

Al Sahwa Schools Admissions Policy, Procedures and Selection



Rationale:

We are a learning community committed to our core values and Oman's rich cultural heritage while embodying high quality international education. We exist to educate students to become the leaders of the future.

Aims:

At Al Sahwa Schools, we offer a bilingual, gender segregated education delivered through international programmes whilst retaining Omani culture and identity.

Procedures:

We welcome you to Al Sahwa Schools and we are pleased to clarify the Admissions Policy, its requirements, Admissions Tests and Registration Procedures.

- Al Sahwa Schools has a clear and defined Admission Policy.
- At Al Sahwa Schools, while the majority of our students are Omani, we welcome applications from students of other nationalities who are prepared to embrace our unique culture.

The school has 56 homerooms distributed as follows:

8 homerooms in KG - 4 for KG1 and 4 for KG2

12 homerooms in Primary School for Grades 1- 6 Boys

12 homerooms in Primary School for Grades 1- 6 Girls

12 homerooms in Secondary School for Grades 7-12 Boys

12 homerooms in Secondary School for Grades 7-12 Girls

Number of students in each grade cannot exceed the following:

KG1: 16 KG2: 22 Grades 1-6: 22 Grades 7-12: 24

The Board of Trustees may grant discretionary additional places up to a maximum of 2 per class.

Minimum Age:

There is a specific age to accept students in KG1 to Grade 1 as follows:

KG1: student is not less than three and half years old on 1st September of every academic year.

KG2: student is not less than four and half years old on 1st September of every academic year.

Grade 1: student is not less than five and half years old and not more than seven years old on 1st September of every academic year

Information about the tests for all grades:

- Applicants who would like to join the school should sit an admission test, which measures the skills the applicant requires to be admitted in the specific grade level.
- KG1 and KG2 (30 minutes test): the applicant will be interviewed by English and Arabic teachers to measure their ability in different areas such as kinaesthetic, social, mental and linguistic (in both languages) skills. There will also be a short social test including a range of play based activities to assess the applicant's social skills. (Minimum of 50% in each area).
- Grades 1 to 2 (duration 2 hours): the applicant will be tested in writing in Arabic, English, and Mathematics, supervised by subject teachers. Applicants should score a minimum of 50% in each subject.
- Grades 3–12 (duration 3.5 hours): a writing test in Arabic language, in which applicants should score a minimum of 50%, a writing test in English language, an online test in English, and Mathematics to measure their knowledge abilities (Cognitive Abilities Test). This test is prepared by the Assessment Educational Institution (GL Education). The tests are designed as multiple choice questions and include four categories: (Verbal, Non-Verbal, Quantitative, Spatial). Applicants should score a minimum of 90 out of 140 in each category with an overall mean minimum of 90 out of 140.

The hierarchy of entry criteria is as follows:

- Pass entrance tests and demonstrate proficiency in English and Arabic language.
- Be an Omani National.

- Have a sibling in the school.
- The child of a member of staff or the owners of the school.
- The child of a former student of the school.
- Performance on the entrance test as well as previous school records.

*In the case of two or more applicants equally satisfying the criteria, the place will be offered to the one whose original **application** was **received first** by the School

Admission Procedures

1. Initial Inquiry (any time)

Responsibility – Admissions Officer (Muna)

- Interview parent/applicant
- Explanation of criteria & overview of programme
- Parent completes the online application form
- School information is available online (School Profile, Vision/Mission, School Fees, transport & uniform information).
- Prospective applicant data received on Engage

2. Application Received (maximum 12 months in advance)

Responsibility – Admissions Officer + KG Office Coordinator (Muna, Sheikha)

- Receive Application Form, official copy of last school report, applicant's passport.
- Applicant is added automatically to Prospective Database on Engage
- SMS to the parent to notify the date and time of the entrance tests.

3. Day of the Entrance Tests

Responsibility – Admissions Officer + Accounts (Muna, Hamood, Jayan)

- Payment of application fee of 20 R.O.(one-time, non-refundable) on the day of the entrance test

4. Assessment

Responsibility – Admissions Officer, Principals of School, KG Coordinator (Muna, Nadia, Nicola)

- Sit the relevant entrance tests in English, Arabic and Mathematics
- Interview with the relevant Principal of School (Secondary School)
- Principal makes the decision of Waiting List/Rejected/Accepted*
- Admissions Acceptance Form to relevant principal of school for signature
- Admissions Acceptance Form to Director for final approval
- If no places are available, the student is placed on the waiting list#
- Admissions Acceptance Form to Accounts and Admissions Officer if the student is accepted

- *Rejection Letter by phone call and SMS
- # Waiting list managed by Principals

5. Enrolment

Responsibility – Admissions Officer + Accounts (Muna, Sheikha, Nicola, Hamood, Jayan)

- SMS acceptance to parents from Admissions Officer Grade 1-12, KG Coordinator KG1, KG 2
- Parents pay registration fee/security deposit to Accounts
- All relevant documents collected by Admissions Officer
- Student Information is transferred from Prospective Database to New Intake upon payment of Admissions Deposit- 200 OMR

6. Data Completion

Responsibility - Admissions Officer (Muna)

- Application data is uploaded on to the permanent Data Base
- Actual Date of admission checked /entered /amended on Current Data Base
- Check that the relevant documents have been uploaded

7. Enrolment Completion

Responsibility – Admissions Officer + Principals (Muna, Nicola, Nadia)

- Application Data checked on Current Data Base
- Insert completion date
- Student entered on homeroom register allocated by Principals
- Relevant teachers are informed by Principals

Admissions Information:

1. Essential Documentation

- Enrolment Request form signed and stamped by Private Schools' Directorate
- Official copy of last school report
- Copy of Student's Medical Card and vaccination card
- Copy of student's birth certificate
- Copy of student's ID card and passport
- Copy of ID card and passport for both parents
- Any other reports related to the student
- Good Behaviour Certificate/Report (Secondary)

2. Admissions Tests

- KG2 - Grade 12 Applicants complete relevant entrance tests in January.
- Applicants entering KG are tested via an interview in both Arabic and English
- KG1 applicants complete the entrance test and social skills activity in late March

3. Results

- The Admissions Officer will communicate the decision to the parents by email and SMS within 14 working days of the test. All results will remain confidential to the school

4. Fees

- Application Fee (20 R.O. non-refundable): This is payable by all new students upon submission of an application form. (covers test costs)
- Registration Fee – 30 R.O. upon admission (non-refundable)
- Security Deposit (non-refundable) 200 R.O.
- Student re-registration must be completed by 15th March each year.
- Current tuition fee details available on our website and from the school.
- Resit - all tests are 20 R.O per test

Policy written	Elisabeth Craig, November 2016
Reviewed by	November 2017
Reviewed by	13 May 2019
Reviewed by	June 2020
Reviewed by	

Addendum to the Admissions Policy 14 October 2020. With immediate effect:

1. **IBDP/GED: External Students:** a written test in Arabic language, in which applicants should score a minimum of 50%, an online test in English, and Mathematics to measure their knowledge abilities (Cognitive Abilities Test). School transcripts and reports for the previous two years, as well as recommendations, are required. Every external student will have to go through the option choosing process, including interviews with subject HODs and IB DP Coordinator
2. **Internal students** - IGCSE or MYP pass certificate will be required for our own IGCSE/MYP students seeking admission to Diploma Programme. Internal students are NOT expected to appear for the entrance test for admission to DP. Every student will have to go through the options choosing process, including interviews with subject HODs and IB DP Coordinator. Due to the high academic challenge of the Diploma Programme, it is expected that students will have demonstrated, in the final year of MYP, their commitment to academic study.
3. ****MYP 5 (Grade 10)** - We will not be accepting applications for MYP 5 (Grade 10) as we require all MYP students to complete the final two years of the programme at Al Sahwa culminating in the completion of Personal Project.

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4. *For Mathematics HL and Physics HL, students will need a minimum grade of Level 6 in MYP or grade A in IGCSE.