



Admissions Policy

Ahliyyah & Mutran

Scholastic year 2020-2021

1 Purpose

- I. To ensure that parents who are interested in Ahliyyah & Mutran are aware of and supportive of the mission and vision of the School.
- II. To admit students who possess high potential in order to enrich the different aspects of school life.
- III. To ensure a clear admissions process for students entering the school (other than at KG level), especially for those joining from a different academic background.

2 Policy Statement

- I. This policy requires coordination between the Superintendent, and Division Heads to specify the number of students admitted in accordance with the branching policy and the estimated budget of the school.
- II. All applications begin through the Registration Office.
- III. This policy requires coordination among the Registration Office, Heads of Divisions, and Head of School with regards to entrance exam results.
- IV. The admission decision is based on the decision of the Superintendent based on entrance exam results, recommendations from Division Heads, and interviews with the student and her/his family.

2.1 Policy details

2.1.1 **Responsible Office/ Contact**

The Academic Director

2.1.2 **The policy applies to**

Head of School, Heads of Divisions and the Registration Office

3 Definitions

No technical terms are defined in this policy.

4 Responsibilities

Responsibilities are mentioned through the policy

5 Procedures

5.1 KG Admissions

Admissions to the School mainly happen in Kindergarten. Applications are reviewed by the KG and PYP Heads and then parents and students are interviewed. The final decision is approved by the Superintendent and is communicated to parents by the Registration Office.

5.2 Primary School Admissions

Students applying to the Primary School are assessed in Arabic, English, and Math. They are later interviewed with their parents by the Head of Division. Reports on the interview with recommendations are forwarded to the Superintendent for final acceptance/rejection.

5.3 Admission to Grades 6 – 10

Applications to Grades 6 – 11 follow a similar procedure. Applicants fill in a special form with all personal and academic information. Students are assessed in Arabic, English, Math, and/or Science, dependent on grade level. An interview with the Division Head ensues. The final decision to accept or reject an application is communicated to the family through the School's Registration Office.

Interviews with students and parents in the School are held to ascertain that parents are aware of and believe in the School's mission and vision for its students. Interviews enable School personnel to get to know the families applying to the school and their reasons for doing so.

5.4 IBDP/IBCP Admissions

As a K – 12 school, most admissions into the IBDP/IBCP are from the students in the Middle School. Following general orientations of both the IB Diploma and IB Career-related Programs given to both students and parents by the IBDP and IBCP Coordinators and University Counselors, students are invited to submit an application to either program and to indicate their requested course selections, based on what they would like to study in the future and on the entry criteria published for DP subjects/levels. (Students and parents are encouraged to meet with our University Counselors to ensure proper course selection.) The IBDP and IBCP Coordinators review the applications and request recommendations from the Subject Coordinators and subject teachers of Grade 10, also taking into consideration the grades awarded at the end of Gr. 10 and how well entry criteria to the DP subjects/levels were met. Gr. 10 students and parents receive e-mails accepting students into the requested program either with the subjects requested or with modifications made by the Coordinator. The admissions process aims to ensure that each student chooses the best possible path that will help her/him flourish in the IBDP/CP and move on to pursue her/his chosen field of study at university level.

5.5 Special Educational Needs

For students with special educational needs, please review our Inclusion Policy.

5.6 Summary of Procedures

Procedure	Those responsible	Grade level	Final deadline
Setting the maximum number of students in each class, the number of sections, and calculating the number of vacancies.	Superintendent /Division Heads / Financial Department / Admission Department	All	September
Announcement to colleagues, graduates and parents of current students for KG1 registration and receiving responses as they have priority/ Opening the door for registration for others.	Admission Department	KG1	September

Opening the door for registration for Grades KG2 – 11 in November.	Admission Department	KG2 - 11	Until vacancies are filled
Reference Check sent to concerned departments for registering new siblings	Admission Department/ Concerned Division Head	KG1 - 11	NA
Arranging for the first interview / Filling the application / Providing required documents/ Conducting entrance exams when applicable	Admission Department	KG1 - 11	
Recommended KG1 applications will be forwarded for the second interview	Admission Department/ KG Department	KG1	
Correcting exams where recommended applications with acceptable academic assessments will be contacted for the second interview.	Divisions	1 - 11	
Accepted applications will be forwarded to the Admission Department to communicate to the parents and request seat reservation within one week if vacancies were available if not to keep the applications on waiting list until the seat reservation is completed in Feb.	Divisions/ Admission Department / Financial Department	KG1 - 11	
Announcement to parents of current students of re-enrolling the students for the coming scholastic year.	Financial Department	All	February
After the seat reservation process is completed, Admission Department will contact parents of pending applications to apologize if no vacancies occurred or accept them if vacancies occurred.	Admission Department	All	March

NOTE: All school policies are reviewed and updated at the end of every academic year by the Language Coordinators, Program Coordinators and Heads of Divisions. Those interested in joining the revision committee are invited to do so when the opportunity is advertised.

6 Resources

No special references are attached to this document.