

## Admission Policy for the bilingual class, which is also enrolled in the IB Diploma Programme at the Literargymnasium Rämibühl, Zürich

### 1. General Admission Policy for the Literargymnasium Rämibühl

Admission to the Literargymnasium Rämibühl (a state school) is regulated by the "Regierungsrat" in the "Reglement für die Aufnahme in die Gymnasien mit Anschluss an die 6. Klasse der Primarschule" (englisch: "Regulations for admission to secondary schools following the 6th class of primary school", Appendix 1). Relevant points are summarized below:

- To be admitted to the school students must pass a written admissions examination. Examination subjects are German and Mathematics.
- Students with disability-related difficulties have the right to request measures to compensate for their difficulties for the admission examination ("Nachteilsausgleich"). The school management decides on the use of special aids or the arrangement of special conditions so that the student's performance can be appropriately assessed. (See: Inclusion Policy.)
- Passing the entrance examination entitles the student to enter a probationary period of one semester. After the probationary period has expired, the class council decides on final admission in accordance with the regulations.
- Only students who have not reached the age of 15 before August 1st of the year of entry are admitted to the 1st grade. The corresponding higher age applies for admission to a higher school year.
- Students who want to enter a higher class or the 1st class after the start of the school year must provide evidence of their previous education. The head of school assesses the equivalence of previous education and decides on admission. Students may have to take an extraordinary entrance examination as ordered by the school management. The passed entry examination entitles the student to enter a probationary period of one semester. After the probationary period has expired, the class council decides on final admission in accordance with the regulations

### 2. Admission Policy for the IB Diploma Programme

Admission to the bilingual baccalaureate course offered by the Literargymnasium Rämibühl is regulated by the "Regierungsrat" in the "Reglement für die Aufnahme in einen zweisprachigen Maturitätsgang an den Gymnasien des Kantons Zürich" (englisch: "Regulations for admission to a Bilingual Secondary School Diploma programme at secondary schools in the Canton of Zurich", Appendix 2). Relevant points are summarized below:

- Admittance to the bilingual class, which is also enrolled in the IB Diploma Programme at the Literargymnasium Rämibühl is open to all students who have successfully completed Grades 1 and 2 of the Literargymnasium or any other Swiss state Gymnasium. Students from grade 2 of the school or those applying from another school will usually be expected to have a grade of at least 4.5 (6 being the best grade, 4 being a pass) in the subjects German and Mathematics.
- There is no entitlement to be accepted into a bilingual baccalaureate course. The head of school and the IB coordination decide on admission:
  - a. depending on the available places,

- b. based on the grade in the subjects German and Mathematics of the February report of the 2nd grade
- c. based on interviews with teachers teaching the student at the time of his/her application
- d. priority will be given to students from lower grades of the Literargymnasium.
- The school management can take special circumstances into account when making the admission decision.

### **3. Review process**

This admission policy is evaluated on a regular basis and will be reviewed no later than 5 years from the date of publication or whenever the head of school and/or the IB diploma programme coordination deem it to be necessary.

January 2025, IB coordination (AN, KH), Literargymnasium Rämibühl

**Appendix 1: Aufnahmereglement (translation)**

## Regulations for admission to secondary schools following the 6th class of primary school

(dated January, 13th 2010)<sup>1,2</sup>

*The Governing Council,*

based on § 14 of the Secondary School Act dated June 13th, 1995<sup>5</sup>,

*hereby resolves:*

### A. General provisions

§ 1. Entry to the 1st class is possible from the 6th class of the primary school in Zurich or presupposes an equivalent education. Students<sup>10</sup> from the 1st class of a public secondary school in Zurich or an equivalent private or extra-cantonal school level are not admitted. Previous education

§ 1 a. <sup>1</sup> Early admission to the entrance examination is possible in exceptional cases from the 5th class of primary school. Early admission  
from the 5th class.

<sup>2</sup> The school management of the respective secondary school decides on the request of the parents, whereby the decision is based on the reports and recommendations of the designated bodies. Exceptional cases  
Request and  
decision

<sup>3</sup> When the 6th class of primary school is skipped, the 5th class teacher prepares a report for the School Psychology Service in preparation for entry into the 1st class of secondary school. They will conduct an assessment. The school administration makes a recommendation based on the reports to the secondary school and a neutral assessment body appointed by the Department of Education. The neutral assessment centre, for its part, shall submit an expert report to the secondary school based on a review of the previous investigations and any supplements prior to the registration deadline for the entrance examination. Procedure

§ 2. <sup>1</sup> Only students who have not reached the age of 15 prior to August 1st of the year of entry are admitted to the 1st class. The correspondingly higher age year applies for admission to a higher school year.<sup>10</sup> Age limit

<sup>2</sup> The school management decides on admission in exceptional cases.

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Non-cantonal residence	<p>§ 2 a.9 1 Students residing outside the canton may be admitted if they fulfil the admission requirements, there are free places available and the assumption of costs is guaranteed.</p> <p>2 We reserve the right to make admissions based on an agreement.</p>
Examination dates	<p>§ 3. 1 The regular entrance examinations are held in the 2nd semester of the school year.6</p> <p>2 Each secondary school organises and conducts extraordinary entrance examinations if there are special reasons. Where there is a sufficient demand, they must be scheduled at least at the beginning of each semester.10</p>
Registration fee	<p>§ 3 a.9 1 The registration fee for the ordinary entrance examination is CHF 50.</p> <p>2 A reasonable fee is charged for the extraordinary entrance examination.</p>
Type of exam	<p>§ 4.10 The examinations are in writing.</p>
Examination location and public	<p>§ 5.10 The examinations are held at the individual schools and are not public.</p>

### B. Admission to the 1st class

Requirements	<p>§ 6.6 The curriculum and the compulsory teaching materials of the Zurich primary level as well as the follow-up programme for the transition from primary level to Zurich secondary schools issued by the Education Council shall be authoritative for the requirements of the entrance examination.</p>
Dates a. Registration	<p>§ 6 a.9 Registration for the entrance examination should be completed by February 10th of the school year preceding the transition.</p>
b. Exam	<p>§ 6 b.9 1 The standardised entrance examinations are held at the same time in March, usually in calendar weeks 10 or 11.</p> <p>2 The examination is conducted in one day.</p> <p>3 Students who are unable to make the examination date because they have an excuse will be given an opportunity to retake the examination as soon as possible.</p>

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§ 6 c.9 The examination board determines the dates and publicises them in good time. c. Determination and publication

§ 7. The examination subjects consist of German and maths. Exam subjects

§ 8.10.1 The written examination is made up of the following parts: Examination

a. German:

1. Composing a text 60 minutes

2. Linguistic observation and text comprehension 45 minutes

b. Mathematics: 60 minutes

2 The examination tasks and assessment guidelines are drawn up by specialised commissions consisting of secondary school and primary school teachers. The performance is assessed by secondary school teachers, while primary school teachers participate as experts.

§ 9.8, 9.1 Students suffering from disabilities can submit a request to the school management to have measures taken to compensate for the difficulties in the entrance examination (compensation for disadvantages). They must provide proof of the alleged difficulties. Implementation of the exam a. Compensation for disadvantages

2 The school management decides whether to use special aids or to arrange special framework conditions to ensure that the student's performance can be assessed appropriately.

3 The Secondary and Vocational Education and Training Office stipulates the requirements for the proof.

4 The request must be submitted no later than the application for the entrance examination.

§ 9 a.9.1 Students who are unable to take or complete the examination or any part thereof as a result of a compelling, unforeseeable and unavoidable reason for being prevented from doing so are required to immediately report this to the school management or the examination supervisor. b. Prevention

2 The reason for prevention must be documented. Students claiming medical reasons must submit a medical certificate to the school management within three days.

3 Students who fail to attend an examination or any part of it without a valid excuse will have failed the examination.

4 Any reasons for being unable to take the examination that were known or recognisable at the time of the examination cannot be asserted once the examination has been taken in whole or in part.

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c. Dishonesties

§ 9 b.9 1 The school management will declare the exam as failed if a student uses or attempts to use unauthorised aids or engages in any other form of dishonesty during the exam.

2 They may refuse admission to the entrance examination in the case of dishonesty in connection with the application for the examination.

Exam result

§ 10.10 1 The grades for the individual parts of the exam in accordance with § 8 para. 1 are expressed in whole, half or quarter grades.

a. Exam grade

2 The grades of the two parts of the exam in German are equally weighted. The grade is not rounded.

3 The exam grade is the average of the grades in German and maths. The exam grade is rounded to two decimal places if the performance grade is not taken into consideration. It is not rounded if the performance grade is taken into account.

b. Consideration of the performance grade

§ 11.10 1 The performance grade is taken into account when calculating the exam result for students attending the 6th class of a public primary school in Zurich or a corresponding public primary school outside the canton at the time of registration.

2 The performance grade is calculated from the average of the grades in German and maths on the certificate prior to the exam. The grade is not rounded.

3 The parents have the grades confirmed by the teacher and submit them with the registration form.<sup>7</sup>

c. Result with performance grade

§ 12.10 The exam is passed if the average of the exam grade and the performance grade is at least 4.75. The decisive factor is the grade rounded to two decimal places.

d. Result without performance grade

§ 13.10 Students who do not have their performance grade taken into consideration have passed the exam if their written exam grade is at least 4.5.

Bilingual Secondary School Diploma

§ 13 a.9 1 If a school conducts a Bilingual Secondary School Diploma programme for the first two classes, then the school management decides on admission. The decisive factor is the grades of the entrance examination.

2 There is no entitlement to admission.

Notification of the admission decision

§ 13 b.9 1 The school management shall notify the students of the exam result and the decision on admission. They also communicate the decision on admission to the Bilingual Secondary School Diploma programme.

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2 They shall inform the students at the end of the trial period of the decision on definitive admission.

§ 13 c.9 1 The school management shall set at least one date for the examination inspection. They shall inform the students of this together with the decision on admission. Insight into the exams

2 Photos are allowed to be taken of the exams. A fee is charged for making photocopies.

3 Students have the right to inspect the exams during the appeal period.

§ 14.10 Students who have successfully completed the admission procedure for a public secondary school in another canton following the 6th class of primary school are admitted without an examination. Inspection of the exams

§ 15. 1 Admission takes place for a trial period of one semester. The class council will decide on final admission at the end of the trial period in accordance with the graduation regulations.7 Trial period

2 Students who pass the entrance examination are only eligible to enter the trial period in the school year immediately following.

### **C. Admission after the start of the 1st class<sup>10</sup>**

§ 16.10 1 Students wishing to enter a higher class or the 1st class after the start of the school year must submit proof of their previous education. The school management of this school makes an assessment of the equivalence of the previous education and decides whether to admit the student. Prerequisites

2 Admission is possible at the latest one year prior to graduation.

3 Students who were forced to leave their previous school for disciplinary reasons are not eligible for admission. The president of the school committee responsible for the school the student plans to attend makes the admission decision at the request of the school management.

§ 17.10 1 Students from public secondary schools following the 6th class of primary school are admitted to the class level corresponding to their previous school without examination. Admission conditions

2 Repetitions and provisional solutions in the class levels corresponding to the four-year secondary school in Zurich are recognised. The school assumes any disciplinary measures imposed.



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<sup>3</sup> All other students are required to sit an extraordinary entrance examination at the discretion of the school management.

Trial period            § 18. Admission to higher classes and to the 1st class during the school year is subject to a trial period of usually one semester. The class council will decide on final admission at the end of this period in accordance with the graduation regulations. This is subject to § 17 para. 1.

Re-entry                § 19. Students<sup>10</sup> who have left the school are required in principle to pass an entrance examination upon re-entry as directed by the school management. Any potential repetition and provisional solutions will be taken into consideration.

### **D. Special conditions**

Special circumstances            § 20.<sup>10</sup> <sup>1</sup> The school management reserves the right to take special circumstances into consideration when deciding on admission.

<sup>2</sup> The class council is entitled to deviate from the graduation regulations in favour of the student in special circumstances when deciding on definitive admission at the end of the trial period.

Admissions from foreign educational systems            § 20 a.<sup>9</sup> <sup>1</sup> Students from foreign educational systems must provide proof of their previous education.

<sup>2</sup> The school management assesses whether the previous education is equivalent. They may require that students take an entrance examination or accept them as guest students.

Guest students            § 21.<sup>10</sup> <sup>1</sup> The school management may admit guest students in special cases. Admission is without examination and generally for a maximum of two semesters.

<sup>2</sup> Guest students wishing to be accepted as students are generally bound by the graduation regulations in the second semester. They will be accepted if they fulfil the graduation requirements. Admission can be granted one year before graduation at the latest.

### **E. Right of appeal**

§ 22.9<sup>1</sup> Decisions on admission may be appealed to the Department of Education.

<sup>2</sup>In the event of orders concerning performance grades, a decision by the school administration may be requested.

<sup>3</sup>If the performance grades are contested together with the decision on admission, the Department of Education generally suspends the appeal procedure until the decision of the school administration is finalised.

### **F. Final provisions**

§ 23. These regulations take effect as of January 1st, 1986<sup>3</sup> and replace the regulations for admission to secondary school section I of the cantonal schools dated November 6th, 1973. Validity

#### **Transitional provision to the amendment dated July 6th, 2005 ([OS 60.276](#))**

Students failing the trial period in the 2004/05 school year will be admitted to the trial period in the 2005/06 school year without examination, insofar as they have not exceeded the age limit in accordance with § 2.

#### **Transitional provision to the amendment dated July 16th, 2008 ([OS 63.438](#))**

The amendment<sup>4</sup> to § 1 adopted on May 28th, 2008 is not applicable to those students attending the 6th class of primary school in the 2007/08 school year.

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### **Transitional provision to the amendment dated April 3rd, 2019 ([OS 74,](#)**

[352](#)) The cut-off dates for the age limit in accordance with § 2 are as

follows:

- a. May 1st until the year of entry 2021,
- b. May 16th in the year of entry 2022,
- c. June 1st in the year of entry 2023,
- d. June 16th in the year of entry 2024,
- e. July 1st in the year of entry 2025,
- f. July 16th in the year of entry 2026,

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<sup>1</sup> [OS 65, 90](#); For justification, see [ABI 2010, 118](#).

<sup>2</sup> Entry into force: March 1st, 2010.

<sup>3</sup> These new regulations enacted by the Governing Council enter into force on March 1st, 2010. They replace the regulations of the same name issued by the Education Council on July 23rd, 1985.

<sup>4</sup> [OS 63, 279](#).

<sup>5</sup> [LS 413.21](#).

<sup>6</sup> Version as per RRB dated July 6th, 2011 ([OS 66, 569](#); [ABI 2011, 1952](#)). In force since August 22nd, 2011

<sup>7</sup> Version as per RRB dated February 8th, 2012 ([OS 67, 139](#); [ABI 2011, 289](#)). In force since August 20th, 2012

<sup>8</sup> Repealed by RRB dated February 8th, 2012 ([OS 67, 139](#); [ABI 2011, 289](#)). In force since August 20th, 2012

<sup>9</sup> Inserted by RRB dated April 3rd, 2019 ([OS 74, 352](#); [ABI 2019-04-12](#)). In force since August 1st, 2022 ([OS 76, 267](#)).

<sup>10</sup> Version as per RRB dated April 3rd, 2019 ([OS 74, 352](#); [ABI 2019-04-12](#)). In force since August 1st, 2022 ([OS 76, 267](#)).

**Appendix 2: Aufnahme zweisprachige Matura (translation)**

## 413.250.31

### Regulations

#### for admission to a Bilingual Secondary School Diploma programme at secondary schools in the Canton of Zurich

(dated May 28th, 2008)<sup>1</sup>

*The Governing Council,*

based on § 3 para. 2 and § 14 of the Secondary School Act dated June 13th 1999<sup>2</sup>,

*hereby resolves:*

§ 1. Admission or transfer to a Bilingual Secondary School Diploma programme at the secondary schools of the Canton of Zurich is conditional upon passing an entrance examination in accordance with the following regulations:

- a. Regulations for admission to secondary schools following the 6th class of primary school dated July 23rd, 1985<sup>3</sup>,
- b. Regulations for admission to secondary schools following the 2nd class of high school dated July 23rd, 1985<sup>4</sup>.

§ 2. <sup>1</sup> There is no entitlement to admission to a Bilingual Secondary School Diploma programme. Admission decision

<sup>2</sup> The school management decides on admission:

- a. based on the number of places available,
- b. based on the selection criteria.

<sup>3</sup> The school management reserves the right to take special circumstances into account when making an admission decision.

§ 3. <sup>1</sup> In the event that places have to be allocated to students in the lower level of the long-term secondary school and the secondary level, the school management will take into account students from the various levels in proportion to the number of applications from the different levels. Selection criteria

<sup>2</sup> The decisive factor for admission is the average grade in German and maths:

- a. grades obtained in the entrance examination for students from the 6th class of primary school and from secondary level,
- b. the performance grades of the February report of the 2nd class of the lower level for students from the lower level of the long-term secondary school.

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Reallocation

§ 4. The school management will, wherever possible, organise a reallocation to another school offering a comparable Bilingual Secondary School Diploma programme in the event of rejection.

Trial period

§ 5. The trial period is based on the admission regulations specified in § 1.

Final provisions

§ 6. These regulations enter into force as of January 1st, 2009.

<sup>1</sup> OS 63 244; For justification, see ABI 2008 893.

<sup>2</sup> LS 413.21.

<sup>3</sup> LS 413.250.1.

<sup>4</sup> LS 413.250.2.