



## The Bahrain Bayan School Admissions Office Policies and Procedures

### **I. Mission:**

The School's Registrar is responsible to ensure that the full process into The Bahrain Bayan School, for all eligible ages, is conducted and administered adequately and efficiently. The Registrar aims to meet the School's objectives in terms of number and caliber of new students at all entry points for every academic year, and manage and coordinate all aspects of admissions and registry work throughout the school, using skills to progress each applicant to the next level in order to secure enrollment.

### **II. Guidelines**

a. Registration doors are open from November on a yearly basis for the public, with the announcement being placed on the School's website, sent to all current parents, and placed on other social media (*such as Instagram*).

b. Applications may be duly filled online or a hard copy may be collected from the Registrar's Office (*Please refer to Annexure I*). Documents to be presented along with the application form are mentioned under *Annexure III*).

c. Registration doors are only open for Grades KG1 to G11. The cut-off birth date for accepting students is the end of December prior to the start of the next academic year.

d. All applications received are then grouped in folders according to their respective grade levels, and an informative list being generated to Administrators when required. In addition, a detailed database that includes all the information of the new applicants will be created, along with the status of each application (*i.e. Accepted, Waiting List, Not Ready*).

e. An SMS list, sorted out by Grade levels, is then prepared and readily made available with the IT Department in order to advise the new applicants of the entrance exam appointment.

f. For late registration applicants, emails will be sent out in order to advise the new applicants of the entrance exam appointment.

g. The Registrar along with the Preschool, Primary, Middle and High School section Principals then sets the exam testing schedules and dates with the messages being sent through SMS to the parents of the students. *For further details, please refer to Annexure IV*.

h. Two to three days before the scheduled exam dates, the full list of students will be sent to the Principals of the Schools for their records.

i. Each Preschool and Primary new student will have their own name tag, along with the testing materials, which is normally prepared by the respective Schools on campus.

j. If the applicant is assessed virtually, the coordinators will be assessing the students via a meeting link where the video and audio is requested to remain on throughout the test.

k. Once the testing is complete, the same is corrected and graded by the Subject Leaders and the Teaching staff of the Schools.

l. The acceptance list is then prepared by the Registrar for the Admissions Committee, for their final approval, based on the following criteria:

- Availability of seats
- Age requirements as established by the Bahrain Ministry of Education
- Students' assessment scores
- Overall performance
- Behavior of the student
- Confidential reference if student is coming from another school

m. Parents are notified of acceptance, non-acceptance or waiting list via SMS/ Email.

n. The Registrar should arrange and attend all meetings related to new students, in case one of the new parents has any academic inquiries regarding their child's entrance exams with the concerned Principal.

o. If a student is accepted on probation, a meeting will be arranged with the respective School Principal, respective grade Counselor, parents of the applicant and Registrars' office to discuss the probation of the child.

p. The respective acceptance letters are then prepared by the Registrar and advised to the parents of the new students, setting a 1-week deadline to settle the first payment to be made at the Schools Finance Department. *For further details, please refer to Annexure II.*

q. A finalized list is then circulated between the Admission Office, Finance Department, IT Department with those who have made the respective payment. Once completed, the students' information is then entered on the PowerSchool by the IT Department.

r. A final meeting will be arranged during the last week of May / first week of June with the Guidance Counselor Office Principal (for Middle and High School Students) in order to select the respective courses. As for the Preschool students, the parents are called for a meeting to briefly discuss the curriculum and the school.

### **III. Late Registration Fees Policy**

All applicants unable to enroll during registration week in November of every year can now register during the Late Registration Period which will extend until the first week of June.

#### **Eligibility to Register:**

- If the grade level applied for is currently full, the applicants will be placed on a waiting list and will be contacted for assessment once a seat becomes available. Assessment Fees are to be paid by the scheduled assessment date.

#### **Late Registration Fees:**

Late Registration fees will apply if the applicant did not register during the scheduled registration period as follows:

<b>Late Registration Period</b>	<b>Late Registration Fees</b>
January - February	75 BD
March - April	100 BD
May - June	120 BD

#### **Mid-Year Registration (for Semester 2 of Academic Year)**

#### **Eligibility to Register/ Transfer school:**

- If there are places available within the Grade level applied for, the applicant will be able to apply and will be contacted for an assessment by the Registrars' office.

#### **IV. Leaving Bahrain Bayan School:**

- Parents will need to inform the Registrars' office via an intention form/ email, if they intend to withdraw their child during the academic year.
- The Registrars' office will then inform the IT and Finance department to follow up for any pending payments or items to be returned to the school.
- Once confirmed with the IT and Finance departments, the Registrar's Office will issue a leaving certificate for the student.

#### **V. Issuance of Certificates and Transcripts:**

- Upon receiving a request from a parent or an alumni, the Registrars' office will issue the requested Report Card for the student who has left Bahrain Bayan School or the Graduation transcript along with the graduation certificate for the alumni.
- The Admissions Office will also issue admissions certificates, good conduct certificates etc. as per the request of the parent of the student.
- A copy of the student/alumni's passport copy must be provided with each request for verification.

#### **AEA Department and Admissions :**

BBS aims to balance the levels of academic abilities, identities and heritage to ensure diversity among our students. We expect families to share information that helps us to determine the services to offer to students, in terms of inclusive access arrangements and reasonable adjustments. In addition to the Admission tests, the school becomes informed about student levels and can begin preparing to welcome students based on their needs.

The AEA (Additional Education Assistance) Department at BBS ensures that diversity is understood to include all members of a community. It also facilitates secure access to the educational programmes (AERO Standards and IB Diploma Programme) offered at the school and for students and promotes learning diversity as a valued and rich resource for building inclusive communities.

The AEA department plays an important role in assessing students for admissions eligibility; they can help with the selection/filtering process by providing recommendations during admission regarding acceptance of students.

#### **IB Admission Requirement and Placement of Grade 11 Students:**

BBS offers the International Baccalaureate Diploma Programme for students in Grades 11 and 12. The IB program is open to all students, and no student will be excluded by the grounds of race, gender, religion and/nationality as long as they are of the required age and can satisfy all admissions requirements. The DP is an extension of BBS mission to promote the development of world citizens.

#### **IB Programme Academic Requirements:**

Candidates for admission to BBS must demonstrate that they are students who embrace and embody the IB Learner Profile . We expect applicants to have inquiring and open minds, to be diligent and reliable, to be good communicators, and to have an openness to learning new things. Good time-management and organizational skills are also indispensable qualities for students to be successful in the IB.

In addition to these characteristics, applicants who wish to enroll in the IB programme must meet the prerequisites set by the school. New enrolled students are admitted on the basis of test results/ interview only and availability of places.

**Students may elect to participate in the IB programme in one of two ways:**

- as a full IB Diploma candidate
- as an IB Course candidate

It is recommended for most students to elect the full IB Diploma, but the decision for which path (and courses) to take will be made in consultation with a student's parents, teachers, subject leaders, school counselors and the DP Coordinator.

Students with special educational needs are encouraged to participate in IB courses when they meet the background recommendations identified for each course as stated in the BBS IB Prerequisite document. Accommodations for instruction and assessment are made, as necessary, in accordance with student Individual Education Plans, IB policies, and practices of differentiated instruction.

Students will be enrolled in the IB Diploma Programme based on the BBS prerequisites. Refer to the IB 2021-2022 Booklet <https://heyzine.com/flip-book/0a65ad5b71.html> .

**Admissions and Language:**

Students entering the school in the DP 1 year are expected to be proficient in Academic English in order to engage with the course materials and sit the DP examinations. Student's level of language proficiency will be assessed as part of the admissions process for students entering in DP 1. If students are not found capable of accessing information and expressing themselves at an appropriate level, they may not be admitted to BBS IBDP Programme.

A solid foundation in the child's mother tongue is essential for success. In order to be admitted, students should demonstrate age appropriate literacy and proficiency in the Arabic language to meet the requirements of Bahrain Ministry of Education .

**Inclusion in the IBDP Programme:**

Based on our school's belief in diversity and inclusion, the BBS inclusive admissions policy will admit students who, with available support and guidance, have the potential to be successful in the school and broader community. Our school addresses and responds to the diversity of needs of all students through reducing barriers to learning and supporting individual student needs.

# Annexures

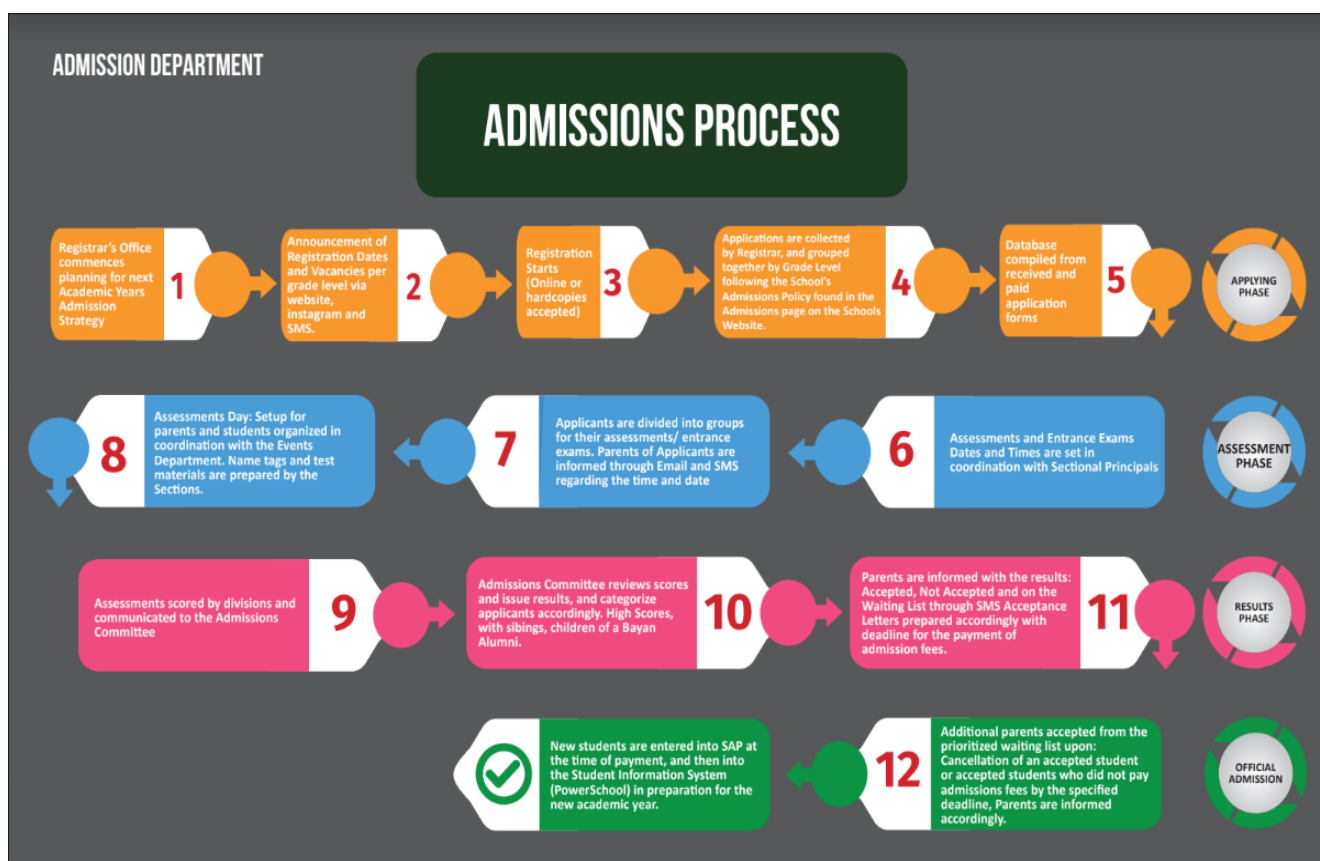
## I. Application Form;

## II. Tuition Fees and Payment deadlines;

- a. Registrars' office will set a date for the payment to be settled and inform the Finance Department of the payment deadline
- b. The Finance Department will update the Registrars' office regarding the payments settled.
- c. If there are pending payments, the Registrars' office will follow up with the parents.

## III. Required Documents:

- Copy of the Birth Certificate
- Copy of Passport and CPR
- Copy of Immunizations
- Previous School Reports
- Transcripts
- Two Passport Size Photographs
- Parents' Resume with Passport Size Photographs
- Copy of Parents CPR



Admissions Policy Steering Committee : Admissions and Board Relations Coordinator , IBDP Coordinator, HS Vice Principal, Director of Academic Affairs, and HS Principal.

Reviewed and updated on September 12th , 2022.