



Al Rawabi Private School

ADMISSION POLICY AND PROCEDURES

This policy shall be shared with all stakeholders at the beginning of the school year and reviewed every year.

Al Rawabi Private School

Admission Policy and Procedures

1. INTRODUCTION

- 1.1 The school policy is based on the spirit of equality, justice and individual rights. The school will admit all students whose educational needs can be met from the available resources & personnel (staff) and based on some admission requirements (academic, psychological and behavioral).

2. SCOPE

- 2.1 This policy applies to all employees at ARPS including:-

- School Staff (All Staff)
- School Students (Existing/New)
- Parents (Existing/New)
- Visitors

3. ABBREVIATIONS

<u>ARPS</u>	<u>Al Rawabi Private School</u>
<u>MOE</u>	<u>Ministry of Education</u>

4. PROCEDURE

4.1 Period of Registration

- 4.1.1 Registration is open for the new academic year starting January of the current academic year until June of the same year. (*Deadline of registration for new admissions may change as per the MOE announcements.*)

4.2 Capacity

- 4.2.1 The school will be able to admit a number of students which does not exceed the authorized capacity approved by the Ministry of Education.
- 4.2.2 The school will make it known through different mass/social media and through the school website, SMS, emails, etc. if the capacity is reached in any grade level.

4.3 Age Criteria

Age Criteria for New Admissions S.Y. 2023-2024	
Grade/Level	Age Criteria
KG1	1st January – 31 st December 2019
KG2	1st January – 31 st December 2018
Grade 1	1st January – 31 st December 2017
Grade 2	1st January – 31 st December 2016
Grade 3	1st January – 31 st December 2015
Grade 4	1st January – 31 st December 2014
Grade 5	1st January – 31 st December 2013
Grade 6	1st January – 31 st December 2012
Grade 7	1st January – 31 st December 2011
Grade 8	1st January – 31 st December 2010
Grade 9	1st January – 31 st December 2009
Grade 10	1st January – 31 st December 2008
Grade 11	1st January – 31 st December 2007
Grade 12	1st January – 31 st December 2006

4.4 Admission Interview/Tests

Admission Interview / Test S.Y. 2023-2024	
Grade/Level	Process
KG1 – KG2	Admission Interview
Grade 1 - 12	Admission Test
Grade 9/10 (IGCSE)	Admission Interview + Test
Grade 11 (IBDP)	Admission Interview + Test

- Students applying for KG 1 to KG 2 must pass the School Admission Interview to be scheduled by the KG Admission Committee.
- Students applying for Grade 1 to Grade 12 must sit for an admission examination in Arabic, English and Math to be scheduled by the Primary / Middle & High School Admission Committee.
- Students applying for Grade 9 & 10 (IGCSE) will be taking a different placement examination and will be interviewed by the IGCSE coordinator.
(See IGCSE Admission and Continuity Policy for more information)
- Students applying for Grade 11 (IBDP) will be taking a different placement examination and will be interviewed by the IBDP coordinator.
(See IBDP Admission Policy – for more information)
- All new applicants have to score of minimum 60/100 in the following skills and subject test:
 - Arabic: Reading & writing.
 - English: Reading & writing.
 - Math: Basic operations.

Failure to attain the minimum score in one of the 3 subjects will result in a reset admission test if the school management see it necessary.

- Students coming from other schools should present a Good Conduct Certificate. However, the school has the right not to register the students for the coming academic year if they do not abide by the school code of conduct and policies. If their behavior during the academic year proves to be an area of concern.
- Students from abroad (*who are not able to take the admission examination – face to face*) must pass the online admission assessment to be scheduled by the Admission Committee.
- The final placement decisions will be confirmed by the School Management.
- The final decisions will be communicated to applicants/parents by the Admission Committee as soon as the results is out, not later than 3 school working days from the date of examination.
- The admission result/decision will be valid for only 2 weeks from the day of approval.
- On the day of the examination/interview, the required documents are:-
 - ✓ Copy of student & parent CPR
 - ✓ Copy of the latest report card (1st Term) (*For Grades 2-12 applicants*)

4.5 Registration

4.5.1 The parents are required to submit the following documents to register/reserve a seat for the student:-

Grade/Level	New Students	Existing Students (Renewal)
KG1 – KG2	<ul style="list-style-type: none"> • Completed ARPS Registration Form (<i>All Pages / Signed</i>) • One passport size photograph (<i>student</i>) • Copy of student & parent CPR (<i>front & back</i>) • Copy of student birth certificate • Copy of student vaccination records (<i>from birth</i>) • Copy of student medical report (<i>if the student has any health issues</i>) 	<ul style="list-style-type: none"> • Completed ARPS Registration Form (PowerSchool – Online Registration)
Grade 1	<ul style="list-style-type: none"> • Completed ARPS Registration Form (<i>All Pages / Signed</i>) • One passport size photograph (<i>student</i>) • Copy of student & parent CPR (<i>front & back</i>) • Copy of student birth certificate • Copy of student vaccination records (<i>from birth</i>) • Copy of student health report to school (<i>from Health Centre</i>) • Copy of student medical report (<i>if the student has any health issues</i>) 	<ul style="list-style-type: none"> • Completed ARPS Registration Form (PowerSchool – Online Registration) • Copy of student health report to school (<i>from Health Centre</i>)

<p>Grade 2 - Grade 6</p>	<ul style="list-style-type: none"> • Completed ARPS Registration Form (All Pages / Signed) • One passport size photograph (<i>student</i>) • Copy of student & parent CPR (<i>front & back</i>) • Copy of student birth certificate • Copy of student vaccination records (<i>from birth</i>) • Copy of student medical report (<i>if the student has any health issues</i>) <p><u>School Transfer Documents</u> (<i>from previous school</i>)</p> <ul style="list-style-type: none"> • Copy of good conduct certificate • Transfer Letter/Certificate • Copy of Final/Last Report Card 	<ul style="list-style-type: none"> • Completed ARPS Registration Form (PowerSchool – Online Registration)
<p>Grade 7 - Grade 9</p>	<ul style="list-style-type: none"> • Completed ARPS Registration Form (All Pages / Signed) • One passport size photograph (<i>student</i>) • Copy of student & parent CPR (<i>front & back</i>) • Copy of student birth certificate • Copy of student vaccination records (<i>from birth</i>) • Copy of student health report to school (<i>from Health Centre</i>) • Copy of student medical report (<i>if the student has any health issues</i>) <p><u>School Transfer Documents</u> (<i>from previous school</i>)</p> <ul style="list-style-type: none"> • Copy of good conduct certificate • Transfer Letter/Certificate • Copy of Final/Last Report Card 	<ul style="list-style-type: none"> • Completed ARPS Registration Form (PowerSchool – Online Registration) • Copy of student health report to school (<i>from Health Centre</i>) – Grade 7 students
<p>Grade 10 - Grade 12</p>	<ul style="list-style-type: none"> • Completed ARPS Registration Form (All Pages / Signed) • One passport size photograph (<i>student</i>) • Copy of student & parent CPR (<i>front & back</i>) • Copy of student birth certificate • Copy of student vaccination records (<i>from birth</i>) • Copy of student health report to school (<i>from Health Centre</i>) • Copy of student medical report (<i>if the student has any health issues</i>) <p><u>School Transfer Documents</u> (<i>from previous school</i>)</p> <ul style="list-style-type: none"> • Copy of good conduct certificate • Transfer Letter/Certificate • Copy of Final Report Cards for (Grade 9, 10, 11) 	<ul style="list-style-type: none"> • Completed ARPS Registration Form (PowerSchool – Online Registration) • Copy of student health report to school (<i>from Health Centre</i>) – Grade 10 students

- 4.5.2 All sections of the application form must be completed and submitted to the school for registration by the end of June of the year of entry. However, late applications will be considered based on availability of seats.**
- 4.5.3 Parents must acknowledge the Assessment Policy and all School Policies and Procedures by signing the Registration Agreement.**
- 4.6 Ministry of Education – Student School Transfer Service (*Bahrain.Bh*)**
- 4.6.1 The parents are required to complete the MOE online school transfer for Grade 2 – Grade 12 students by logging in to www.bahrain.bh**
- 4.6.2 The following documents are required to be attached in PDF files:-**
- ✓ Student CPR
 - ✓ Transfer Letter/Certificate
 - ✓ Final Report Cards
 - ✓ Acceptance Letter from the school
- 4.6.3 The students transferring from outside Bahrain schools are required to apply for School Equivalency Certificate in the Ministry of Education to submit to the school.
(Refer to www.bahrain.bh / MOE for requirements)**

Note: The student admission will not be complete/confirmed until MOE approval for transfer is received.

5. RATIONALE

- 5.1 In accordance with the laws and regulations of MOE and the rights of the Board of Directors vision and in a manner consistent with its values, mission & vision as stated, ARPS supports the following principles:**
- Equality of access to all applicants.
 - Respect for the diversity of beliefs, traditions and languages.

6. PAYMENT

- 6.1 School fees are annual and shall be paid according to the payment schedule.
(See *School Fees* for payment schedule)**
- 6.2 UCMAS fees course materials from GR1 to GR8: BD70 with 1st payment, BD70 with 2nd payment.**
- 6.3 Extra-curricular activities: Not included**
- 6.4 Deadline of Registration for S.Y. 2023-2024 is until 27th June 2023.**
- 6.5 Subject to the Ministry of Education, school fees may be increased.**

7. WITHDRAWAL

- 7.1 The parent must fill and submit the official withdrawal request form in ARPS – Admission Department.**
- 7.2 The parent needs to ensure that there are no more pending school fees and clearance from Student Affairs have been received.**
- 7.3 A copy of the final report card is to be attached in the request (if collected).**
- 7.4 The withdrawal letter / good conduct certificate will be ready in 2 school working days and can be collected in ARPS – Admission Department.**

8. STUDY MODE

8.1 Pandemic

- 8.1.1 The school provides 3 teaching modes during the pandemic: In campus, Online and Hybrid classes for all grades, Grades 1-5 taking in account the available facilities and classrooms.**
- 8.1.2 Parents who choose one learning mode are not allowed to change their choice till the end of the school year. Exceptionally, the school may approve the change from one mode to another in certain cases and provided that the capacity of the class allows that.**

8.2 Normal Conditions

- 8.2.1 In normal conditions, the school provide only 1 mode which is on campus teaching.**

Last Updated: January 2023