

# **JFKS ADMISSIONS REGULATIONS**

(as approved by the Educational Directorate of the John F. Kennedy School with Resolution No. 615/452 of September 27, 2022 and No. 620/457 of June 13, 2023) - The German language version of the JFKS Admissions Regulations is legally-binding. The English translation is only provided for your convenience.



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## **Section I Admission to the Entrance Class**

### **1. Principles of Admission to the Entrance Class**

<sup>1</sup>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 para.1 of the Berlin School Law will be admitted in approximately equal numbers to the Entrance Class.

<sup>2</sup>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 to be presented at the time of application. <sup>3</sup>In case of doubt, the school management can request further documents (rental contract or similar). <sup>4</sup>Children who reside abroad during the application period according to No. 2 are admitted subject to the condition precedent that they can provide proof of residence in Berlin by the first day of instruction at the latest.

<sup>5</sup>During the current school year, children of Americans stationed in Berlin in an official capacity according to No. 3.1. who meet the pedagogical requirements shall be admitted without a waiting period if this is pedagogically justifiable according to the situation of the individual class.

#### **1.1. First Language, Dominant Language, Contingents**

<sup>1</sup>Children must speak the language corresponding to their citizenship at a level of the first language (in the case of multilingual children "dominant language"). <sup>2</sup>Age-appropriate language development is determined according to No. 1.2.

##### **1.1.1. German and American Contingent**

<sup>1</sup>The German contingent includes children who are German citizens and who speak German as their first language or dominant language according to their age. <sup>2</sup>The American contingent includes children who are American citizens and who speak English as their first language or dominant language according to their age.

##### **1.1.2. Family Concept, Nationalities of Children and Parents**

<sup>1</sup>The American contingent shall include children from

- a) American families in which the child to be admitted and both parents or legal guardians are American citizens. <sup>2</sup>American families shall also include children who have American citizenship and one of whose parents or legal guardians is an American citizen and whose other parent or legal guardian has a third citizenship,
- b) German-American families in which the child to be admitted is an American citizen and one or both parents or legal guardians have German citizenship.

<sup>3</sup>The first language or dominant language of the child to be admitted under 1.1.2. a) and b) must be English.

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<sup>4</sup>The German contingent includes children from

- c) German families in which the child to be admitted and both parents or legal guardians have German citizenship,
- d) German-American families in which the child to be admitted has German citizenship and one or both parents or legal guardians have American citizenship,
- e) German-international families in which the child to be admitted has German citizenship and one parent or legal guardian is a German citizen and the other parent or legal guardian has a third citizenship.

<sup>5</sup>The first language or dominant language of the child to be admitted must be German for nos. 1.1.2. c-e).

<sup>6</sup>In the German or the American contingent, children from

- f) German-American families in which the child to be admitted has both German and American citizenship and one parent or legal guardian or both parents or legal guardians have German or American citizenship.

<sup>7</sup>The first language or dominant language of the child to be admitted must be either German or English for No. 1.1.2. f).

## **1.2. Procedure for Assignment to the German or American Contingent**

- a) <sup>1</sup>Children to be admitted are assigned to the German or American contingent according to No. 1.1.2. <sup>2</sup>For children to be admitted according to No. 1.1.2. f), the final allocation to the German or American contingent is based on 1.2. d).
- b) <sup>1</sup>Prior to admission to the Entrance Class, age-appropriate development of the first language or dominant language is assessed based on a language test approved by the school supervising authority (*Senatsschulverwaltung*) responsible for the John F. Kennedy School. <sup>2</sup>Other tests cannot be accepted. <sup>3</sup>The test cannot be taken repeatedly.
- c) If the result of the language test does not clearly identify the dominant language for children to be admitted according to 1.1.2. f), a decision will be made in consultation with the parents or guardians as to which contingent is more suitable for the child's academic development.
- d) <sup>1</sup>For children to be admitted according to No. 1.1.2. f), the language test will be conducted before the lottery procedure to bindingly determine the allocation to the German or American contingent. <sup>2</sup>Admission will only be offered after successful completion of the language test and allocation of a school place in the lottery procedure.
- e) <sup>1</sup>For children to be admitted according to No. 1.1.2 a-e), the language test is conducted after the lottery procedure to verify whether the first language or dominant language spoken by the child to be admitted actually corresponds to his or her nationality. <sup>2</sup>Admission will only be offered after successful completion of the language test.
- f) Spaces for children according to No. 1.1.2. a-e) or No. 3 which become vacant due to failed language tests will be filled with applicants from the reserve lists for the American or German contingent.

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## **1.3. Probationary Period for the Entrance Class**

Upon admission to the Entrance Class, the first school year at the John F. Kennedy School is considered a probationary period.

## **2. Dates for Registration for the Entrance Class**

### **2.1. Registration Deadline**

<sup>1</sup>The registration period for children applying for the entrance class begins on October 1<sup>st</sup> of the year preceding admission and ends on January 31<sup>st</sup> of the year of admission. <sup>2</sup>Applications must be received by the school in full and exclusively in digital form by January 31<sup>st</sup> of the year of admission at the latest.

### **2.2. Enrollment Age, Cut-Off Date**

<sup>1</sup>To be eligible for consideration a child must have reached the age of five (5) at the beginning of a school year (August 1<sup>st</sup>) or will reach this age by the following September 30<sup>th</sup>. <sup>2</sup>A deferral of admission to the Entrance Class to the following year is not possible.

<sup>3</sup>The provision for the school medical examination is suspended until the transition from the Entrance Class to Grade 1. <sup>4</sup>In order to receive an invitation to the school medical examination, the child must be registered at the respective local elementary school during the official registration period for the Berlin elementary schools (usually in mid-October of the year of admission to the Entrance Class). <sup>5</sup>Invitations to the school medical examination are sent out by the district health office in the district where the child lives.

## **3. Priority Admissions for the Entrance Class**

<sup>1</sup>Priority for admission will be given to:

- a) Children of American citizens with an official function in Berlin according to No. 3.1. with up to 2/3 of the spaces available for Americans;
- b) Children whose siblings attend the John F. Kennedy School on August 1<sup>st</sup> of the year of admission and have passed the probationary period in the elementary or high school and are students in grades 1-8;
- c) Children whose parents are teachers or employed in another staff capacity at the John F. Kennedy School. <sup>2</sup>This regulation excludes teaching staff not delegated full-time to the John F. Kennedy School;
- d) Children with American citizenship whose parents or legal guardians are both American citizens.

<sup>3</sup>No. 1.2. applies accordingly.

### **3.1. Citizens Serving in an Official Capacity**

Citizens serving in an official capacity 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**

<sup>1</sup>Siblings for the purpose of No. 3 b) are considered 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,
- foster children taken in permanently,

insofar as the child to be admitted is raised in the same household with these children.

<sup>2</sup>The Managing Principal can require verification in cases of doubt.

## **3.3. Children of Teachers and Other Staff**

<sup>1</sup>Teachers and other staff members according to No. 3 c) must be faculty members permanently employed at the school. <sup>2</sup>American teachers are considered to be permanently employed if they intend to work at the school for a minimum of two years.

## **4. Lottery Procedure**

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 d), the distribution of spaces will be decided by lottery.

### **4.1. Creation of Lottery Groups**

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

#### **4.1.1. American Contingent, American Lottery Group**

<sup>1</sup>For the American lottery group of the American contingent, children of American families (according to No. 1.1.2. letter a), sentence 2) who speak English as their first language or dominant language and have American citizenship will be considered as well as children of German-American families (according to 1.1.2. letters b) and f)) who speak English as their first language or dominant language and have American citizenship. <sup>2</sup>Spaces in this contingent which have not been filled in the lottery will be allocated to the D-US 40 lottery group or will be offered to applicants from the D-US 40 reserve list, provided that these cannot be filled beforehand with applicants from the reserve list for the American lottery group in accordance with No. 4.3.

#### **4.1.2. German Contingent, D 40-Lottery Group**

<sup>1</sup>For the D 40-lottery group of the German contingent, children of German families (according to No. 1.1.2. letter c)) who speak German as their first language or dominant language and have German citizenship are considered for 40% of the available German spaces after priority German admission.

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## **4.1.3. German Contingent, D-US 40-Lottery Group**

<sup>1</sup>For the D-US 40-lottery group of the German contingent, children of German-American families (according to No. 1.1.2. letters d) and f)) who speak German as their first language or dominant language and have German citizenship are considered for 40% of the available German spaces after priority German admission. <sup>2</sup>Spaces in this lottery group which are not filled in the lottery will be allocated to the D 40-lottery group or will be offered to applicants from the D 40 reserve list, provided that these cannot be filled beforehand with applicants from the reserve list for the D-US 40-lottery group in accordance with No. 4.3.

## **4.1.4. German Contingent, D-INT 20-Lottery Group**

<sup>1</sup>For the D-INT 20-lottery group of the German contingent, children from German-international families (according to No. 1.1.2. letter e)) who speak German as their first language or dominant language and have German citizenship are considered for 20% of the available German spaces after priority admission. <sup>2</sup>Spaces in this lottery group which are not filled in the lottery will be allocated to the D 40-lottery group or will be offered to applicants from the D 40 reserve list, provided that these cannot be filled beforehand with applicants from the reserve list for the D-INT 20-lottery group in accordance with No. 4.3.

## **4.2. Drawing, Lottery Date**

The lottery drawings for both the German and American contingents are carried out in April of the year of admission in the presence of the Berlin School Authority (*Schulträger*) and the John F. Kennedy School administration.

## **4.3. Reserve Lists**

<sup>1</sup>In addition to the available spaces, up to 15 applications each for the American lottery group, the D 40-lottery group, the D-US 40-lottery group and the D-INT 20-lottery group will be drawn in lotteries and placed on corresponding reserve lists in the order from 1 to 15. <sup>2</sup>The order on the reserve lists is determined by the drawing for the reserve lists immediately following the main drawing. <sup>3</sup>If spaces from the respective lottery groups become available by September 30<sup>th</sup> of the year of enrollment due to failed language tests or withdrawals, they shall be offered to the applicants on the reserve lists in the order from 1 to 15. <sup>4</sup>The spaces offered from the reserve lists must correspond to the lottery group of the vacated space. <sup>5</sup>The reserve lists become invalid at midnight on September 30<sup>th</sup> of the year of enrollment.

## **4.4. Joint Drawing of Siblings**

<sup>1</sup>A child's name may be entered in the lottery only once. <sup>2</sup>Multiple sibling applying for admission to the Entrance Class will be assigned one ticket in the lottery, and the siblings will be admitted together if drawn in the lottery.



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## **Section II Admission to Grades 1-12**

### **5. Principles of Admission to Grades 1-12**

<sup>1</sup>The school administration decides on admission to grades 1–12 on the basis of pedagogical criteria with due regard to the principles set out in No. 1 and 3 a), 3 c) and 3 d). <sup>2</sup>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.

#### **5.1. Requirements for Admission**

- a) <sup>1</sup>Proof that the requirements for the admission of German-speaking children to Grade 1 have been met must be provided by submitting the Kita language proficiency survey (*Kita-Sprachstandserhebung*) or comparable evidence. <sup>2</sup>In addition, information on the acquisition of English language skills is required. <sup>3</sup>The evidence must show that the child has an age-appropriate command of the German language and already has English language skills.
- b) The age regulations in § 42 (1) and (2) SchulG apply for admission to Grade 1.
- c) Proof that the requirements for admission to grades 2-12 have been met shall be furnished by presentation of an appropriate report card or official promotion certificate to a higher grade level from a German public or accredited private school or a comparable American or international school with a German or English language emphasis.
- d) In order to determine age-appropriate bilingualism and to identify the dominant language, particularly for children with German and American citizenship or for children from other multilingual families, a language test may be administered upon admission for all grade levels at the discretion of the school administration.

#### **5.2. Assignment to the German or American Contingent**

<sup>1</sup>Assignment to the German or American contingent is based on the information provided by the parents or legal guardians in the application for admission. <sup>2</sup>The provisions of No. 1.1., No. 1.1.1. and No. 1.1.2 apply accordingly.

#### **5.3. Probationary Period**

<sup>1</sup>For grades 1-6, the first school year after enrollment at the John F. Kennedy School is considered a probationary period. <sup>2</sup>For grades 7-12, the first six months after enrollment at the John F. Kennedy School are considered a probationary period. <sup>3</sup>The provisions set out in the Probation Regulations (*Überweisungsordnung*) also apply.

#### **5.4. Registration Deadlines**

<sup>1</sup>The registration period for grades 1-12 begins on October 1<sup>st</sup> of the year preceding admission. <sup>2</sup>The application deadline is January 31<sup>st</sup> for children residing in Germany and March 31<sup>st</sup> for children residing in other countries. <sup>3</sup>Applications must be received by the school in full and exclusively in digital form at the latest by the applicable deadline. <sup>4</sup>In addition, admission to grades 1–12 can only be considered on the basis of intake capacity and available spaces.

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## **5.5. Reserve Lists**

<sup>1</sup>If the number of applications for grades 1–12 exceeds the number of available spaces in the respective grade level, the list of applicants not admitted as of August 1<sup>st</sup> of the calendar year will be maintained on reserve lists. <sup>2</sup>The reserve lists become invalid at the end of September 30<sup>th</sup> of the year of admission.

## **5.6. Admission After a Longer Absence**

Children who successfully attended the John F. Kennedy School for at least one year and subsequently left the school may be given priority consideration if they choose to return to the school.

## **5.7. Additional Entrance Examination**

A student transferring from an approved alternative school or a recognized private school that differs significantly from Berlin public schools in organization, curriculum, or educational methods will additionally be required to take an entrance exam to establish the child's level of education.

## **5.8. Admissions During the Current School Year**

No. 1, sentence 5 applies accordingly.

## **Section III Third Country Nationals/Stateless Persons**

### **6. Principles of Admission for Third Country Nationals/Stateless Persons**

Children who are neither German nor American citizens, or children who are American or German citizens but whose parents or legal guardians are neither German nor American citizens, may be admitted to the current educational program, if they have an age-appropriate command of German or English at the level of a first language, subject to the availability of spaces and provided that their admission does not block a space for a German or American child, only by decision of the Educational Directorate (Section 3(4) KennedySchulG).

#### **6.1. Assignment to the German or American Contingent**

No. 1.1.1. or No. 5.1. apply accordingly.

#### **6.2. Siblings**

No. 3 b) shall not apply.



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## **Section IV Procedure**

### **7. Decisions on Priority Admissions**

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. Appeals**

<sup>1</sup>If an admissions decision is appealed to the Managing Principal of the school, the latter shall examine whether the appeal can be remedied. <sup>2</sup>If he or she believes that the appeal cannot be resolved, the Admissions Committee shall consider the matter. <sup>3</sup>After deliberation, the Admissions Committee shall propose a decision and forward its recommendations to the Secretary of the Chair of the Educational Directorate. <sup>4</sup>The Secretary of the Chair of the Educational Directorate shall draft an appeal decision, taking into account the recommendations of the Admissions Committee. <sup>5</sup>The appeal must be submitted in writing to the School Administration within one month of receipt of the rejection.

#### **8.1. Notice of Appeal**

The notice of appeal shall be forwarded to the Senate administration responsible for the school for concurrence. After the notice of appeal has been signed, it shall be submitted to the chairperson of the Educational Directorate for final signature.

### **9. Effective Date**

The Admission Regulations take effect with the Educational Directorate resolution of June 13, 2023 and will be implemented for the first time with the admission procedure for the school year 2024/25.