHAVIOURAL NEEDS**

We are able to provide a limited level of support for students with mild/moderate learning difficulties. We require that families inform us of any previously identified special needs or previous educational support at the time of application. Students with diagnosed learning or behavioural issues will be evaluated by the school's Learning Support team. In some cases, parents may be asked to commit to providing extra support for their child, which may take the form of in-class support or out-of-school provision.

### **WAITING LISTS**

In the event that a particular class is fully subscribed, successful applicants will be invited to place their name on a waiting list. In such circumstances, priority will be given to:

Siblings of current DISV students

Children of ex-DISV students

Applicants from the international community

Applicants who are proficient in the English language or transferring from English-medium schools

## GRADE PLACEMENT

We place students in the grade appropriate to their age or in the continuing grade from their current schooling. We acknowledge that different schools have different schooling year titles and the table below provides a simple overview.

Age	DISV	Austria	USA	England	Germany	France
3-4	EYU 1	Kindergarten	Nursery	Preschool	Kindergarten	Petite Section
4-5	EYU 2		Pre-K	Reception		Moyenne Section
5-6	Foundation	Vorschule	K	Year 1	Vorschule	Grande Section
6-7	Grade 1	Volkschule	Grade 1	Year 2	Grundschule	CP
7-8	Grade 2		Grade 2	Year 3		CE1
8-9	Grade 3		Grade 3	Year 4		CE2
9-10	Grade 4		Grade 4	Year 5		CM1
10-11	Grade 5	Unterstufe	Grade 5	Year 6	Realschule/ Gymnasium	CM2
11-12	Grade 6	Hauptschule/ Realschule/ Gymnasium	Grade 6	Year 7	Gymnasium	Sixième
12-13	Grade 7		Grade 7	Year 8		Cinquième
13-14	Grade 8	Oberstufe AHS Gymnasium leading to Matura	Grade 8	Year 9	Gymnasium Abitur	Quatrième
14-15	Grade 9		Grade 9	Year 10		Troisième
15-16	Grade 10		Grade 10	Year 11		Seconde
16-17	Grade 11	Gymnasium leading to Matura	Grade 11	Year 12	Gymnasium Abitur	Première
17-18	Grade 12		Grade 12	Year 13		Terminale
18-19						Bac

Admission age guideline for placement at DISV – School Year 2024-25					
Grade	Age	Born before	Grade	Age	Born before
EYU 1	3	1 Sept 2021	Grade 6	11	1 Sept 2013
EYU 2	4	1 Sept 2020	Grade 7	12	1 Sept 2012
Foundation	5	1 Sept 2019	Grade 8	13	1 Sept 2011
Grade 1	6	1 Sept 2018	Grade 9	14	1 Sept 2010
Grade 2	7	1 Sept 2017	Grade 10	15	1 Sept 2009
Grade 3	8	1 Sept 2016	Grade 11	16	1 Sept 2008
Grade 4	9	1 Sept 2015	Grade 12	17	1 Sept 2007
Grade 5	10	1 Sept 2014			

However, transfers will also take into consideration the student's previous educational records and seek to provide continuity in the progression of their ongoing education.

**Entrance age:**

A child may be accepted into a grade if he or she is of age before 1<sup>st</sup> September. Students are assigned to instructional groups primarily on the basis of age. However, factors such as previous records, measured aptitude and achievement, physical and emotional development and other relevant details are also considered. The final decision rests with the Director. A six-week trial period in the grade, to which the student is assigned, is mandatory.

**Application forms:**

We require all applicants to ensure that Application Form Part A (see Appendix I) is completed and that Application Form Part B (see Appendix II) has been given to their previous school for completion. The non-refundable application fee is payable at this time.

**Student records from other schools:**

The school requires student records in English or translated into English (if the language of the report is not understood by the school administration and/or leadership) from the applicant's previous school before any student is accepted. These records include reports, transcripts, results of standardised tests and any reports by a counselor or psychologist. The school reserves the right to contact the applicant's previous school prior to acceptance.

**Photo IDs:**

These are required for both the students and the parents.

**Interviews:**

Whenever possible, the applicant will be interviewed by the Director or a Principal, prior to acceptance. In some cases this may be a requirement.

**Admissions tests:**

The school maintains an enrolment policy, whereby a standardised Cognitive Abilities Test is given to applicants before admittance. However, in some cases, the test may take place for purely placement purposes. This is when the school has sufficient information from previous reports to make an informed decision.

**Placement tests:**

The Secondary School will utilise a Cognitive Abilities Test to help place students in Mathematics and English. The other languages (German, and French or Spanish) in the school may require additional testing in order that students are placed in the appropriate learning groups.

**Decisions on admission:**

After all the admissions procedures have been followed and application fee payments have been made, then the application will be considered. Decisions will be given in writing.

If, in the judgment of the school, an applicant meets all criteria and space is available, acceptance will be unconditional. However, under some circumstances, a conditional acceptance may be offered. The conditions of acceptance will be clearly stated.

An applicant is only guaranteed a place at the school once the enrolment fee payment has been made.

The School reserves the right to deny admission or re-enrolment to any applicant if, in its opinion, there were reasons to believe that admission or re-enrolment would not be in the best interest of the applicant or the school. Please note that a re-enrolment fee applies to students who had previously been in the school.

The school also reserves the right to postpone admission if a class is full or if the additional student will cause an imbalance in the class profile for reasons of gender, learning needs, nationality, language or culture. In these cases, the applicant is placed on a waiting list. The qualified applicants are then accepted subject to the above admission priorities.

### **Late admissions:**

A student may be admitted at any time in the school year if places are available.

### **Cancelled enrolment and withdrawal:**

The parent and/or legal guardian must send notification by registered letter to the Admissions Office. Please be aware that some charges may still apply.

### **MOTIVES FOR DENYING ADMISSION**

Admission is at the discretion of the school and may be denied for any reason, such as the impossibility to find a place due to full enrolment or an evaluation that DISV cannot cater for the student's individual learning or behavioural needs. In general, admission will also be automatically denied in the following cases:

- the student has been permanently excluded from their previous school;
- the student/parents do not agree to follow DISV values

### **ADVICE FOR PARENTS FOLLOWING ADMISSION**

Families whose students enrol in Danube International School Vienna are expected to commit to the following:

- Our Vision and Mission
- Their contractual obligations indicated in the enrolment contract
- Attendance at informative school presentations, workshops and three-way conferences
- Provision of continuing opportunities for their son/daughter to develop and express themselves in their mother-tongue.

## PAYMENT

### METHOD OF PAYMENT

Fees must be paid in Euros. All payments should be made to Danube International School GmbH and should refer to the invoice number.

Please note that parents are responsible for any bank charges.

Cash payments can be made at the Finance Office, open Monday to Friday between 09.00 and 13.00. A cash handling fee of € 50 will be charged for tuition fee payments in cash. This fee will be donated to our projects at Waluka & Miwani Primary Schools in Kenya.

Credit card payments are possible in the Finance Office. A surcharge of 1.65% will be charged for credit card payments of tuition fees.

Bank transfers can be made to the following account:

Annual fees:  
Vorarlberger Hypo Bank  
Int. transfers:  
IBAN AT 41 5800 0201 7319 3115  
SWIFT HYPVAT2B

It is important that all payments are made by the due date.

### RESPONSIBILITY OF PAYMENT

Parents whose children's fees are paid by agencies or companies are reminded that the contractual agreement regarding fees is with parents in the first instance and that parents are therefore responsible for ensuring that fees are paid by the due dates.

### NOTICE OF WITHDRAWAL

(refer to the contract for specific details)

The General Terms and Conditions of Danube International School, Vienna are laid down in the contract that each parent is required to sign.

Specific note should be made of Section 4: Payment Obligations in the event of Premature Termination of Contract and Section 2: Term of School Contract.

The school reserves the right to alter fees should there be a significant change in circumstances. Fees are not refundable in the event of temporary withdrawal by parents, or of suspension or expulsion of the student by the school.

The school understands that families occasionally have difficulties with fee payments and will try to assist in such circumstances.

If you anticipate any problems with payments of fees, please arrange to meet with the Director or Business Office as early as possible so that alternative payment plans could be discussed.

## FEES SCHEDULE 2024-25

### New Student Fees:

Application Fee - €300, Enrollment Fee - €4200, Capital Fee € 1990, Refundable Security Deposit - €365

### School Fees:

DISV charges tuition fees annually which cover the direct educational costs of the following:

- ♦ classroom instruction, supervision, in-school workshops
- ♦ assessment costs (IB Diploma examinations, IB MYP moderation, CATs assessments and the ISA test)
- ♦ exercise books, the loan of textbooks, supplies, educational materials and documentation, subscriptions, educational memberships, the yearbook, school photos and one PE kit (shorts/shirts) for every new student.
- ♦ whole grade overnight field trips (grade 2 to 10), single event/day field trips, additional activities (i.e. swimming, ice-skating)
- ♦ after-school activities

### DISV Tuition Fee Schedule

	1. Rate / 1 <sup>st</sup> instalment	2. Rate / 2 <sup>nd</sup> instalment	Total Fee / Jahresschulgebühr	Total Fee 2% deduction / Jahresschulgebühr 2 % Skonto
Due dates/Fälligkeit	15/07/2024	01/12/2024	15/07/2024	30/04/2024
<b>EYU 1</b>	8856	8856	17712	17358
<b>EYU 2</b>	8856	8856	17712	17358
<b>Foundation</b>	12758	12758	25516	25007
<b>Grade 1</b>	12758	12758	25516	25007
<b>Grade 2</b>	12954	12954	25908	25391
<b>Grade 3</b>	12954	12954	25908	25391
<b>Grade 4</b>	12971	12971	25942	25423
<b>Grade 5</b>	13025	13025	26050	25529
<b>Grade 6</b>	15169	15169	30338	29731
<b>Grade 7</b>	15169	15169	30338	29731
<b>Grade 8</b>	15169	15169	30338	29731
<b>Grade 9</b>	15169	15169	30338	29731
<b>Grade 10</b>	15169	15169	30338	29731
<b>Grade 11</b>	16192	16192	32384	31736
<b>Grade 12</b>	16308	16308	32616	31964

**Fees Payment:**

You may pay tuition fees either in one complete payment for the whole school year, or in two separate instalments by the dates specified above. Full payment of the Annual Fee before the 30<sup>th</sup> of April 2024 will be eligible for a 2% discount.

Late payment will incur a 1% monthly charge. All fees are quoted in Euros.

**Capital Fee:**

The fee is assigned to a fund specifically created to finance capital investments. The Capital Fee is non-refundable and will be charged in full regardless of the date of entry or withdrawal.

**Supplementary Fees:**

DISV only charges supplementary fees for the following items: English Language Development (ELD) Lessons (per semester) - € 1560, Learning Support Lessons per semester (A level: € 1560, B level: € 3120, Extended Learning Support: € 7806, Comprehensive Learning Support: € 21864

Additional overnight/multi-day field trips (e.g. Model United Nations, Waluka Primary School, sports tournaments) – on a trip by trip basis

**Boarding:**

DISV offers boarding places in three boarding institutes in Vienna. Prices range from € 700 to € 1000 per month, including supervision and meals.

**Contact us for further information: [registrar@danubeschool.com](mailto:registrar@danubeschool.com)**

**Language A:**

Students may wish to study a Language A other than those normally offered by the school. The school will support the student through the purchase of materials and textbooks, and provide space and equipment as necessary. We will also help students find a private tutor, **but families will pay for these lessons directly to the private tutor.**

**Instrumental Music:**

Students may wish to study a musical instrument. The school will support the student by finding appropriate space and equipment, where possible. We will also help students find a private tutor, **but families will pay for these lessons directly to the private tutor.**

**School Lunch 2024-25:**

Students may either bring a packed lunch or purchase lunch at our Cafeteria. Park Club Wien runs the Cafeteria and **payment must be made to the Business Office who collect payment on behalf of Park Club Wien.**

- ☐ Secondary Students – Annual Cost € 1546
- ☐ Elementary Students (Grades 1 to 5) – Annual Cost € 1230
- ☐ Elementary Students (EYU and Foundation) – Annual Cost € 924

**PADIS membership 2024-25:**

All parents are invited to contribute - €50 a year per family. **Payment made directly to the PADIS account at DISV.**



# SCHOOL CALENDAR

School Holidays  
 Staff Workdays (No school for students)  
 National Holidays/Weekends

## DANUBE INTERNATIONAL SCHOOL CALENDAR 2024-2025

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Aug				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
Sep							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
Oct							30
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
Nov	28	29	30	31			
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
Dec	25	26	27	28	29	30	
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
Jan	23	24	25	26	27	28	29
	30	31					
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
Feb	20	21	22	23	24	25	26
	27	28	29	30	31		
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
Mar	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
							30
							31
Apr							1
		2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
May	29	30	31				
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
Jun	23	24	25	26	27	28	29
	30						
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
Jul	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
							1
	2	3	4	5	6	7	8

### Important Dates

- 15 Assumption Virgin Mary
- 19 Aug- New Staff Induction
- 20-23. Aug -Staff Work Day
- 26 Aug First day of school for students
- 2 Sept-6 Sept - Secondary Challenge Week
  
- Student Fall Break: Oct 28-5Nov
- 26 National Holiday
- 1 All Saints Day, National Holiday
- Nov 4-5 Staff Workdays
  
- 8 Immaculate Conception
- 25 Christmas Day, 26 Boxing Day
- Dec 20-Jan 7 Student Winter Break
  
- 1 New Year's Day, 6 Epiphany
  
- Jan 20 - Semester II Begins
  
- 17-25 Feb Ski Break
- 24-25. Feb Staff Work days
  
- 14-25 April Spring Break
- 21 Easter Monday
  
- 1 Labor Day
  
- 29 Ascension Day
  
- 9 Whit Monday
- 19 Corpus Christi
- 18 Last School Day
- 23 June - 18 July Summer Camp

## REVIEW PROCESS

This policy document will be reviewed as and when programme coordinators deem it to be necessary and, in any case, no later than 5 years from the date of publication. Programme coordinators will ensure its implementation through planning meetings, classroom visits and appraisals. It is shared with all stakeholders.





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