



MEF National Primary School

Access and/or Admission

Policy

2023 - 2024

Objective

MEF National Primary School accepts students who are proficient in the Turkish language into the school community.

The admission policy outlines the admission procedure. The school community includes students from different ethnic groups, backgrounds and beliefs. The school admits students who are emotionally, socially, physically and cognitively ready for school.

At MEF National Primary School, the student community is seen as an influential component in the personal and social development of students. It is believed that universal education will enable students to respect and tolerate differences and be sensitive to the cultures and rights of others. Students who meet the appropriate requirements in this regard will be enrolled regardless of their different characteristics such as gender, race, color, nationality, and religion.

All students enrolled in MEF National Primary School have the right to benefit equally from all programs and resources available to students.

KINDERGARTEN ADMISSION POLICY COMMITTEE

MEF Kindergarten has an admission committee as shown in the table below, and they advise the school management on all applications for enrollment.

KINDERGARTEN ADMISSION COMMITTEE	
NAME - SURNAME	JOB TITLE
MRS VASFIYE ÖZLEM GÖRÜR	SCHOOL PRINCIPAL
MRS NECLA KUĞU	VICE PRINCIPAL
MRS MELTEM GEDİK	SCHOOL COUNSELOR
MRS ÖZNUR ENGIN	REGISTRATION OFFICER

PRIMARY SCHOOL ADMISSION POLICY COMMITTEE

MEF Primary School has an admission committee as shown in the table below, and they advise the school administration on all applications for enrollment.

NATIONAL PRIMARY SCHOOL ADMISSION COMMITTEE	
NAME - SURNAME	JOB TITLE
MRS HANDE ENGÜR BOZKURT	HEAD of SCHOOL
MRS EBRU DİLEK EREKTI	VICE PRINCIPAL
MRS BERİL ALTIN	VICE PRINCIPAL

MRS YEŞİM ASLAN	SCHOOL COUNSELOR
MRS BÜŞRA YALÇIN ÖZTÜRK	SCHOOL COUNSELOR
MR ADEM TORUN	HEAD OF HOMEROOM TEACHING DEPARTMENT
MRS ÖZNUR ENGIN	REGISTRATION OFFICER

KINDERGARTEN ENROLLMENT POLICY

According to the Ministry of National Education Regulation on Preschool Education and Primary Education Institutions published in the Official Gazette dated July 26, 2014 and numbered 29072;

Kindergarten accepts children aged 36-72 months. There are three different age groups: 3-4 and 5 years old.

- 36-48 months Children in Small Group
- 48-60 month old children in the Middle Group
- Children aged 60-72 months can be enrolled in the Senior Group. Children aged 69-71 months whose enrollment in primary school is postponed for one year are given priority for enrollment in pre-school education institutions.

Documents Required for Registration:

- 4 photos
- Photocopies of student and parent identity cards
- Vaccine Card
- Ministry of National Education Private Schools Student Registration Form

PRIMARY SCHOOL 1ST GRADE ENROLLMENT POLICY

According to the Ministry of National Education Regulation on Preschool Education and Primary Education Institutions published in the Official Gazette dated July 26, 2014 and numbered 29072;

- Children who are 66 months old by the end of September of the year of enrollment are enrolled in the first grade of primary schools. Children between the ages of 60 and 66 months who are deemed to be developmentally ready for primary school are also enrolled in the first grade of primary school upon the written request of their parents.
- The school directorate may refer 66, 67 and 68-month-old children to pre-school education or postpone their enrollment for one year with a petition submitted by their parents and 69, 70 and 71-month-old children with a medical report certifying that they are not ready to start primary school.

Registration Process

Prospective parents who want to get information about the institution call the registration unit to visit the school and make an appointment or start the process by filling out the application form published on the school website. The registrar meets with the school administrators to make an appointment.

- The administrator makes an appointment with the prospective parents face-to-face or online to introduce and inform them about the school; they are informed about the school's functioning and philosophy. The introduction of the school's physical spaces and the education and training program are carried out in a way that does not disrupt the daily school operation.
- After the informative meeting, an appointment is made with the guidance unit for the "student recognition and school maturity" study by the registrar according to the parent's request.
- After the counseling unit's meeting, the Admissions Committee meets and discusses the student's evaluation.

If the commission's decision is positive, the enrollment unit supervisor informs the prospective parents and sends the enrollment letter.

If the decision of the commission is negative, the prospective parent is informed by the school administrator who interviewed the prospective parent.

PRIMARY SCHOOL ENROLLMENT FOR GRADES 2-4

Registration Process

· Prospective parents who want to get information about the institution call the registration unit to visit the school and make an appointment or start the process by filling out the application form published on the school website. The registrar meets with the school administrators to make an appointment.

- The administrator makes an appointment with the prospective parents face-to-face or online to introduce and inform them about the school. The introduction of the school's physical spaces and the education program are carried out in a way that does not disrupt the daily school operation.
- Following the information, an appointment is made with the guidance unit for the "student recognition and school maturity study" by the registration unit supervisor according to the parent's request.

The head of the department conducts one-on-one interviews with the students who will be coming to the second, third and fourth grades in the middle of the academic year to check their mother tongue proficiency and academic background.

· The Admission Committee, consisting of the guidance unit, the head of homeroom teaching department, the relevant vice-principal and the school principal, meets and evaluates the findings about the student.

If the committee's decision is positive, the enrollment unit supervisor informs the prospective parents and sends them the enrollment letter.

If the decision of the committee is negative, the prospective parent is informed by the school administrator who interviewed the prospective parent.

Documents Required for Registration:

- 2 photos
- Photocopies of student and parent identity cards
- Student certificate (e-school printout of the class of study)
- Equivalency certificate for applicants from abroad
- Petition indicating the wish to study at MEF Primary School
- Ministry of National Education Private Schools Student Registration Form

“STUDYING AT THE SAME SCHOOL IN PRIMARY SCHOOL” POLICY

The fact that a student is enrolled in MEF Primary School does not mean that he/she will continue his/her education for the current year and/or for the duration of his/her primary school education. Students who wish to leave MEF Primary School apply to the head of school with a petition written by their parents. After the approval of the head of school, the petition is sent to the accounting unit for processing.

Admission and Language Policy

The official language of instruction at MEF National Primary School is Turkish. For this reason, all students applying for enrollment at MEF National Primary School are expected to have a good command of Turkish to follow the course content.

ADMISSION AND INCLUSION POLICY

After enrollment, the parents of the student whose differences are observed by the teachers and the School Counsellor are invited to a meeting and information is exchanged. The student's development is followed up with a plan of action to be developed by the school and the family. Students who do not show the desired development with the action plan are referred to the Guidance Research Center or a specialist.

Sources:

- MEF Schools Assessment Policy, 2023.
- MEF Schools Language Policy, 2023.
- MEF Schools Inclusion Policy, 2023.

Annexes:

1. REVISION DATE January 2024
2. MEF NATIONAL PRIMARY SCHOOL REVISION COMMITTEE: 2023 - 2024 Academic Year. (Updated at the beginning of each academic year by the HOS and primary school teachers)

MEF NATIONAL PRIMARY SCHOOL	
NAME - SURNAME	JOB TITLE
MRS HANDE ENGÜR BOZKURT	HEAD of SCHOOL
MRS EBRU DİLEK EREKTI	VICE PRINCIPAL
MRS BERİL ALTIN	VICE PRINCIPAL
MRS YEŞİM ASLAN	SCHOOL COUNSELOR
MRS BÜŞRA YALÇIN ÖZTÜRK	SCHOOL COUNSELOR
MRS SIBEL ULUKÖY	PYP COORDINATOR
MR ADEM TORUN	HEAD OF HOMEROOM TEACHING DEPARTMENT
MRS ÖZLEM ÇURAKI OYMA	HEAD OF GUIDANCE AND COUNSELLING DEPARTMENT