



Admissions Policy and Procedures

Title	Admission Policy and Procedures		
Reference Number	Policy No. ADM-001	Version Number	1

1. POLICY PURPOSE

The purpose of this policy provides a clear set of principles to guide ARKIS in the admission of students to all courses of study, to ensure processes are transparent and decisions are consistent and fair.

2. SCOPE

2.1 This policy applies to all employees at ARKIS including:

- School Staff
- School Students
- Parents
- Visitors to the school campus

3. ABBREVIATIONS

ARKIS	Abdul Rahman Kanoo International School
MOE	Ministry of Education (in Bahrain)

4. POLICY STATEMENT

4.1.1 This policy, as reflected in the aims below, establishes the criteria for admission to ARKIS.

5. PROCEDURE

5.1 Identification

- 5.1.1 ARKIS applies the regulations on admissions fairly and equally to all those who wish to be part of the ARKIS family. The school is open to students of any race, religion or ethnicity who can benefit from the educational services currently provided by ARKIS. All applications will be treated in a sensitive manner.
- 5.1.2 To ensure an orderly and equitable admission for children to ARKIS, this policy and procedures is adopted and shall be periodically revised to allow improvement based on the changing needs.



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5.2 Admission criteria

The student admission approval will be based on selection and availability of seats.

5.3 Age Criteria

Age criteria for new admissions		
Academic Year (2023/2024)		
Grade	Year of Birth	To
Nursery	1st Sep 2019	31st Aug 2020
KG1	1st Sep 2018	31st Aug 2019
KG2	1st Sep 2017	31st Aug 2018
Grade 1	1st Sep 2016	31st Aug 2017
Grade 2	1st Jan 2016	31st Dec 2016
Grade 3	1st Jan 2015	31st Dec 2015
Grade 4	1st Jan 2014	31st Dec 2014
Grade 5	1st Jan 2013	31st Dec 2013
Grade 6	1st Jan 2012	31st Dec 2012
Grade 7	1st Jan 2011	31st Dec 2011
Grade 8	1st Jan 2010	31st Dec 2010
Grade 9	1st Jan 2009	31st Dec 2009
Grade 10	1st Jan 2008	31st Dec 2008



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Grade 11	1st Jan 2007	31st Dec 2007
Grade 12	1st Jan 2006	31st Dec 2006

5.4 Admission procedures

Online registration will start in the beginning of February every Academic year through DC and the School Website.

- **Before acceptance:**

Parents are required to submit a soft copy of the following **mandatory** documents along with the application:

- CPR reader and passport for students and Parents.
- Birth certificate.
- Vaccination record which is required by the **Ministry of Health**.
- A recent photograph.
- Final report card for Grade 2 onward entries.

- **After shortlisting:**

Parents are required to submit a soft copy of the following document:

- Code of conduct from the previous school.

- **Non-Muslim students**

The non-Muslim students will not be attending Islamic studies classes.

- **Non-Arab students**

For Non-Arab students, their proficiency in Arabic will be assessed, following which they can enrol in Arabic Second Language offered by the school or for IB, Pamoja, where parents are required to pay an additional fee.

*In case a Non-Arab student wishes to be enrolled in Arabic First Language, an undertaking letter should be signed by the parent to take full responsibility for their child's grades.

- **Dual Passport holders**

If the student holds dual passport, enrolling in ASL or Arabic First Language will be based on the nationality mentioned in the child CPR.

- **Preschool students**

All pre-school students (Nursery, KG1 & KG2) should be potty trained before the beginning of the academic year.

- **Trolley Bags**

Students having a chronic medical condition that requires the use of trolley bags are requested to submit a medical report to the school doctor email. The medical report must be written and signed by their treating doctor. School doctor will review the medical reports and issue a full year trolley bag pass for the approved cases.

- **After acceptance and before starting at school**

Parents must complete and submit Parental image disclaimer, Special Education Needs agreement, English Speaking Policy and the acknowledgment of the curriculum offered in the school before their child can start at school.



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Parents also must complete the Ministry of Education transfer process online for the admissions of (Grade 2 onwards) via www.bahrain.bh. The required documents are:

- A scan copies of the End of the Year report card.
- A scan copies of the students' CPR for both sides.
- Leaving or transfer certificate.
- Acceptance letter from the school.
- Equivalency Certificate from Ministry of Education for abroad applicants.
- HOS will communicate to the applicant no longer than two days after acceptance regarding start date.

Note: Admission is not confirmed unless MOE approval for transfer is obtained.

- **Special Education Needs**

If it is suspected that the student has learning or behaviour difficulty during the academic year, the school has the right not to re-enroll the student for the upcoming academic year. The school also has the right to request necessary documents from authorised professional entities regarding their child evaluation. The school cannot admit students with special education needs.

Entry examinations

- An interview will be conducted for Pre-school entry along with the application form.
- Students applying for Grade 1 to Grade 8 should sit for an entry examination in Arabic, English and Math, along with an interview.
- Students applying for Grade 9 to Grade 10 should sit for an entry examination in Arabic, English, Math and Science along with an interview.
- Students applying for Grade 11 should sit for an entry examination in Arabic, English, Math and Science (Biology, Chemistry and Physics) along with an interview.
- An amount of BHD33 is required to be paid for the entry exams.
- If a resit exam is needed for the entry exam, an additional amount BHD10 will have to be paid per subject.
- Non-Arab students will not be attending the Arabic entry exams.
- If it is suspected that the student has learning or behavior difficulty during the academic year, the school has the right not to re-enroll the student for the upcoming academic year. The school also has the right to request necessary documents from authorised professional entities regarding their child evaluation.
- Each application will be considered on an individual basis by appropriately trained and qualified staff working to agree selection criteria.
- Applications will be rejected if the parent fails to upload the necessary documents within 10 days of the admission date.
- The final decisions will be made within 10 days of the entry exam.
- The final decisions will be communicated to applicants by the admission department.

5.5 Secondary school admission
Grade 9,10, 11 & 12 admissions



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- Students enrolling in grade 9,10,11 and 12 during mid-term should check the availability of IGCSE & IB subjects prior to confirming admission.

Grade 11 & 12 admissions

- New admission in Grade 11 will only be admitted for the IB Diploma provided they achieve an acceptable score in entrance tests and/ a minimum of 5 Cs in IGCSE.
- No new admissions will be enrolled for the IB Courses.
- The school has the right to recommend moving a new admitted student to IB courses if the student did not achieve level 3 in IB SL subjects and level 4 in IB HL subjects.
- All new admissions must provide a copy of their IGCSE report cards before the beginning of the academic year.
- No students are admitted into Grade 12 except transfer students.
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5.6 Application

- After processing with the admission procedures, ARKIS will offer a place for immediate start or to start in the new academic year.
- Siblings are given preference provided all the admission criteria are met.

5.7 Admission Fee

- When paying the admission fee of BHD150, seat reservations are valid for one month only and then revoked in case the parent fails to pay the 1st instalment of the tuition fees.
- Seat reservation is non-refundable and non-transferrable.
- Tuition fees will be refunded after deduction of BHD150/- in case the student withdraws before August 31st.

5.8 Cancellation admission

- Even if the seat reservation is paid, the school has the right to cancel admission if the student missed the first 10 days of the Academic Year without communicating with the Admission Department.

5.9 Withdrawal procedures

In case of students' withdrawal, the following procedures should be followed:

- Parents should fill the withdrawal form available on the website under the admission section.
- Parents are responsible for ensuring the return of all the library books to the library centre and Parent/Student pass to the IT department. In case the books are lost, parents are responsible to pay for the full value of the books.
- Clearance must be obtained from the Accounting Department and Learning Resources Centre.
- Students withdrawing from ARKIS will be given a Transfer letter (Good code of conduct) and Final report card after the clearance process. The process will take 2-3 working days.

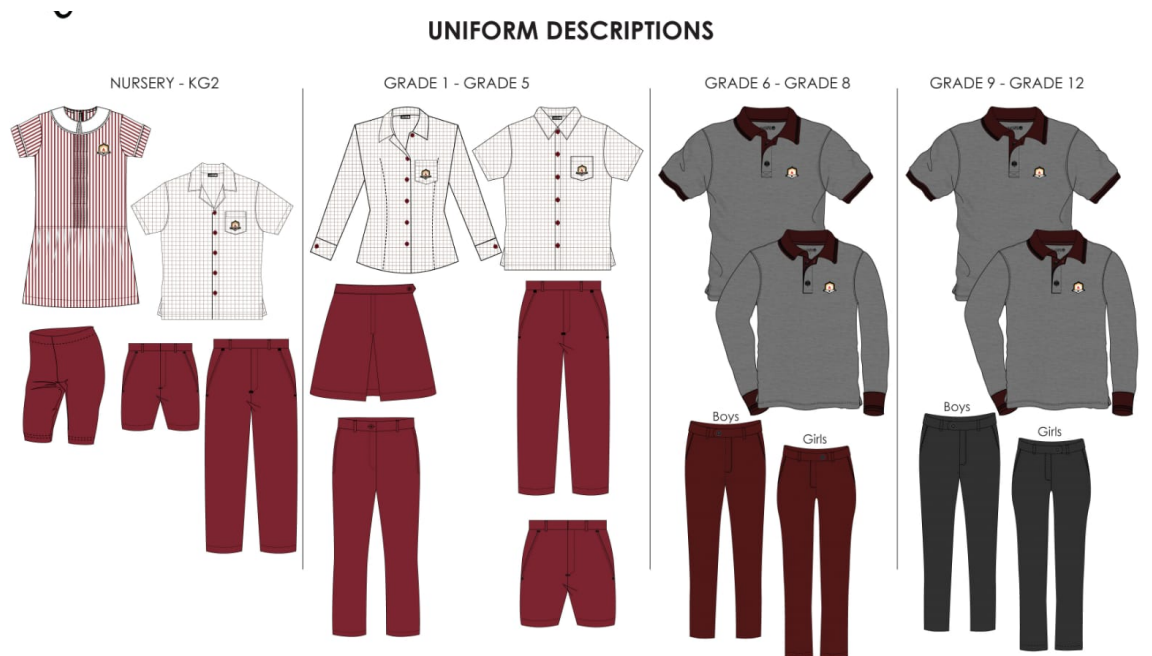


5.10 Report card request

Report cards will be given to the students at the end of each school year. If a parent has requested to re-issue their child report card, a fee of BHD5 for each report card has to be paid in order to proceed with their request. The report card process will take 2-3 working days.

6. UNIFORM

The school requires all students to be properly dressed in the official school uniform unless they are officially excused from wearing it.





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UNIFORM DESCRIPTION

SPORTS



SPORTS & WINTER WEAR



BASE BALL CAP



Front View



Back View





6.1 Uniform requirements

All students are strictly required to adhere to the following:

- No tight trousers
- Plain white or black socks, plain black shoes or trainers.

Uniform and grooming

- Shirts can be short or long sleeves.
- Shoes should be plain black; any other coloured is not allowed. With PE uniforms any coloured sports shoes are allowed.
- Jewellery is not permitted. Only one pair of small plain ear-studs for girls.
- Make-up nail polish and fancy hair clips are not allowed.
- The school P.E uniform and winter hoodies are only available at The House of Uniform. Baseball caps can be worn during PE or outdoors.
- House t-shirts can be purchased from the school during the official school timings.
- Hair that is shoulder length or longer should be tied back during activities such as Science or PE. This applies to both boys and girls.
- Students may not dye their hair with unnatural colour, or have their hair shaved into patterns.
- All students should be well groomed and maintain personal hygiene.
- In winter, black coats may be worn over the school hoodie..
- Girls can wear black, white, grey, and dark blue hijab with the uniform.
- Students should wear their ID at all times when on campus.

7 CONSEQUENCES OF BREACHING THIS POLICY:

7.1 Violations of students will be dealt with in accordance with the MOE student behaviour booklet for government and private schools and as per ARKIS student behaviour booklet.

7.2 Employees need to also be aware of the various ARKIS policies, guidelines, and Codes of Conduct.

8 RESPONSIBILITIES

8.1 School Principal.

8.2 Head of Admission.

8.3 School Doctor.

8.4 Head of Schools.

8.5 Accounts Department.

9 RELATED POLICIES AND PROCEDURES

Policy / Procedure No	Policy / Procedure Title
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Policy No. HRD-000	Disciplinary Action Policy and Procedure
-	ARKIS Students' Behaviour Booklet
	Student and Parent Handbook
	Staff Handbook
	Ministry of Education transfer procedures for new admissions.

10 RELATED REGULATORY STANDARDS

- 10.1 Ministry of Education student behaviour booklet for government and private schools