



الأهلية و المطران  
AHLIYYAH & MUTRAN

# Admission Policy

The Arab Evangelical Episcopal Church Council  
(Ahliyyah & Mutran)



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## Admission Policy

### Policy Objectives:

- To ensure that parents who are interested in Ahliyyah & Mutran are aware of and aligned with the mission and vision of the school.
- To establish a clear admissions process.

### General Guidelines:

- This policy requires coordination between the Superintendent, Division Principals and Registration Department to specify the number of students admitted annually in accordance with the estimated budget of the school.
- The Superintendent approves admission based on entrance exam results and recommendations from the Registration Department and Division Principals.
- All applications begin at the Registration Department.

### Procedures:

School Division Principals will provide the Registration Department, Finance Department, and the administrative management with available capacities per class/section/division for the upcoming scholastic year.

- Applications are submitted online. KG registration commences in September. Grades 1 – t12 registration commences in November. The registration door ends on May 1<sup>st</sup>.
- Applicants and parents are interviewed by the Registration Department.
- Applicants take the entrance exams required by the grade level whenever applicable. Results and recommendations provided are reviewed by the Division Principal followed by an interview with the parents and the applicant.
- The final decision is made by the Superintendent based on the commendations and recommendation of the Division Principal.
- The Registration Department communicates the decision to the parents of the applicants.
- Accepted applicants are guided to proceed with the admission process and pay the tuition fees within a week.



- **IBDP/IBCP Admissions:**

- As a K – 12 school, most admissions into the IBDP/IBCP are from our Middle School students. The process commences with a general orientation of both the IB Diploma and IB Career-related Programs presented to both students and parents of Grade 10 conducted by the IBDP, the IBCP Coordinators and University Counselors. Students are then 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 Grade 10 and how well entry criteria to the DP subjects/levels were met. Students and parents then receive their acceptance via e-mails specifying program offered 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.
- Applications received from students outside Ahliyyah & Mutran undergo the general application procedure of the school.

- **Special Educational Needs:**

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



• **Summary of Procedures:**

Procedure	Those responsible	Grade level	Final deadline
Finalizing the number of students, sections, and class capacities for the scholastic year	Superintendent /Division Principals / Finance Department / Admissions Department	All	September
Opening the registration door to staff members, siblings and graduates and then availing it to others	Admissions Department	All	May 1 <sup>st</sup> – until full capacity
Opening the registration door for Grades KG 1 in September	Admissions Department	KG 1	May 1 <sup>st</sup> – until full capacity
Opening the registration door for Grades KG 2 – 11 in November	Admissions Department	KG 2 - 11	May 1 <sup>st</sup> – until full capacity
Receiving applications, conducting interviews, collecting required documents, conducting entrance exams when applicable	Admissions Department	KG 1 - 11	May 1 <sup>st</sup> – until full capacity
KG applicants' second interview	Division	KG 1 – KG 2	
Second interview for applicants who have passed the entrance exams	Divisions	Gr. 1 - 11	
Payment of annual fees required for accepted applicants within one week of acknowledgment	Admissions Department / Finance Department	KG 1 - 11	
Registration open to existing students for the next scholastic year commencing with seat reservation	Finance Department/ Admissions Department	All	February
New student acceptances finalized	Admissions Department	All	May

**NOTE:** All school policies are reviewed and updated at the end of every academic year by members of the pedagogical leadership team, Programme Coordinators and Heads of Divisions. Teachers interested in joining the revision committee are invited to do so when the opportunity is advertised.