



## Admissions Policy

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## 1. Title

The title of this document is the MNS Bahrain Admissions Policy. This policy shall be reviewed annually by the Principal and approved by the School Board prior to having any force and effect.

## 2. Purpose

The purpose of this policy document is to:

1. Define for prospective families, as well as all MNS Bahrain community stakeholders, the MNS Bahrain Admissions Policy.
2. Outline the admissions procedures, including: the purpose, evaluation and decision-making process.
3. Ensure a clear and cohesive link between the inclusivity principles of the School's Admissions Policy and its Vision and Mission Statements.
4. Support a fair and inclusive admissions process, designed to recruit and retain students eligible for admission at MNS Bahrain in line with British Schools Overseas best practice and the directives of the Bahrain Ministry of Education.
5. Define an on-going review and evaluation of the admissions policy in the context of the school's evolution and application of its Guiding Statements.

## 3. Scope

This policy applies to all active members of the MNS Bahrain community – all students, staff and parents, as well as all prospective and future members of the MNS Bahrain community.



#### **4. Application Criteria and Cut-Off Dates**

As a result of the inclusive nature of MNS Bahrain, the school shall take into account a wide variety of learning styles, strengths and needs when applying admissions and placement criteria.

The school cut-off date for students transferring from another school within Bahrain shall be determined from year to year by the Ministry of Education.

No cut-off dates shall apply to students joining the school from countries or territories outside of Bahrain.

Students wishing to be admitted during the course of an academic year may submit such applications in hardcopy along with any and all other requisite documentation from their previous school.

A student's age, development, or previous school experience or performance shall have no bearing on the placement of such student in a class at the school. Students will be placed in a class which corresponds to the final report from such student's previous school.

Students whose age upon completing Upper Secondary School will exceed 21 years will not be enrolled in the school.

All Infant School candidates must be fully and reliably toilet trained before school begins, and able to feed and dress themselves reasonably independently.

Fluency in English is not a criterion for admission to the school.

Year 11 and Year 13 are important years in the British Education system as these are the years when students take their IGCSE and A Level / BTEC examinations respectively. IGCSE and A Level / BTEC courses are taken over 2 years i.e. Years 10 & 11 for IGCSE's and Years 12 & 13 for A Levels / BTEC. Applications for entry to Years 11 and 13 are thus dependent on MNS offering the same subjects and exam boards that the studying is studying.



## 5. Application Procedure & Costs

All applications must be made by completing the application form available on the school website at: <https://mns-bahrain.com> and printing and delivering it to the Admissions Office at the school along with all of the required documents listed thereon, alternatively, to attend the school for an in-person enrolment application.

A separate application form must be completed for each prospective student wishing to be enrolled.

School tours can be arranged prior to the submission of an application for admission. Tours are arranged by contacting our Admissions Department telephonically or via email at: [admissions@mns-bahrain.com](mailto:admissions@mns-bahrain.com)

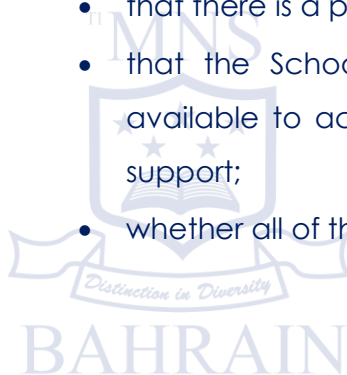
The list of required documentation should be requested from the Admissions Department as these may vary from year to year depending on the latest directives issued by the Bahrain Ministry of Education.

The school strictly reserves its right to refuse to process or consider any application where the application form has not been properly completed or any required documentation has not been provided.

The school shall apply an admission fee for the conduct of the assessment of a student and shall be at liberty to adjust or discount such admission fees as and when necessary. Such admission fee shall be non-refundable regardless of the outcome of the process.

Upon receipt of an admission application, the Admissions Department will perform the following checks:

- that the desired date of admission which should not be more than one year ahead of the date of application;
- that there is a place available for the relevant year group;
- that the School has the requisite additional Learning Enrichment resources available to accommodate the prospective student, should they require such support;
- whether all of the requisite documentation has been provided.



Should all of the above be in order the Admissions Department will then contact the applicant to arrange the necessary assessments and / or a 3-day trial period.

Applications for admission to the academic year commencing in August should be submitted from January of that same calendar year.

## **6. Assessments**

Any new applicant to the school shall be assessed by the Admissions Department.

For applications to Nursery to Year 2 groups an in-person interview is conducted by the Year group teaching staff or the Head of Infant School.

From Year 3 to Year 13 the Admissions Department utilizes the Cognitive Assessment Test 4 (CAT4) Assessment in addition to several alternative assessment methodologies to assess the suitability of a student for enrolment at MNS Bahrain.

AS and A level courses (Years 12 and 13) are more demanding than IGCSE courses and MNS's entry requirements are typical of the leading British Schools Overseas in that offers for places are dependent on achieving certain IGCSE (or other) academic grades being achieved.

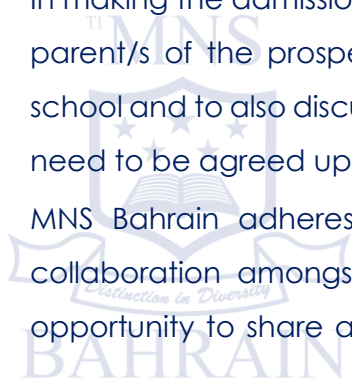
Students who are unable to gain entry for the AS/A Level courses can gain entry to the various BTEC and internal Secondary School certificate courses.

In certain exceptional circumstances and, upon the express authorisation of the Ministry of Education, assessments may take the form of tests under examination conditions in the core subjects of English, Maths and Science.

The school may in its sole and exclusive discretion offer any prospective student a 3-day trial at the school to establish whether that student's special educational needs and requirements can be adequately catered for at the school.

In making the admission decision the school shall request one or more meetings with the parent/s of the prospective student to ascertain their suitability for enrolment at the school and to also discuss any Learning Enrichment requirements and strategies that may need to be agreed upon.

MNS Bahrain adheres to the principles of transparency, support and constructive collaboration amongst its staff, students, and parents. The admissions process is an opportunity to share accurate and meaningful information with parents to accurately



and fairly assess the abilities of an applicant student.

The school reserves the right to refuse admission, withdraw an offer for admission or exclude a student subsequently enrolled, should any pertinent information be withheld by any persons responsible for applying for admission to the school.

The school shall have no obligation to disclose to any person the reasons for the refusal to admit any student.

## **7. Learning Enrichment**

MNS Bahrain actively encourages applicants from a variety of educational, linguistic, cultural, and learning backgrounds.

The school provides dedicated Learning Enrichment services which addresses the multiplicity of student learner profiles, including those diagnosed alternative or additional learning enrichment needs as well as English Additional Language assistance.

Certain learning support resources will incur additional fees and may be limited in scope or to a specific number of students at any given time dependant on the available resources at the school.

If external support services are recommended by the school Learning Enrichment Department, these may require outside specialists or teaching assistants and may incur additional expenses. The school is entitled in its sole and exclusive discretion to refuse admission to any such student requiring Learning Enrichment beyond what the school can provide or if the additional fees are not agreed to in writing on the applicable forms.

## **8. Open Days**

The school may hold an Open Day at the discretion of the Principal where prospective parents can attend the school to inspect the facilities and to be introduced to the school staff.



## 9. Admission Decisions

The decision to admit or re-enrol any student shall be the sole prerogative of the school. Submission of a completed admission application form and requisite documentation implies acceptance and agreement of the general terms and conditions of the school's policies including this one.

Demand may outweigh space availability, resulting in some successful candidates being placed in a waiting pool, the school may take into consideration various factors, such as a family's residence status or duration of residence in the Kingdom of Bahrain, or the student's academic background, their linguistic profile or their learning enrichment requirements in allocating the places that may subsequently become available.

Siblings of students already enrolled at MNS Bahrain are given a preference in allocation of seats and are also afforded a discount on school fees as per the stipulations of the MNS fee policy.

All acceptance decisions shall be dependent on the prospective student having an exemplary behavioural and attendance record. All factors related to such records will be considered when deciding whether to admit a student.

Applications will be refused if there is a record of late or non-payment of school fees or any other monies to any previous school.

Applications will be adversely affected by a history of lateness, records of conduct which indicates that the prospective student or family has not been supportive or adherent to the educational policies or values of any previous school.

If any prospective student is unable to gain entry on the desired period of enrolment, then their applications will continue to remain on our waitlist for that academic year if a place becomes available. Being placed on the waitlist does not guarantee a place being offered.

Prospective students will be notified telephonically and by email of any places that have become available. The admission criteria set out above shall apply notwithstanding that a student has been placed on the waitlist.





## 10. Registration, Enrolment & Re-Enrolment

Students whose applications have been accepted must complete the requisite registration forms and also provide the school with any and all other requisite documentation including any transfer certificates as stipulated by the Bahrain Ministry of Education.

Failure to provide any of the required documentation timeously may result in a student's admission to the school being revoked and the place offered to another student.

Re-enrolment at the school is an annual process, and families must inform the school during the re-registration period of their intention to re-enrol their child(ren) for the upcoming academic year.

An annual book fee shall be payable in advance of the commencement of the academic year and shall be separate and distinct from the school fees. The amount of the book fee shall vary from year to year in the sole and exclusive discretion of the school depending on the associated procurement costs.

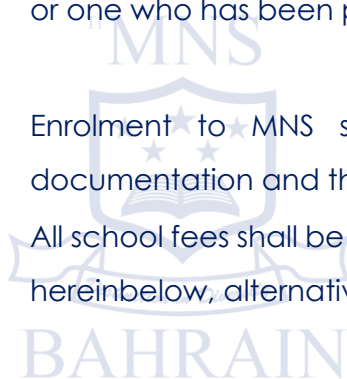
Books will be withheld from the student until payment of both the book fee as well as Term 1 fees.

Re-enrolment is contingent upon:

- (i) the school being able to continue to adequately address a student's needs;
- (ii) a student's behaviour in accordance with the school values and Behaviour and Consequences policy;
- (iii) all financial accounts being paid up to date. Should a family not inform the school of their intention to re-enrol a student by the deadline for the re-registration period, the school reserves the right to offer the space to a prospective student seeking enrolment or one who has been placed in the waiting pool.

Enrolment to MNS shall not be considered final until the registration fee, all documentation and the relevant school fees, as agreed, have been paid in full.

All school fees shall be paid by the signatory annually OR termly in advance as indicated hereinbelow; alternatively, as per a monthly schedule approved by the School Board.



It is the responsibility of the signatory to ensure fees are paid on time and to the correct bank account of the School.

Termly tuition fees are payable by the signatory to the school fee agreement in three equal instalments due on or before the starting date of each academic term as published in the School Calendar.

By entering into the MNS Fee Agreement the signatory thereto assumes the liability to pay the School fees for the full academic year in which the student is registered notwithstanding whether such student is de-registered, expelled or leaves the School for any reason whatsoever during the course of the academic year.

The above shall apply to each and every consecutive year that the student is re-enrolled for the following academic year at the School regardless of the date of the signature of the Fee Agreement.

The School will send out re-enrolment forms during the course of Term 2 requiring parents / guardian to advise whether they will be re-enrolling their child for the following academic year.

Should the parent /guardian fail to complete the re-enrolment form by the due date the school shall proceed on the basis that the student will be returning and automatically re-enrol them for the following academic year. Signatories to the Fee Agreement will thus become automatically liable for the school fees for a full further academic year.

MNS requires a minimum of one school term's (i.e. by April of that same year) notice in writing of any student's intention to leave the School. Failure to provide such written notice to the school will result in the signatory to the Fee Agreement being held liable for payment of the fees for the subsequent academic year regardless of whether the student is enrolled or attends the School in such subsequent year.

The School shall withhold any and all documentation required by the student to effect their transfer to another school or educational institution pending the payment in full of all monies owed and payable.

MNS Bahrain follows the Ministry of Health's Immunisation Schedule for the Kingdom of Bahrain, and all students are required to have a complete vaccination record prior to starting at MNS.



## **11. Transfers**

The Private Education Directorate of the Ministry of Education of Bahrain mandates that students in Year 3 and above must adhere to the following procedures. If a prospective student is transferring from another school in Bahrain then the following documents are required:

- A letter from the parent or legal guardian stating the reason for the transfer.
- A copy of the most recent End of Year or End of Term report which must be stamped and signed by the issuing school.
- A copy of the transfer certificate and No Objection letter (clearly stating that no fees are owed) stamped and signed by the issuing school.
- A copy of the CPR or Saudi iqama of the prospective student and parent / legal guardian.

## **12. Exits**

Any student intending to leave MNS must inform the Admissions Department in writing with at least one school term's notice (i.e. April of the same year).

Failure to provide the school with such notice will result in a delay in the provision of the exit / transfer documentation required and incurring liability for the fees of the further full academic year per the MNS Fee Agreement.

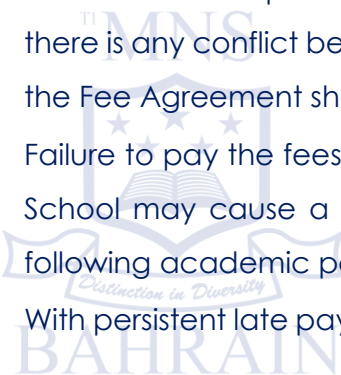
No exit documentation shall be provided until all fees, book fees and any other monies owed to the school have been paid in full and any and all property belonging to the school returned.

## **13. Fees**

All fees must be paid in accordance with the MNS Fee Agreement and Policy. Where there is any conflict between this policy document and the Fee Agreement, the terms of the Fee Agreement shall have applicability.

Failure to pay the fees by the invoice due date or a date of payment agreed to by the School may cause a student to be excluded from enrolment or re-enrolment for the following academic period.

With persistent late payers, the School reserves the right to, without notice, cancel places



allocated to a family or student and allocate these to others.

No refunds will be given in cases where student is absent for any reason whatsoever.

If a student joins MNS at any point after the start of a school term then the registration fee, book fee and half a term's school fees will be payable.

