



INTERNATIONAL SCHOOL SUVA

Admissions Policy



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Guiding Statements

Mission

International School Suva is a beacon of education, diversity, and innovation committed to shared responsibility and growth.

Vision

Navigate. Nurture. Aspire.

Philosophy Statement

International School Suva (ISS) provides holistic international education for children ages 4-18, authorised by the International Baccalaureate (IB) and accredited by Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC). ISS is committed to the principle of equal opportunity in education and employment. The school is non-discriminatory and open to all students without regard to race, gender, religion, sexual orientation, nationality or ethnic origin in the administration of its educational, admissions or employment policies. We invite applications from students who can benefit from an international, holistic, and rigorous education. Throughout the admissions process, we aim to assist prospective families in a straightforward and professional manner, ensuring that they comprehend the guiding principles of ISS. We may take into account factors including an applicant's prior educational and linguistic background for purposes of admission in order to fulfill the school's mission of providing education in the English language to the international community. The expectation is that through this transparent process ISS can commit to provision of high quality education to students in the 3 to 18 age range, and that the students are supported effectively in a program that is best suited to their educational needs and which embody the ideals identified in the Vision and Mission of our school.

Policy Review

A formal policy review involving various stakeholders in a committee takes place every 4 years as part of the reaccreditation and curriculum review process.



Purpose

The purpose of this document is to provide:

- **Overview of Admissions Policy:** Clearly outline the ISS Admissions guidelines for prospective families and all members of the ISS community.
- **Admissions Procedures:** Detail the entire Admissions process, including its purpose, the gathering of required documents, the evaluation process, and how information will be retained.
- **Connection to Inclusivity:** Establish a clear and cohesive relationship between the school's inclusive Admissions guidelines and the ISS Guiding Statements.
- **Mutual-Choice and Mission-Driven Process:** Facilitate a mutual-choice admissions process that aligns with the school's mission, aimed at recruiting and retaining eligible students.
- **Ongoing Review and Evaluation:** Define a continuous review and evaluation process for the Admissions guidelines, ensuring they align with the school's growth and the application of its Guiding Statements.

Procedures

ISS Admissions is non-discriminatory and open to all students without regard to race, gender, religion, sexual orientation, nationality or ethnic origin. We invite applications from students who can benefit from an international, holistic, and rigorous education. While we embrace inclusivity, the school has opted to provide a rigorous academic foundation through the IB Primary Years Programme (PYP), Middle Years Programme (MYP), Diploma Programme (DP), and High School Diploma (HSD). These programs require a significant commitment, enthusiasm, and motivation from our students. Throughout the admissions process, we aim to assist prospective families in a straightforward and professional manner, ensuring that they comprehend the guiding principles of ISS.

- We give each family an initial understanding of the IB programmes and address individual inquiries for further details.
- Visits to our campus are encouraged and arranged on a one-on-one basis, allowing families to gain insight into our facilities and learning atmosphere.



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- All prospective families are encouraged to familiarize themselves with ISS as an IB world school, our history and unique features of our school, like the Oceans programme, to get a more holistic view of International School Suva. They can do this by reading the information on the ISS website or in the ISS Prospectus, a document that is reviewed yearly and sent to all interested parents.
- We aspire to get to know each applicant in advance of their admission to school. We invite Early Years 1 and 2 applicants to join an age-level appropriate classroom for an hour prior to the start of their schooling. Applicants for EY3 to Year 5 will have an interview with our Head of Primary and applicants for Year 6 - 12 will have an interview with our Head of Secondary. These interviews provide an opportunity to learn more about the applicant and get some insights into their interests and qualities. This interview is also intended to identify each candidate's unique qualities and strengths, helping us ascertain the best ways to support them at ISS. Secondary school interviews also involve discussions about subject choices and pathways to graduation.
- We generally recommend that prospective families submit their applications as early as possible to ensure the process is completed before the applicant's arrival.

Overall, the Admissions process is as follows:

1. Parents/Guardians fill out the admissions form (physical or online) and provide additional documentation.
2. The admissions team review submitted documentation.
3. The admissions team could request possible clarifications, additional documents, or entry assessments.
4. Applicants and parents/guardians have an interview with their prospective Head of School (in person or online).
5. Applicants are informed of the decision.
6. If applicants are accepted, an offer letter for admission to the school, year placement, and relevant requirements are listed.
7. An invoice is sent to the parents/guardians.
8. Once the enrollment fee has been paid, the placement of an applicant is secured.
9. Once families arrive in Suva, the admissions team will organize the new student's onboarding: getting a school tour, purchasing uniforms & required stationery,



signing up for a bus route if applicable, getting the information on the canteen, class schedules, initiatives by Parent Teacher Association (PTA), etc.

10. New students are also asked to read and agree on the 'Bus behaviour and safety standards' and from Year 3, all applicants are expected to read and agree on the 'Student IT acceptable use agreement'.

Year Level Placement

International School Suva operates on a southern hemisphere timetable with the academic year running from January to December. We acknowledge that for applicants joining us from other parts of the world, this can raise questions in regards to placement and flow of learning journeys. At International School Suva we place applicants based on their age according to our requirements.

The table below show age level entry requirements we follow at ISS:

ISS Year Level	Local School Year Level	Age at Entry	Birth year for entry 2026	Birth year for entry 2027	Birth year for entry 2028	Birth year for entry 2029	Birth year for entry 2030
EY1		4	2022	2023	2024	2025	2026
EY2		5	2021	2022	2023	2024	2025
EY3	Class 1	6	2020	2021	2022	2023	2024
1	Class 2	7	2019	2020	2021	2022	2023
2	Class 3	8	2018	2019	2020	2021	2022
3	Class 4	9	2017	2018	2019	2020	2021
4	Class 5	10	2016	2017	2018	2019	2020
5	Class 6	11	2015	2016	2017	2018	2019
6	Class 7	12	2014	2015	2016	2017	2018
7	Class 8	13	2013	2014	2015	2016	2017
8	9 / Form 3	14	2012	2013	2014	2015	2016
9	10 / Form 4	15	2011	2012	2013	2014	2015
10	11 / Form 5	16	2010	2011	2012	2013	2014
11	12 / Form 6	17	2009	2010	2011	2012	2013
12	13 / Form 7	18	2008	2009	2010	2011	2012



Placement in any year level of a child at, or older than, the age reflected above is based on the academic potential of the student and the capacity of the school to meet the student educational requirements. Data and student interviews drive the decision made. Placement of a child younger than that stated above for any year level is only considered in exceptional cases, based on previous school achievements and full admissions testing.

Admissions Testing

On some occasions we require applicants to be academically tested or assessed before admission, depending on previous report cards and school recommendations. To determine appropriate academic levels, we may require NWEA MAP Growth Testing in numeracy and literacy.

All applicants must also demonstrate that they can access and benefit from the IB curriculum and activity programmes we offer with English as the language of instruction. The ability to successfully access the curriculum within a reasonable time and to thrive in our English-language learning environment are the guiding principles for admission to the school.

Applicants who have a different home language than English may be required to take the WIDA English proficiency test. Applicants needing English language support are required to join our English as an Additional Language (EAL) programme with specialised teachers based on a tiered support and fee system. Please see below for more information.

Student Support Services

Learning Support

International School Suva is an inclusive school aiming to support students with a variety of needs and talents. Applicants with mild social/emotional needs or learning differences are referred to our learning support (LS) team for review. The ISS Inclusion



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Policy on the website provides a full outline of the services available. As a rule of thumb, students are welcome to join the school if the support team at ISS can cater for the needs of the student and the prospective grade where the student will be placed is not already full in capacity for their support for students.

Any learning needs or social/emotional, physical or behavioral issues must be fully disclosed and described in detail in the application for admission. Failure to fully disclose information at this time may result in withdrawal of admission or, if discovered after enrollment, require withdrawal from school. Should significant social, emotional, behavioral needs or learning differences become apparent following enrollment in the school, we reserve the right to review a student's progress and continued enrollment in the school. This review may require parents to obtain external assessments as requested by the school. If we determine that we are unable to accommodate a student's learning needs, or if parents are unwilling to obtain requested external assessments, the student will not be able to continue enrollment at ISS.

In the application form, parents are asked to provide information about previous schooling and their experience with support services in the following way:

Has the applicant experienced any of the following:

Services to support emotional development?	YES / NO
Services to support physical challenges?	YES / NO
Services to support learning?	YES / NO
Services in an enrichment program?	YES / NO
Services for Occupational Therapy?	YES / NO
Services to support speech?	YES / NO
Has an evaluation / assessment been done?	YES / NO
Skipping a grade level?	YES / NO
Repeating a grade level?	YES / NO

If any of the questions are answered with Yes, the admissions team will follow up by asking for additional documentation and the Head of Learning Support (Primary /



Secondary) will be informed to be part of the placement committee. Depending on the information provided, an Individual Learning Plan (ILP) or transition plan will be created with input from the parents, Head of School (Primary / Secondary), learning support team, and prospective teacher (Primary) or year coordinators (Secondary).

The Learning Support fee structure describes three additional fee fares (Tiers), depending on the amount of support needed. During the Admissions process, prospective parents are informed of the scope of the additional fees. The Head of Learning Support (Primary / Secondary) will determine the fee together with the relevant Head of School (Primary / Secondary).

Language Support (EAL)

As mentioned above, students with a different home language than English are welcome at International School Suva. Students with additional language needs are supported through “English as an Additional Language” support (EAL). During the Admissions process parents are asked to provide details about the language that is spoken at home and the language of instruction from the previous school(s). If these are different from English, the Admissions team will provide the parents with information about the EAL programme and additional fees related to the programme (as outlined in the Fee schedule on the website).

Students eligible for EAL support are asked to perform a WIDA test, which determines students’ level of proficiency in the four language domains: Listening, Reading, Speaking, Writing. The initial admissions test is administered by a member of the Learning Support team and requires an additional fee paid by parents.

The EAL fee structure describes three additional fee fares (Tiers), depending on the amount of language support needed. During the Admissions process, prospective parents are informed of the scope of the additional fees. The Head of Learning Support (Primary / Secondary) will determine the fee together with the relevant Head of School (Primary / Secondary). More specific information about the EAL programme can be found in the ISS Language Policy on the website.



Admission to High School Programs

International School Suva offers two university preparatory pathways for students in Year 11 and 12. The curriculum framework is the IB Diploma Programme, regardless of the pathway chosen. Admissions into our high school pathways often require more documentation and discussion during the Admissions process. New students joining ISS are expected to meet the requirements of the pathway to be eligible. Below is an outline of the requirements for admission into the ISS High School Diploma (HSD) pathway and the IB Diploma (DP) pathway.

ISS High School Diploma Pathway

The ISS High School Diploma (HSD) is accredited by the Western Association of Schools & Colleges (WASC) and is globally recognised by colleges and universities. The ISS HSD provides a comprehensive education from Years 9 through 12, which can be pursued independently or alongside the International Baccalaureate Diploma Programme (IB DP). To successfully earn the ISS HSD, students must accumulate at least 24 credits over the final four years of their schooling (Year 9 to Year 12). Each semester subject is worth 0.5 credits, and students must achieve a passing grade of 3 or higher (out of 1 to 7 scale) to obtain a credit. In addition to earning 24 credits, all ISS HSD students must complete the Creativity, Activity, Service (CAS) component and Tertiary Prep (including Career Counseling, IELTS/TESOL preparation, SAT preparation, etc.) to graduate.

New students joining the HSD pathway will be required to provide reports / transcripts from Year 9 and up to be able to join the programme. If credits are missing, parents will receive additional information about possible credit recovery courses from various institutions to make sure all graduation requirements can be met. The courses taught at ISS in the HSD pathway are based on the IB Diploma Programme and in line with the inquiry based, holistic focus of the whole-school curriculum. ISS HSD students may also choose to take official IB exams to receive individual course certificates.

ISS IB Diploma Programme Pathway

The IB Diploma Programme is a rigorous, globally-recognized pre-university pathway for students. While the IB Diploma caters to a wide range of abilities and backgrounds, it



is academically challenging and therefore requires students who are able to self-manage the workload. Students graduating with an IB Diploma will receive both the ISS High School Diploma certificate as well as the full IB Diploma.

New students joining the IB Diploma pathway will be required to provide reports / transcripts from Year 9 and up to be able to join the programme. Additionally, applicants need to show a strong academic record and sufficient level of English to be able to follow the rigorous programme. New students allowed to enroll in the DP are allowed to do so on a probationary basis. Continuance into the second year of the program is contingent on satisfactory performance in the first year, along with satisfying requirements for CAS, TOK and EE by the end of Year 11. Should data, general performance, and engagement of the student indicate that the IB DP is not the appropriate choice for the student, the student will be required to change to the HSD pathway. The student may be given an opportunity to take individual subject IB certificates but will not receive the full IB Diploma. At such a time, all parties are informed of the implications of the transfer.

ISS offers the opportunity for students to take certain DP courses that are not offered on campus. One example is a School-Support Self-Taught (SSST) literature course in a language other than what is offered by ISS teachers. Enrollment into these courses are at the discretion of the Year 11/12 Coordinator in collaboration with the Head of Secondary School and in consideration of the school being able to appropriately support their learning.

Transfer into the DP part way through the first year (e.g. a student transferring from the Northern Hemisphere) may be possible but is largely dependent on subjects already chosen at the previous school and compatibility with subjects offered at ISS. Transfer into the DP in the second year is not possible.

School Fees

Fees for ISS enrollment consist of an enrollment fee, school fees, building levy fee, and additional fees. ISS uses two fee schedules. An enrollment fee is payable to confirm a place at ISS. This is a once-off fee that needs to be paid before the start date of a new student. The tuition fee and the building levy are payable each term (over four terms) according to a published Fee Schedule on the website. The schedule is available on the



website and sent to prospective parents in the first communication. A 50% sibling discount on the building levy will be given to the 3rd and subsequent child in each family under both fee payer categories (Expatriate or Local).

Other costs involved may include bus fares, personal stationery, a laptop (for Secondary), school activities, and school uniforms. All examination fees and registration fees for PYP, MYP, and IB Diploma are paid by the school.

If students require additional support services for Learning Support or English Language support, a Tier-based semesterly fee will be raised. The support fee scheme is mentioned on the Fee Schedule.

Fees are charged on a two tier scale: Expatriate or Local Fee payers. The requirement to be considered Expatriate Fee Payer is:

- Non Fiji citizen
- Less than five full years of student enrollment at ISS
- Less than ten full years of residency in Fiji

The requirement to be considered Local Fee Payer is (one or more to apply):
Fiji citizen (student or parent passport, or citizenship paper)

- Five full years of student enrollment at ISS
- Ten full years of residency in Fiji

Concession fees

Parents/guardians, with one applicant, whose annual income is less than FJ\$120,000 net per annum, and those with two or more applicants in the school and a total income of less than FJ\$160,000 net, are eligible to apply for a concession on tuition fees. To be considered for a concession on school fees, parents/guardians can ask for, or download [the concession application form](#) from the ISS website and return the completed application form to the Admissions Office.

Expatriate and Local fee payers qualify to apply for concessionary fees provided their parent's joint net income is as follows:



Details	NET Joint Income	Discount (on tuition fees)
Parent with one child	< \$120,000	35%
Parent with one child	< \$130,000	30%
Parent with one child	< \$140,000	25%
Parent with two children	< \$140,000	35%
Parent with two children	< \$150,000	30%
Parent with two children	< \$160,000	30%

Application for the concessional fee will only be considered on the production of the necessary financial information and documentation as supplied by the applicant and all fee concessions are reviewed annually.

There are no concessions available on fees for EY1 and EY2 applicants. Applications are processed by the Business Manager and final approval given in conjunction with the Head of School. Full fees are payable whilst the concession application is being processed.

Scholarship information

International School Suva (ISS) has been offering scholarships to Fijian students for over twenty years. This is part of the effort to contribute to the local community and most importantly to give students an opportunity to learn in a multicultural and international environment. We believe that this is a chance for students to experience an IB education that will equip all students with the skills necessary to be positive members of their communities and responsible global citizen. Scholarships may be offered in Years 9, 10, 11 or Year 12 for completion of the remaining years of school until graduation.



The number and monetary value for each scholarship can vary each year; however, at least two full scholarships are offered each year.

This scholarship program is aimed at students that demonstrate high academic potential, personal integrity, personal growth, and a commitment to service. Students who are the appropriate age for admission are encouraged to apply using [the scholarship application form](#).

The main deciding factor is academic capability. Applicants will sit an entrance test (digital), a written test, and an interview. These will be used to assess the candidates' capabilities, alongside previous school reports from their current and past schools. Other determining factors include engagement with extracurricular activities (sporting & athletic, artistic & creative, and academic), personal hobbies and pursuits, community service activities, and a means-testing of household income.

Once students have been awarded a scholarship, the school will be committed to supporting the selected student(s) until they have graduated from Year 12.

To guarantee continuing in the scholarship programme, students must ensure that they maintain academic growth, engage in key school activities and events, and adhere to all school rules, terms, and conditions of entry. The Head of School reserves the right to cancel a scholarship.

Candidates must:

- Hold Fijian citizenship
- Be enrolling into ISS for the first time
- Be of the appropriate age for the year level they are applying for.

More information about the scholarship programme can be found in the Scholarship Information Pack on the website.

Applicant Priority and Waitlist Process

It is possible to apply for enrollment at any time during the year; however, entry may be limited by current student numbers. Entry is on a 'first come, first served' basis into the school. For each year level, the last six seats will be reserved for expatriate applicants



and children of ISS staff members. With admissions being an ongoing practice, decisions in regards to these last six seats are made in consideration with leavers at the end of a school term and in consultation with the relevant Head of School (Primary / Secondary). Embassy Community Liaison Officers (CLO) are informed by the admissions officer if capacity is almost reached in a year level.

Applicants wishing to reserve and hold a place if they are arriving part way through a semester, may do so by completing entry requirements and paying the full enrollment fee. Students entering part way through an academic year may have restrictions placed on subject selection or completion of examination courses, particularly should a class be full. Course selection has to be approved by the Head of Secondary School and discussion is encouraged to ensure the student has courses that allow them to be as successful as possible. Should classes become full, students will be placed on a waitlist for a year level until space becomes available. Waitlists are prioritized by 'first come, first served' basis. To ensure a place on a waitlist, all enrollment documentation and associated fees need to be paid.

Reference documents

ISS School Website
ISS Language Policy (2025)
ISS Inclusion Policy (2025)

Appendices

Appendix 1: Credit recovery agencies

When students join ISS in Year 9, Year 10, Year 11 or Year 12, a credit profile is created in accordance with WASC guidelines. If a student does not meet all the requirements and has failed courses, ISS works with credit recovery agencies to replace these unmet criteria.

Families are given the list below of credit recovery agencies and recommended courses. ISS teachers can be on standby to support students in their credit recovery journey. Before parents / guardians make their choice they consult with the Head of Secondary School to discuss any questions. It is recommended that parents also communicate with the relevant agencies to review course considerations.



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- Global Online Academy
- Keystone
- BYU Independent Study
- Northwest Commission on Colleges and Universities (NWCCU)
- Cognia
- Middle States Association Commissions on Elementary and Secondary School