



رقم السياسة	001 - RP
النسخة	0.1
التاريخ	م 3/8/21

## 1. Policy Objectives

This policy aims to outline the beliefs and premises on which student are accepted at AIS International Schools (AIS). The admission policy applies to all students aiming to join the school from within the Kingdom of Saudi Arabia.

## 2. Policy Scope

This policy applies to all students aiming to join the school and academic and nonacademic staff involved in the process of admission.

## 3. Policy Actors

- Superintendent
- Director of teaching and learning
- Principals
- Leaders
- All teaching and non-teaching Staff

## 4. Related Policies and Procedures

- Assessment Policy.

## 5. Related Forms

- Teachers' handbook
- Parents' handbook

## 6. Terminologies

**School leader:** any person who is a member of the Senior Leadership Team (SLT) and above according to Maarif Governance.

**School Superintendent:** The ultimate head and responsible for the school

**School Staff:** People who work at school and perform academic or non-academic duties



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## 7. Admission Policy:

### Rationale:

The formulation of this policy enables our school to effectively;

- Provide for the immediate needs and requirements of students who wish to join AIS International Schools.
- Ensure that adequate resources and arrangements are in place to deal with placement tests, general admission procedures and registration.
- Ensure that lines of communication with parents/guardians are in place.
- Activate a known plan of action with which all staff are familiar.

## 8. Eligible applicants:

- Admission in AIS house is open to all school age children who are citizens or legal residents of KSA who can benefit from the educational services currently provided.
- Admission to applicants is open only to grades where space is available.
- At least one parent or guardian must be able to effectively communicate in English because the working language of the school is English.
- Applicants that achieve an academic result of B+ or more in both standardized and entrance test.
- A grade average of B+ or more for the past two years in the case of transferring students.

## 9. Application Documentation:

**Before an application will be considered the following documents must be submitted:**

- Birth certificate of student or a copy of a foreign passport of the student and parent(s).
- One recent color photo.
- Academic records for the past three years, including (Individual Education Plan) IEP from the previous school if applicable.
- Standardized testing records. All students, applying for grade 3 and higher, will be required to provide standardized test(s) results as part of the admission process. Students will submit records of an internationally recognized standardized test that is externally moderated that includes language arts and math (ex. MAP, CAT 4...etc )
- Any special evaluations done by a previous school or outside agencies (if applicable).
- Academic references from current school.
- The application must be accompanied by at least one family reference contact information.
- The application must be accompanied by an employment certificate.
- Proof of residency in the case of Aramco/Ajjal residence.



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- Medical records including vaccination records.
- Parent statement form that includes reasons for wanting to enroll at AIS.

## 10. Admission process:

- Priority for admission to AIS is first given to children of Aramco employees who are residents in Ajyal district.
- Admission is initially considered upon receipt of an online request. The school reserves the right to invite a candidate to subsequently formally apply.
- Once formally invited to make an admissions application, acceptance will depend on satisfactory submission of all documents/student records from previous schools and successful completion of AIS screening and testing process.
- The admission process becomes complete when the applicant accepts, in writing the AIS operating rules and regulations as well as meeting and completing all financial requirements and notices of acceptance by the Admissions Office.  
**The school reserves the right for final admissions and placement decisions.**
- Upon receipt of the applicant's records, the Admissions department determines if the records provide enough evidence for admission.
- Testing may be waived when a review of the academic records and full compliance with the submission of academic documentation from an international school with similar curriculum indicates proof of acceptable academic achievement. (Entrance test and language, math, science as per standardized test)
- Regular applications may be accepted, processed, and admitted by the Admissions Office in consultation with the Divisional Principal and/or the Superintendent.
- The Admissions Office process should take approximately five working days after all documents have been submitted.

**The school may require additional documents at any stage in the application and selection process.**

## 11. Onsite assessment and admission process:

The following circumstances may require extra on-site admissions assessment

- No standardized test submitted.
- Standardized test data is older than one year.
- Test results indicate the student is functioning a year or more below grade level. (With high achievement in school records).
- Students who have had ELL support in the previous school, or who are coming from a non-English speaking school will need an ELL assessment.
- School reports indicate academic or behavioral difficulties.
- All students from schools with significantly different curricula or when records are unavailable must be evaluated as part of the admissions process.



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## 12. Applicant Pool:

- In making the admission decision, the Administration will consider the enrollment capacity of the school.
- An applicant pool may be utilized to fill openings which become available during the school year in accordance with admission priorities and class size guidelines.
- The applicant pool will only exist for the period of the school year. Applicants must re-apply for a new school year.
- The Superintendent reserves the final decision on the admission of any student for any reason, including any case in which that student's attendance is deemed detrimental to the school or inconsistent with the set standards.

## 13. Placement assessment:

- AIS International School strives to be a data driven school to improve student learning and instructional strategies. Therefore, several placement and/or diagnostic tests will be administered during the first weeks of enrollment.

### **Selection is based on the following criteria:**

- Academic record
- Diverse extracurricular activities
- Leadership potential
- Skills
- High level of motivation
- Adaptability
- English proficiency

## 14. Admission of Students with Special Needs:

- Enrollment for students with Special Education Needs (SEN) and English Language Learner (ELL) needs will be limited by space and resource availability (not more than 10%)
- Denial of admission to students will occur if they require services or resources beyond the school's ability.
- The school reserves the right to make admission decisions considering the ability of our faculty and/or facilities to accommodate successful student learning.
- A student who needs significant ELL support cannot be admitted to Grades 10-12.
- We recognize that the admission of children with special learning needs is complex, requires thoughtful professional judgment and needs to be undertaken on a case-by-case basis.
- The school will not make decisions along rigid lines of academic performance but with thoughtful reflection taking into account our available human resources and the ability to provide high quality learning opportunities for all our students.
- There needs to be a complete application for admission including at least three years of progress reports, previous IEP's and psychoeducational reports.
- In addition, AIS will contact the previous school with specific questions as to how the child performed and how best to serve the child's academic needs if admitted.

- After admission has been granted, parents must also agree, in writing, to supporting and providing any additional screenings / evaluation information and or providing outside services that the school deems necessary based on student performance and evaluations within the first year of admission or more.

## 15. Parties and Authorities

Parties	Authorities
School Superintendent	<ul style="list-style-type: none"> <li>• Develop Admission Policy</li> </ul>
School Leaders	<ul style="list-style-type: none"> <li>• Revise and approve Admission Policy.</li> <li>• Supervise Policy implementation.</li> </ul>
AIS staff	<ul style="list-style-type: none"> <li>• Implement Admission Policy.</li> </ul>

## 16. Resources

- International best school practice benchmark documents
- GSIS AIS Strategy, Vision and Mission

### • Reference

For more information, please contact the AIS Superintendent.

### • Changes

Date	Responsible Person \ Job Title	Changes	Copy no.
07/2021	Ms. Katia Abu-Chacra / Superintendent	Preliminary version	0.1
25/07/2021	Ms. Dana Abou Gourra/ CEdO	To be Modified	0.2
25/07/2021	Mr. Ihab Osman/CEO	To be Approved	1.0