

Admission Policy
to the IGCSE and IB Diploma Programmes
at CJD International School

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Inhalt

1. Admission Overview.....	3
2. Admission Process.....	4
1. Initial Contact	4
2. Initial Interview & School Tour.....	4
3. Extra Step: Years 9 – 12 for IGCSE & IB Diploma.....	4
4. Offer of Admission.....	4
3. Transition from the IGCSE to the IB Diploma Programme at the International School.....	5
4. Structure of the Diploma Programme.....	6
Studies in Language and Literature.....	6
Language Acquisition	6
Individual and Societies, Sciences, Mathematics.....	7
5. IB Diploma versus IB Certificates	8
IB Diploma	8
Bilingual diplomas	8
IB Certificate(s).....	9
6. Trial Days	10
7. Financial Support.....	10
8. Attachment: Subject choices at the CJD International School.....	11

1. Admission Overview

The CJD International School Braunschweig-Wolfsburg is open and invites all interested families and students to apply. We are an inclusive school and always do our best to support the needs of our learners. Since its inception in 1947, the CJD has operated with the philosophy that “Keiner darf verloren gehen” or “Let no one be lost.” We hope to empower and help all our students reach their potential, regardless of their background, special needs, or socio-economic status.

However, we also must act in the best interests of all applicants who wish to join our school. In some instances, we may not be the best institution to support students in achieving their long-term goals or offer the right kind of support for some types of special needs. In approving an application and offering admission, we want to be certain that a new student can access and benefit from our educational programmes.

The Cambridge IGCSE and IB Diploma programmes are academically challenging and balanced education programmes. They address the intellectual, social, emotional, and physical well-being of students and are respected by universities across the globe.

Each programme is committed to developing students according to the attributes shown in the Cambridge learner and IB learner profiles. Both programmes are designed to be continuous, two-year programmes.

If a student seeks to enter the school mid-program, e.g., completing Year 11 or Year 9 in another international school but then transferring to CJD International School, the school must determine the suitability of such a transfer. In addition to the admission steps outlined above, the relevant academic coordinator will need to review the selected classes and academic performance to ensure that the student is on track to be successful for the summative assessments. If a student is not on track or performing poorly, the school may ask the student to restart the programme.

2. Admission Process

1. Initial Contact

Parents should contact the school office or register for an appointment. We will ask for basic background information, such as the age and grade level of the student seeking admission. Parents are asked to submit the FB Contact Form and additional documents. To process the application, we need to assess the student's academic performance and level of attainment to ensure that they are placed in the right year group. All students need to have proof of double measles vaccination.

2. Initial Interview & School Tour

Once we have the basic background information, we want to meet the family and the potential new student. We will set an appointment for an on-site or virtual tour to provide an overview of our academic and extracurricular offers.

3. Extra Step: Years 9 – 12 for IGCSE & IB Diploma

We require a motivational letter and an admissions interview for students applying to the IGCSE or IB Diploma Programme. We do this to get a better idea of our students' goals for the future and determine their level of proficiency in English. If the level of language proficiency is still unclear, we may require a potential student to take an entrance exam conducted by our English teachers.

4. Offer of Admission

Once steps 1 – 3 are completed, the application for admission will be reviewed. If the application is accepted, an offer of admission and a school contract will be sent to the parents.

3. Transition from the IGCSE to the IB Diploma Programme at the International School

At CJD International School, the IB Diploma Programme is open to students who have successfully completed ten years of education. We accept the MYP, IGCSE or a nationally recognized curriculum with ten years of schooling for admission to the IB DP programme. To assist student placement in the correct courses and levels, we have revised the subject selection options for the students to ensure success in the IB Diploma Programme.

We are convinced that IGCSE classes develop and reinforce a broad range of skills needed for the IB Diploma programme in Years 11 and 12. IGCSE exams are a good preparation for the IB DP.

In the past years, we have experienced many students who struggled with the IGCSE programme and were not able to participate in the IB DP successfully. Students and their families interested in the IB Diploma programme at CJD International School should be aware of the minimum requirements to be accepted to the IB Diploma programme:

Students need to achieve a passing grade of C in the IGCSE exams in English as a First or Second Language, Mathematics, and one Natural Science (Biology, Physics, or Chemistry).

4. Structure of the Diploma Programme

A candidate must take and complete the assessment components for six subjects (three Standard Level and three Higher Level), together with these core elements:

- Theory of Knowledge (TOK)
- the Extended Essay (EE)
- Creativity, Activity, Service (CAS).

Candidates must take at least one course from each of the following subject groups:

- Studies in Language and Literature
- Language Acquisition
- Individuals and Societies
- Sciences
- Mathematics.

Students may take two courses in the studies in language and literature groups (in different languages) in place of a language acquisition course.

Studies in Language and Literature

Students with a passing degree in IGCSE First Languages (English, German, Spanish) usually continue in the Language A Language & Literature Course in the IB Diploma Programmes. A grade B or better in IGCSE is required for students who want to choose a Language A course on Higher Level. If Language A is not offered as a course in school, the student may consider taking the language as a self-study subject. This option must be discussed with the IB Coordinator before submitting the final subject choice.

Language Acquisition

Two years of foreign language courses are generally a prerequisite to enrolling in IB Language Acquisition courses (English B, German B, or Spanish B).

Individual and Societies, Sciences, Mathematics

To select Mathematics, Geography, Biology/Physics / Chemistry, or Computer Science as Higher-Level subjects in the IB Diploma Programme, the IGCSE exams must have a "B" or better grade.

Algebra I, Algebra II, and Geometry must be taken before Year 10 as a pre-requisite to IB Mathematics Applications & Interpretation (AI) or Analysis & Approaches (AA).

Admission to Higher Level Mathematics (AA or AI) generally requires enrollment in Year 9 & 10 Extended Maths and a teacher recommendation. Students transferring from other schools should enquire about taking Higher Level Mathematics before the final submission of their subject choice.

Exceptions may be considered for students who start in Year 10 at CJD International School.

5. IB Diploma versus IB Certificates

While the majority of our students enroll in the IB Diploma, we also have other available options

- IB Certificate(s),
- IB Diploma/ IB Bilingual Diploma

IB Diploma

To achieve an IB Diploma, candidates must meet the Diploma Programme (DP) passing criteria: The highest score that a candidate can achieve is 45 points. The maximum points of 45 is obtained from 6 (subjects) times 7 (top grade) plus 3 points from the core.

The IB Diploma is internationally recognised and allows the next step of education to be started at colleges or universities. The IB Diploma is recognized as equivalent to the German Abitur under certain requirements in Germany.

A candidate can only receive an IB Diploma if the following conditions are met.

- CAS requirements are met.
- The candidate has achieved at least 24 total points.
- A grade has been awarded in all subjects, TOK and the EE.
- A grade of at least a 2 has been awarded in all subjects.
- No more than two grade 2s were awarded (SL or HL).
- No more than three grade 3s or below awarded (SL or HL).
- The candidate has at least 12 points on HL subjects. (For candidates who register for four HL subjects, the three highest grades count.)
- Candidates have at least 9 points on SL subjects. (Candidates registering for two SL subjects must be awarded at least 5 points at SL).

Bilingual diplomas

In addition to the usual diploma, a "bilingual diploma" can be awarded to a candidate who:

- Complete two languages selected from group 1 with a grade 3 or higher in both.

- Complete one of the subjects from group 3 or group 4 in a language different from the candidate's group 1 language. The candidate must get a grade 3 or higher in both the group 1 language and the subject from group 3 or 4.

IB Certificate(s)

Not all students choose to take the full course load leading to a diploma. Instead, some take a few DP courses in areas of particular interest or strength.

This option is for students who take a single IB course or multiple IBDP courses and some internally created exams. The student would be awarded an IB certificate for each examination and course successfully passed.

For all non-IB Diploma subjects, students must take an internally designed assessment and pass with an average of 60%.

6. Trial Days

We can offer trial days if a potential student is interested in getting more hands-on experience. Trial days can vary from a partial day up to one week. The parents will need to contact the relevant academic coordinator and set up the date and time for the visit. Please note that some students are testing or engaged in projects such as work experience at certain times of the year. Therefore, in some instances, trial days may not be possible.

7. Financial Support

The CJD International School Braunschweig-Wolfsburg accepts scholarship applications based on financial need. The Scholarship Application Form is available in both English and German. The list of required documents and applications is available on our website. Please note the following points regarding scholarships:

The CJD does not provide full scholarships but does offer a reduction of fees depending on the parents' income

The funding for scholarships changes annually. Students must reapply, and parents must recertify their income level every year.

Scholarship applications for the forthcoming academic year should be submitted before June 1st. The school website provides more details on the application process.

Students who receive a scholarship are expected to be in good academic standing. If a student develops a poor attendance record stemming from unexcused absences or receives poor academic results, they may risk losing all financial assistance.

8. Attachment: Subject choices at the CJD International School

Group 1	English A Lang Lit	HL	SL
	German A Lang Lit	HL	SL
	Spanish A Lang Lit	HL	SL
	SSST Language	_____	SL only
Group 2	English B	HL	SL
	German B	HL	SL
	German Ab Initio		SL only
Group 3	Geography	HL	SL
	Business Management	HL	SL
	Economics	HL	SL
	Psychology		SL only
Group 4	Biology	HL	SL
	Physics	HL	SL
	Chemistry		SL only
Group 5	Mathematics AI	HL	SL
Group 6	Computer Science		SL only
	Pamoja Course	_____	

Important: KMK requirements for recognition in Germany

2 Languages – at least one must be an advanced foreign language (Language A or Language B HL)
 one of the three higher-level subjects must be a language, mathematics or a natural science subject
 Minimum of 24 points with 12 points in the HLs
 All courses must be taken for 2 years