

JFKS ADMISSIONS REGULATIONS

(as amended by Resolution N. 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, No. 591/420 of November 22, 2016, No. 606/435 of June 18, 2019 und No. 607/436 of September 24, 2019 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 (amtliche Meldebestätigung) in accordance with § 15 para. 3 of the Berlin Registration Law (Meldegesetz Berlin) as proof of compliance with the conditions set forth in §§ 16, 17 of the applicable version of the Berlin Registration Law is, on demand of the Managing Principal, to be presented at the time of application.
 - 1.1. Children must speak the language corresponding to their citizenship at the mother tongue level. The parents or guardians note the dominant language on the application form.
 - 1.2. Attendance of the Entrance Class is considered a probationary period. Following the mid-year conferences in January of the year of enrollment, every admitted child takes a language test administered by the school. If the results of this language test show that the child uses neither English nor German at the mother tongue level, then passing of the probationary period is endangered. Another language test will take place in May of the Entrance Class year. If the child does not pass this test, the child must leave the school at the end of the Entrance Class school year.
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, and submit proof of a School Health Service Screening (*Schulärztliche Untersuchung*) 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. This regulation does not include teaching staff not delegated full-time to the John F. Kennedy School.
 - 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).

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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. 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, 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 citizen of another country.

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 September 30 of the year of enrollment are offered to the children on the waiting lists according to their position on the respective admission list; the reserve list becomes invalid by midnight of September 30.

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.

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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 a calendar year for the school year beginning in the following year until March 31 of the calendar year when admission will take place.
- 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 reserve lists. Article I. No. 4.3, sentence 2 second half-sentence applies accordingly to these reserve lists.
- 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.

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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) 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 September 24, 2019, and will be implemented for the first time for the 2020/21 admission procedure.