



Jelgava State City Council
JELGAVA SPIDOLA STATE GYMNASIUM

Reg. No 2819903270, Sarmas iela 2, Jelgava, LV 3001, tel. 63029212, e-mail sgim@izglitiba.jelgava.lv
Jelgava

February 28, 2022

No 1/ 2022

INTERNAL RULES
**ADMISSION RULES FOR THE STUDENTS OF
JELGAVA SPIDOLA STATE GYMNASIUM**

*Issued pursuant to
Section 31, 39 and 41 of General Education Law,
11.01.2022. Cabinet of Ministers regulation No 11
“Procedures for Enrolling Students in and Discharging from
General Educational Programs, and also for Moving Them up into the Next Grade
and Regulations of Jelgava Spidola State Gymnasium*

I. GENERAL PROVISIONS

1. The rules of admission for the students to Jelgava Spidola State Gymnasium (hereinafter - JSG) determine the procedures and criteria which must be observed when admitting the learners (hereinafter - students) for the acquisition of primary and secondary education at JSG.
2. JSG admits pupils for:
 - 2.1. Acquisition of the second stage of primary education (grades 7-9) (in the fields of commercial sciences, social sciences, environmental sciences - KOM, SOC, VID),
 - 2.2. Acquisition of the general secondary education (grades 10-12) (commercial sciences, social sciences, environmental sciences- KOM, SOC, VID),
 - 2.3. Acquisition of the International Baccalaureate Middle Years Programme (hereinafter- MYP).
3. Admission and staffing of new classes take place in the grades 7 and 10, in accordance with the order of Jelgava City Council. In other classes (grades 8, 9, 11 and 12), students are admitted to vacant places.

II. ADMISSION PROCESS

4. The admission commission is approved by an order of the school director.
5. School report or certificate of basic education is a precondition for the admission.
6. Students with a grade lower than 5 in a subject are not admitted to JSG.
7. Upon joining JSG, an integrated entrance examination of the acquisition of basic and transversal skills is organized for students in accordance with the approved entrance examination program and procedure.
8. In order to purposefully choose the direction of education, admission interviews (structured interview) are organized for the students with the admission commission, the student submits a motivation letter based on a certain plan. The language of admission interview for MYP students is English.
9. The interviews are recorded by the commission, after the admission, the letter of motivation is attached to the personal file of the student and the assessment obtained in the entrance examination is recorded in the electronic summary table of results used to create the admission list.

10. In the summary table of admission results of the grades 7-9, the commission summarizes:
 - 10.1. the average annual assessment of school report,
 - 10.2. the annual assessment in English language, Latvian language and literature, mathematics, Latvian and world history, and natural sciences, emphasizing:
 - 10.2.1. the assessment in mathematics and literature of commercial science class,
 - 10.2.2. the assessment in Latvian history, world history and literature of social sciences class,
 - 10.2.3. the assessment in natural sciences and mathematics of environmental sciences class.
 - 10.2.4. the assessment in English language and mathematics of MYP class,
 - 10.3. the assessment of entrance exam.
11. In the summary table of admission results of the grades 10-12, the commission summarizes:
 - 11.1. the average annual assessment of the Certificate of basic education or school report,
 - 11.2. the annual assessment in English language, Latvian language and literature, mathematics, Latvian and world history, physics, chemistry, biology and geography, emphasizing:
 - 11.2.1. the assessment in mathematics of commercial sciences class,
 - 11.2.2. the assessment in Latvian and world history of social sciences class,
 - 11.2.3. the assessment in physics, chemistry, and biology of environmental sciences class,
 - 11.3. the assessment of entrance exam.
12. Students who have received higher scores, have the advantage of being admitted to JSG.
13. The advantages (considering the same number of points received) of being admitted to JSG apply to:
 - 13.1. students who have completed basic education at JSG,
 - 13.2. students, whose parents work for JSG,
 - 13.3. students, whose siblings are learning at JSG,
 - 13.4. large families, orphans.
14. The timing of the entrance examinations, the application deadline, the entrance examination program, and procedure are approved by an order of the school director and published on the school's website one month before the entrance examination.
15. The student is informed about the results of the entrance examination within five working days after the occurrence of the entrance examination.
16. Students are admitted on the basis of the decision of the admission commission, after signing the mutual co-operation agreement.

III. ADDITIONAL CONDITIONS FOR ADMISSION TO MYP

17. Additional conditions have been set for students of the MYP program in order to successfully and qualitatively master the curriculum and achieve the goals of IB.
18. Parental co-payment for the acquisition of MYP are determined by the municipality:
 - 18.1. 50 EUR per month,
 - 18.2. students declared in Jelgava municipality whose household has been granted the status of low-income are exempt from co-payment.
19. The daily learning process of working in an international digital environment requires:
 - 19.1. a personal laptop,
 - 19.2. prior knowledge and desire to learn English language in depth, high learning motivation and interest in getting involved in project implementation.