



Al Rawabi School /
Al Rawabi Middle and High 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 School / Al Rawabi Middle and High School

Admission Policy and Procedures

1. INTRODUCTION

1.1 The school policy is grounded in the principles of equality, justice, and individual rights. The school will admit all students whose educational needs can be met with the available resources and staff, provided they meet the relevant admission requirements, which include academic, psychological, and behavioral criteria.

2. SCOPE

2.1 This policy applies to all individuals associated with Al Rawabi School / Al Rawabi Middle and High School, including: -

- School Staff (All Staff Members)
- School Students (Existing and New)
- Parents (Existing and New)
- Visitors

3. ABBREVIATIONS

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|-------|--|
| MOE | Ministry of Education |
| IGCSE | International General Certificate of Secondary Education |
| IBDP | International Baccalaureate Diploma Programme |

4. PROCEDURE

4.1 Period of Registration

- 4.1.1 Re-enrollment is not automatic – Parents must personally confirm re-enrollment by the specified deadlines. Seats will not be reserved without confirmation and may be allocated to other students.
- 4.1.2 The registration is open for Existing Students from January of the current academic year, and from February for New Students, until May of the same year – subject to seat availability.
Note: The registration deadline for new admissions may change according to announcements from the Ministry of Education (MOE) and subject to seat availability.

4.2 Capacity

- 4.2.1 The school can admit a number of students that does not exceed the capacity approved by the Ministry of Education.
- 4.2.2 The school will notify the public through various channels (social media, school website, SMS, emails, etc.) when the capacity for any grade level has been reached.

4.3 Age Criteria

| Age Criteria for New Admissions S.Y. 2026-2027 | |
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| Grade/Level | Age Criteria |
| KG1 | 1st January – 31 st December 2022 |
| KG2 | 1st January – 31 st December 2021 |
| Grade 1 | 1st January – 31 st December 2020 |
| Grade 2 | 1st January – 31 st December 2019 |
| Grade 3 | 1st January – 31 st December 2018 |
| Grade 4 | 1st January – 31 st December 2017 |
| Grade 5 | 1st January – 31 st December 2016 |
| Grade 6 | 1st January – 31 st December 2015 |
| Grade 7 | 1st January – 31 st December 2014 |
| Grade 8 | 1st January – 31 st December 2013 |
| Grade 9 | 1st January – 31 st December 2012 |
| Grade 10 | 1st January – 31 st December 2011 |
| Grade 11 | 1st January – 31 st December 2010 |
| Grade 12 | 1st January – 31 st December 2009 |

4.4 Admission Interview/Tests

| Admission Interview / Test | |
|----------------------------|--|
| Grade/Level | Process |
| KG | Admission Interview |
| Grade 1 - 2 | Admission Test + Observation Period (1-Day - 8am-12pm) |
| Grade 3 - 5 | Admission Test + Interview |
| Grade 6 - 12 | Admission Test + Interview |
| Grade 9/10 (IGCSE) | Admission Test + Interview |
| Grade 11 (IBDP) | Admission Test + Interview |

- **Students applying for KG** must pass the School Admission Interview which will be scheduled by the KG Admission Committee.
- **Students applying for Grade 1 to 2** must sit for an admission examination in **Arabic, English and Math**, as well as the **Observation Period (trial classes)** which will be scheduled by the Primary School Admission Committee.
- **Students applying for Grade 3 to 5** must sit for an admission examination in **Arabic, English and Math** and participate in the **School Admission Interview**, which will be scheduled by the Primary School Admission Committee.
- **Students applying for Grade 6 to 12** must pass the Admission Examination in **Arabic, English and Math** and participate in the **School Admission Interview**, which will be scheduled by the Middle and 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 minimum 60/100** in the following skills and subject test:
 - I. **Arabic:** Reading & Writing
 - II. **English:** Reading & Writing
 - III. **Math:** Basic Operations
- **Students coming from other schools** must present a **Good Conduct Certificate**. However, the school reserves the right not to register the students for the coming academic year if they do not abide by the school's code of conduct and policies. If their behavior during the academic year raises concerns, the school may also choose not to re-enroll them.
- **Students from abroad** (*who are not able to take the admission examination in person*) must pass the **online admission assessment**, which will 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 are available, not later than 3 school working days from the date of examination.
- **The admission result/decision** will be valid for only 3 days from the date of approval.
- On the day of the examination/interview, the following documents are required:-
 - ✓ Copy of student's and parents' 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) |
|----------------|--|---|
| KG | <ul style="list-style-type: none"> • Completed Al Rawabi School 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 Al Rawabi School Registration Form (PowerSchool – Online Registration) |
| Grade 1 | <ul style="list-style-type: none"> • Completed Al Rawabi School 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 Al Rawabi School Registration Form (PowerSchool – Online Registration) • Copy of student health report to school (<i>from Health Centre</i>) |

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| <p>Grade 2 - Grade 5</p> | <ul style="list-style-type: none"> • Completed Al Rawabi School 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>) <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 <p><u>School Transfer Documents</u> (<i>from Outside Bahrain</i>)</p> <ul style="list-style-type: none"> • Original Transcripts / Graduation Certificate • Certified Legal Translation if the educational documents are issued in languages other than English or Arabic <p>Attestation Requirements:</p> <ul style="list-style-type: none"> - Stamp of the Ministry of Education of the issuing state or its representative - Stamp of both Ministry of Foreign Affairs of the issuing state and Bahrain's Embassy, or any entity acting on its behalf or vice versa. (This may be dispensed with an Apostille certification) <p>Note: Other requirements (such as leaving certificate, transfer letter, or other documents) will be requested when needed.</p> | <ul style="list-style-type: none"> • Completed Al Rawabi School Registration Form (PowerSchool – Online Registration) |
| <p>Grade 6 - Grade 9</p> | <ul style="list-style-type: none"> • Completed Al Rawabi Middle and High School 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>) <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 <p><u>School Transfer Documents</u> (<i>from Outside Bahrain</i>)</p> | <ul style="list-style-type: none"> • Completed Al Rawabi Middle and High School Registration Form (PowerSchool – Online Registration) • Copy of student health report to school (<i>from Health Centre</i>) – Grade 7 students |

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| | <ul style="list-style-type: none"> • Original Transcripts / Graduation Certificate • Certified Legal Translation if the educational documents are issued in languages other than English or Arabic <p>Attestation Requirements:</p> <ul style="list-style-type: none"> - Stamp of the Ministry of Education of the issuing state or its representative - Stamp of both Ministry of Foreign Affairs of the issuing state and Bahrain’s Embassy, or any entity acting on its behalf or vice versa. (This may be dispensed with an Apostille certification) <p>Note: Other requirements (such as leaving certificate, transfer letter, or other documents) will be requested when needed.</p> | |
| <p>Grade 10 - Grade 12</p> | <ul style="list-style-type: none"> • Completed Al Rawabi Middle and High School 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) <p><u>School Transfer Documents</u> (<i>from Outside Bahrain</i>)</p> <ul style="list-style-type: none"> • Original Transcripts / Graduation Certificate • Certified Legal Translation if the educational documents are issued in languages other than English or Arabic <p>Attestation Requirements:</p> <ul style="list-style-type: none"> - Stamp of the Ministry of Education of the issuing state or its representative - Stamp of both Ministry of Foreign Affairs of the issuing state and Bahrain’s Embassy, or any entity acting on its behalf or vice versa. (This may be dispensed with an Apostille certification) <p>Note: Other requirements (such as leaving certificate, transfer letter, or other documents) will be requested when needed.</p> | <ul style="list-style-type: none"> • Completed Al Rawabi Middle and High School 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 May in the year of entry. Late applications will be considered based on seat availability.
- 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 Parents are required to complete the Ministry of Education’s (MOE) online school transfer for Grade 2 – Grade 12 students by logging in to www.bahrain.bh
- 4.6.2 The following documents must be attached as PDF files:-
- ✓ Student CPR
 - ✓ Transfer Letter/Certificate
 - ✓ Final Report Cards
 - ✓ Acceptance Letter from the school
- 4.6.3 Students transferring from schools outside Bahrain must apply for a School Equivalency Certificate from the Ministry of Education. Requirements may change as per Ministry of Education instructions.
(Refer to www.bahrain.bh / MOE for requirements)

Note: *Student admission will not be considered complete or confirmed until MOE approval for transfer is received.*

5. **RATIONALE**

- 5.1 In accordance with the laws and regulations of the Ministry of Education (MOE), and in line with the vision of the Board of Directors, Al Rawabi School / Al Rawabi Middle and High School supports the following principles:
- Equality of access for 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 Mental Skills (M.A.M.) course materials for GR1 to GR8:
- BD70 with 1st payment
 - BD70 with 2nd payment.
- 6.3 Extra-curricular activities: Not included in the school fees
- 6.4 The deadline of registration for the S.Y. 2026-2027 is **31st May 2026**.
- 6.5 Subject to the Ministry of Education’s regulations, school fees may be increased.

7. WITHDRAWAL

- 7.1 Parents must complete and submit the official withdrawal request form to the Al Rawabi School / Al Rawabi Middle and High School Admission Department.
- 7.2 Parents must ensure that all school fees are paid, and that clearance from Student Affairs has been received.
- 7.3 A copy of the final report card and clearance from Accounts are to be attached to the request form (if collected).
- 7.4 The withdrawal letter / good conduct certificate will be ready within 2 school working days and can be collected from the Al Rawabi School / Al Rawabi Middle and High School – Admission Department.

8. STUDY MODE

8.1 Pandemic

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

8.2 Normal Conditions

- 8.2.1 Under normal conditions, the school provides only **on-campus teaching**.

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