



Admission Guidelines for the Kindergarten of the DSSI

§1 Fundamentals

In addition to its pedagogical and educational goals, the Kindergarten of the German School Seoul International (DSSI) has committed to acquainting itself with its host country of South Korea with the intention of fostering human and cultural relations and promoting mutual understanding. The Kindergarten imparts an excellent multilingual international education within the context of German and European culture and educational tradition.

§2 Admission requirements

- I. The Kindergarten of the DSSI is open to children of German and non-German citizenship who have completed the third year of their life, provided that there is no obstruction to this from the side of Korean law.
- II. In reasonable exceptional cases, children may also be admitted prior to completing the third year of their life, provided that the Kindergarten's capacity allows for it and that there are no pedagogical or organisational reasons to speak against it.
- III. The ability to speak German on a native level is not a requirement for admission to the Kindergarten of the DSSI. Children who do not speak German on a native level are, however, expected to learn the language over time in order to be able to participate in the daily Kindergarten routine and be able to follow lessons upon entry to the Grundschule. Children's language abilities may be determined through a language test following direction from the School or Kindergarten management.
- IV. Prior to admission, the Kindergarten management of the DSSI is to be informed about any cognitive, emotional or social peculiarities and the corresponding assessments are to be submitted. Should there be or should there have been special educational needs, then this is to be communicated to the DSSI. In the event that this information is not disclosed in advance, the admission offer may be retracted, or admission cancelled.
- V. Children with exclusively Korean citizenship must be able to provide proof of residence outside of Korea for at least 1,095 days.
- VI. The following documentation must be submitted in order to be admitted to the DSSI Kindergarten:
 - A. Filled in and signed registration form
 - B. Filled in and signed admission questionnaire
 - C. Signed statement of agreement to membership in the DSSI School Association
 - D. Filled in and signed consent form on creation and use of image, video and audio material



- E. Filled in and signed consent form on the processing of data for the School and Kindergarten lock system
- F. Filled in and signed consent form on participation in school trips
- G. Copies of passports and Alien Registration Cards of the legal guardians of the child
- H. Child's birth certificate
- I. For parents with exclusively Korean citizenship: Proof of residence of the child outside of Korea for more than 1,095 days.

§3 Admission procedure

- I. Admission is decided by the school principal as well as the board upon recommendation from the Kindergarten management under consideration of the admission criteria specified in §4.
- II. The child's legal guardians must use the provided registration form to request admission to the Kindergarten for the upcoming kindergarten year by no later than March 15th of the current kindergarten year.
- III. Legal guardians whose children are admitted will receive a confirmation. Legal guardians whose children are not admitted will receive a rejection. The written letters will be issued through the Kindergarten management or the DSSI administration by March 31st.
- IV. Children who upon entering the Kindergarten would be attending the Preschool and who will likely require additional language support, may upon consultation with the Kindergarten management and the language support coordination team take a language test which may result in non-admission to the Kindergarten.
- V. Should parents receive a rejection due to capacity reasons, they may request admission of their child into the applicants list within one month following receipt of rejection. This application is carried out informally via email to the Kindergarten management or the DSSI administration. Inclusion in the applicants list is not a guarantee that the child will receive a spot in the following kindergarten year.
- VI. Before the first day of the new kindergarten year, there will be at least one mandatory person-to-person acclimatisation consultation with at least one legal guardian. The main topic under discussion will be the acclimatisation plan, basic elements of the Kindergarten's educational approach as well as pedagogical and organisational questions.
- VII. Since the new children's start into the kindergarten year is tiered, individual children's first kindergarten day may not necessarily fall on the same day as the official first day of the kindergarten year but may, depending on the number of new admissions, be pushed further back. The exact start date will be revealed to the legal guardians no later than during the acclimatisation consultation discussed in §3 (V).



§4 Admission criteria

- I. Children and employees of the DSSI, as well as of the German, Austrian and Swiss embassies, will be admitted on a preferential basis while taking into account the admission guidelines.
- II. When admitting new children, attention is paid to ensure balanced gender, age and sociodemographic ratios across the individual Kindergarten classes, as well as at the Kindergarten as a whole. Attention is to be paid to avoid over-representation of children with German-language support needs.
- III. Subsequent to points §4 (I) and §4 (II), admission to the Kindergarten is decided as per the following criteria in cascading fashion:
 - A. Children who already have siblings at the DSSI School or Kindergarten.
 - B. Children who are likely going to attend German-language educational institutions in the future. This could, for example, be deduced on the basis of familial relations or socializational or cultural links to Germany.
 - C. Children whose command of the German language enables participation in the Kindergarten or where it is expected to enable it in the foreseeable future. Language ability can be determined through a language test upon instruction from the School or Kindergarten management.
 - D. Children who will attend Preschool during the admission year, provided that there is no discrepancy with §4 (II).
 - E. Children who are in the process of registering for the School or Kindergarten with their siblings.
 - F. Children whose date of birth dates back the farthest.
 - G. Children whose application date goes back the farthest.
 - H. If all criteria are the same, then the decision is left to chance.

§5 Admission guidelines for the Preschool

The admission procedure and the corresponding criteria for admission to the Preschool of the Kindergarten of the DSSI are laid out in the 'Admission Guidelines for the Preschool of the DSSI' and entered into force by way of approval from the board on 06/12/2019.

§6 Entry into force

The 'Admission Guidelines for the Preschool of the DSSI' enter into force immediately upon approval from the board.