

REGULATION OF ADMISSION OF THE JOHN F. KENNEDY SCHOOL

(as amended by Resolution No. 494/228 of March 8, 1988, No. 525/312 of October 17, 2000, No. 561/340 of November 2, 2004 and No. 582/345 of May, 10, 2005 of the Educational Directorate of the John F. Kennedy School)

I.

Admission to the Entrance Classes

1. Children of German and American nationality will be admitted to the Entrance Classes in approximately equal numbers.

The child's mother tongue should be the language that corresponds to their country of citizenship. Children who possess both American and German citizenship will be counted as part of the contingent whose language they use as a native tongue in normal conversation with their parents or guardians. For the purpose of such an assignment, a language test can be conducted in accordance with § 3.3, Sentence 2. Attendance in Entrance Class is deemed as a probationary period.

2. Applications for admission to the German contingent can be submitted from October 1st of the year prior to admission until January 31st of the year of admission. Applications must be submitted during the regular Office hours of the school.

Applications for admission to the American contingent may be submitted from October 1st of the year prior to admission until January 31st of the year of admission.

Children to be considered for application must turn five years of age by August 1st (the beginning of the academic year) or must be five years old by December 31st of that calendar year. § 42 Abs. 2 SchulG shall not apply to admission to the JFKS Kindergarten classes.

3. Preference will be given in admission to:
 - a) children of citizens of the United States of America serving in Berlin in an official capacity: up to 2/3 of the American Contingent.
 - b) children with siblings at the school or whose parents work at the school as teachers or in another staff capacity.
 - c) children who are citizens of Germany or the United States of America, if they can demonstrate German and English language skills sufficient for the John F. Kennedy School and if one parent belongs to the Anglo-American cultural environment (Kulturkreis) (see Nr. 3.3.).

- 3.1. Citizens serving in an official capacity are members of the American Diplomatic Corps or Consulate Corps as stated in Art. 1 (a) to (f) of the Vienna Agreement for Diplomatic Relationship (April 18, 1961F) and in the Vienna Agreement about consular relationships (April 24, 1963), respectively. If the number of applications for admission of children of Americans serving abroad in an official capacity is less than two thirds of the places of the American contingent, the additional available places will be given to other American children. If the number of applications for admission of children of Americans living abroad in a nonofficial capacity is less than one-third of the places of the total American contingent, the additional available places may be given to children of Americans serving abroad in an official capacity.
- 3.2. Siblings of children applying for admission as set forth in No. 3b) above must have attended the John F. Kennedy School for at least one year and must have passed the probationary period. A teacher in the meaning of this provision must be a full time faculty member permanently employed at the John f. Kennedy School. An American teacher is considered to be permanently employed if he or she intends to work at the school for a period of at least two years. Staff members in the sense of this regulation must work on a full-time permanent basis at the school and must already have worked there for at least one year.
- 3.3. The requirement of bilinguality referred to in No. 3c) will be determined by means of a language test before the children are admitted to the school. The language test is to be given by the administration or a faculty member of the John F. Kennedy School.

People belonging to the Anglo-American cultural environment in the sense of Nr. 3c) are citizens of the United States of America or Canada whose mother tongue is English.

4. If the number of applicants who meet the conditions set out in No. 1 exceeds the number of places available to children without preferential advantages, the distribution of places will be decided by lottery.

There will be a public drawing of numbers conducted by the Zehlendorf District Office (Bezirksamt) in May of the year of admission for German children and in June of the year of admission for American children. The drawing of numbers will take place in the presence of representatives of the Inspection Committee and the School Administration.

In addition to the names drawn for the available places, another 10 names will be drawn for the German and for the American contingent, respectively, and put on a waiting list from 1 through 10 in the order drawn. Should vacancies occur in the Entrance Class before the end of the calendar year, these places will be offered to the children on the waiting list in the order of 1 through 10. The waiting list becomes invalid at the end of the calendar year. Preferential acceptance in accordance with the provisions of No. 3c) will not supersede the waiting list.

Each child can be entered only once in the lottery. Siblings who are registered for joint admission to the Entrance Class have only one chance in the lottery.

Admission to grades 1 through 13

5. The school administration will decide on admission to grades 1 through 13 according to educational criteria with due regard to the principles set out in Article I. 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 the probationary period. Beyond this stipulation, the provisions of the transfer regulations apply. A child who has successfully attended the John F. Kennedy School for at least one year and who, following an absence, wishes to return, can be accepted on a priority basis.

Proof that a student meets the requirements for admission to the grade level for which he or she is applying is provided by the presentation of a suitable report card for the previous grade level from a German public school or recognized private school or from a comparable American school. The child's bilinguality will be determined by a language test as set forth in Article I, No. 3.3.

If a student comes from an approved alternative school (genehmigte Ersatzschule) or recognized private school that differs significantly from Berlin schools in its organization, curriculum, or educational methods, an entrance examination is additionally required to determine the student's educational level.

During the course of the school year applicants who are children of Americans serving in Berlin in an official capacity will be admitted without a waiting period if they meet the educational requirements, if the situation in the particular class makes their admission educationally feasible, and if the percentage of official Americans in the grade level in question is less than two-thirds of the American contingent for grades Kindergarten, 1, and 2, and less than one-half for grades 3 through 13.

6. Children who possess neither German nor American citizenship can be admitted only by decision of the Educational Directorate (§3, Section 4 of the Kennedy School Law). They will be counted as part of the American or German contingent depending on their native language. A child who speaks neither German nor English shall not be accepted.

III. Procedure

7. Decisions concerning preferential admission (Article 1, No. 3) and assignment to the two contingents (Article I, No. 2) will be made by the Managing Principal of the John F. Kennedy School in consultation with the responsible member of the school administration.

8. If an objection is raised against the decision of the Managing Principal of the school, the Managing Principal will examine whether the objection can be remedied. If he or she believes that the objection cannot be remedied, the Admissions committee will consider the matter. After deliberation, the Admissions Committee will propose a decision and forward its recommendations to the Secretary of the Chairperson of the Educational Directorate. The Secretary of the Chairperson will draft a decision on the objection taking into account the recommendations of the Admissions Committee.

The draft decision will be sent to the Senator for Education for concurrence and signature, and then submitted to the Chairperson of the Educational Directorate for final signature.

9. The school administration will publicize the existing admission possibilities far enough in advance through the official Berlin journal(s) in which public announcements are required to appear:

10. These regulations of admission take effect as resolved by the Educational Directorate on March 8, 1988, and will apply as of the 1988-1989 school year.