



Admission Regulations

(as amended by Resolution No. 494/228 of March 8, 1988, No. 525/312 of October 17, 2000, No. 540/339 of September 14, 2004, No. 543/345 of May 10, 2005, No. 565/377 of September 9, 2009, No. 568/386 of October 6, 2010, No. 573/393 of June 15, 2011, No. 584/411 of November 18, 2014, No. 589/415 of September 22, 2015 and No. 591/420 of November 22, 2016, of the Educational Directorate of the John F. Kennedy School.)

I.

Admission to the Entrance Class

1. Children who are German or American citizens with at least one parent or legal guardian who is a German or an American citizen and who are required to attend school in Berlin according to § 41 Paragraph 1 of the Berlin School Law will be admitted in approximately equal numbers to the Entrance Class. An official confirmation of residence in accordance with § 15 Paragraph 3 of the Registration Law as proof of fulfillment of §§ 16, 17 of the applicable version of the Berlin Registration Law may be requested by the Managing Principal at the time of application.
 - 1.1. The child must speak the language corresponding to its citizenship at the level of a native speaker; in cases of doubt, a language test will be conducted in accordance with No. 4.1.3. Children having both American and German citizenship will be assigned to the contingent whose language they use at the level of a native speaker; a language test in accordance with No. 4.1.3 will be conducted for the purpose of this assignment. Should a child speak both German and English at the level of a native speaker, the Managing Principal will decide on the child's assignment to a contingent in consultation with the responsible school principal.
 - 1.2. Attendance of the Entrance Class is considered a probationary period; in exceptional cases the Class Conference can decide to extend this probationary period until the end of the first half of first grade. Details are set out in the applicable version of the Probation Regulations passed by the Educational Directorate.
2. The application period for the Entrance Class begins on October 1 of the year prior to a child's planned enrollment and ends on January 31 of the year of planned enrollment. Applications must be submitted in full to the school no later than January 31 of the year of planned enrollment.
 - 2.1 To be eligible for consideration a child must reach the age of five (5) by September 30 of the calendar year of enrollment, accompanied by a *Schulärztliche Empfehlung* (School Health Service Recommendation) issued by the Kinder- und Jugendgesundheitsdienst of the Bezirksamt Steglitz-Zehlendorf.
3. Preference for admission will be given to:
 - a) children of citizens of the United States of America serving in an official capacity in Berlin: up to 2/3 of the spaces reserved for Americans
 - b) children with siblings in grades 1 – 8 per August 1st of the calendar year of enrollment or parents teaching or employed in another staff capacity at the John F. Kennedy

School; No. 1.1 Sentence 2 applies accordingly

c) children whose parents or legal guardians are both American citizens

3.1. Citizens serving in an official function are considered for the purposes of No. 3 to be
a) members of the American Diplomatic Mission or Consular Representation as stated in Art. 1 (a) to (f) of the Vienna Convention on Diplomatic Relations (April 18, 1961) or Art. 1 No. 1 (c) to (g) of the Vienna Convention on Consular Relations (April 24, 1963).

3.2. Siblings are considered for the purpose of No. 3b to be

- additional joint children of both parents (full siblings),
- children of the mother or the father with another partner (half siblings),
- children of new spouses or registered partners of the parents (step siblings),
- adopted children,

insofar as the child to be admitted is raised in the same household with these children. The Managing Principal can require verification in cases of doubt. The siblings of children applying for admission as set out in No. 3b must have attended the John F. Kennedy School for at least one school year and have successfully completed the probationary period by the beginning of the entering sibling's first school year.

3.3. Teachers for the purpose of this provision must be faculty members permanently employed at the school. American teachers are considered to be permanently employed if they intend to work at the school for a minimum of two years.

3.4. Other staff members in the sense of No. 3b must be permanent employees who have worked at least one year at the school.

4. If the number of applicants fulfilling the conditions set out in No. 1 exceeds the number of spaces available to children without priority consideration as set out in No. 3 a) to c), the distribution of spaces will be decided by lottery.

4.1. Separate lottery groups will be created for the American and Germans contingents.

4.1.1. The lottery group for the American contingent includes children who are American citizens with one parent or legal guardian being an American citizen and the other parent or legal guardian a citizen of Germany or another country and who speak English at the level of a native speaker. Spaces not exhausted in this lottery group shall increase the spaces in the lottery group provided for in No. 4.1.2., sentence 1, below.

4.1.2. The lottery group for the German Contingent allocates 40% of the available spaces without priority consideration to children who are German citizens, who speak German at the level of a native speaker and whose parents or legal guardians both have German citizenship. The German contingent allocates 60 % of the available spaces without priority consideration to children who are German citizens with one parent or legal guardian being a German citizen and the other parent or legal guardian being an American citizen or a citizen of another country and who speak German at the level of a native speaker.

- 4.1.3. A child is assigned to one of the lottery groups as set out in No. 4.1.1 and 4.1.2 on the basis a language test. This language test is conducted by the one of the John F. Kennedy School's principals or teachers.
- 4.2. The public lottery drawings for both the German and American contingents are carried out in April of the year of admission in the presence of the Department of Education and the John F. Kennedy School administration.
- 4.3. In addition to the names drawn for the available spaces in the German and American contingents, another 10 names will be drawn for each of the lotteries and placed on admission lists in the order drawn. Vacancies occurring in the Entrance Class before the end of the calendar year are offered to the children on the waiting lists according to their position on the respective admission list. The admission list becomes invalid at the end of the calendar year.
- 4.4. A child's name may be entered in the lottery only once. Multiple siblings registering for joint admission to the Entry Class may only be entered as one application in the lottery.

II. Admission to the Grades 1 - 12

5. The age requirements for admission to the first grade are set out in § 42 Paragraph 1 and 2 of the Berlin School Law.
- 5.1. Admission to grades 1–12 can, in addition, only be considered on the basis of intake capacity and available spaces. An application for admission to grades 1 – 12 may be made between September 1 of the calendar year preceding the admission year and March 31 of the admission year.
- 5.2. Applications will be recorded in the order that they are received by the elementary school or high school for the respective grade levels.
- 5.3. If the number of applications for grades 1–12 exceeds the number of available spaces in the respective grade level, the lists of applicants not admitted as of August 1 of the calendar year will be maintained as admission lists that remain valid until the end of the calendar year.
- 5.4. The school administration decides on admission to grades 1 – 12 on the basis of educational criteria with due regard to the principles set out in Article I. Applications for children already fulfilling their compulsory school attendance at a public school, a private school, an approved alternative school, or a supplementary school offering a bilingual education need not be considered.
- 5.5. For children admitted to the elementary school, the first year is a probationary period, and for those admitted to the high school, the first six months are a probationary period. The provisions set out in the Probation Regulations also apply.
- 5.6. Children who successfully complete at least one year at the John F. Kennedy School and subsequently leave the school may be given priority consideration if they choose to return to the school.
- 5.7. Evidence that the student fulfills the admission criteria for the relevant grade level must be presented to the school in the form of an appropriate transcript from a

German public school, an accredited private school or a comparable American school. A language test as set out in No. 4.1.3 will be conducted to determine the child's age-appropriate bilingualism and assignment to the German or American contingent

- 5.8. A student coming from an approved alternative school or a recognized private school that differs significantly from Berlin public schools in organization, curriculum, or educational methods will, in addition, be required to take an entrance exam to establish the child's level of education.
- 5.9. The children of Americans serving in an official capacity are to be admitted without delay during the course of the school year if they fulfill the school's educational requirements, and if the situation in the individual classes is educationally feasible.

III.

Third-country nationals/stateless persons

6. A child who possesses neither German nor American citizenship may be admitted to the grades 1–12 only by decision of the Educational Directorate and provided that the child speaks English at an age-appropriate, native-speaker level, spaces are available, and the child's admission does not block spaces for a German or an American child. (§ 3 Paragraph 4 of the John F. Kennedy School Law).
- 6.1. The child is assigned to the German or American contingents on the basis of a language test in accordance with No. 4.1.3.
- 6.2. Article I No. 3b does not apply.

IV.

Procedure

7. The Managing Principal of the John F. Kennedy School decides on priority admissions (No. 3) and a child's assignment to a contingent (No. 1.1) in consultation with the responsible member of the school administration.
8. Objections raised to these decisions are reviewed by the Managing Principal. If the Managing Principal believes that the objection cannot be resolved, it is presented to the Admissions Committee for consideration. After deliberation, the Admissions Committee proposes a decision and communicates this to the Secretary of the Chairperson of the Educational Directorate. The Secretary drafts a ruling on the objection, giving due consideration to the Admissions Committee's recommendation.
- 8.1. The Secretary forwards the draft ruling on the objection to the Senator for Education for concurrence, after which it is submitted to the Chairperson of the Educational Directorate for final signature.
9. The Admission Regulations take effect with the Educational Directorate resolution of June 7, 2016, and will be implemented for the first time for the 2017/18 admission procedure.