



Amman Bacculaureate School

Whole School Admissions Policy

Shared Understanding of High Quality Learning at Amman Bacculaureate School

High Quality Learning at ABS combines inquiry based, conceptual, experiential, and collaborative learning. It cultivates critical thinking, creativity, and problem solving thereby enhancing personal growth and fostering agency. It engages learners in local and global issues so that they will be rooted, compassionate citizens who will have a positive impact on the world.

Rationale / Shared Beliefs

ABS has an inclusive approach towards admissions and does not discriminate against any student or family on the basis of academic abilities, nationality, ethnicity, or religion. ABS provides a rigorous and robust academic education, as per the International Bacculaureate programmes, and welcomes applications from all students. However, students must be able to meet the school's educational standards and, in particular, the bilingual nature of the programme offered. As an inclusive school, students who have Additional Educational Needs (AEN), such as dyslexia/ADHD, or any other *specific learning need* are admitted after a detailed assessment. This assessment is not an entrance test but does allow us to gauge whether we are able to meet the students' needs. Unfortunately, there may be circumstances where we are unable to meet the needs of your child but, in accordance with our admissions policy, will make every effort to accommodate your child in line with our provision.

The admissions philosophy and criteria at the Amman Bacculaureate School (ABS) relates to and connects with the School's Guiding Statements, particularly the "Al Tarbiyeh" ("Quality Upbringing") acronym, which encapsulates all that the Guiding Statements stand for. It aligns most closely with the following qualities within the acronym:

- ARAB HERITAGE:** Applicants (and their parents) should be supportive and appreciative of all aspects of Arab Heritage embedded in the curriculum and the wider cultural life of the school.
- TEAMWORK:** Applicants (and their parents) should demonstrate a willingness to collaborate with other learners as per the requirements of the respective International Bacculaureate programmes, and to view positive home-school relations and partnerships as essential to successful learning.
- ACHIEVEMENT:** Applicants (and their parents) should demonstrate commitment to aspire to the highest international standards in all aspects of school life and to achieve the highest standards that are possible for each individual student.

- RESPONSIBILITY:** Applicants (and their parents) should demonstrate a willingness to take responsibility for their own learning, as appropriate, and be willing to take on roles of responsibility within the school community.
- BILINGUALISM:** Applicants (and their parents) should demonstrate an enthusiasm for and willingness to reach the highest standards of fluency in Arabic and English.
- HOLISTIC EDUCATION:** Applicants (and their parents) should understand and appreciate that an ABS education is about far more than academic results and that there is an expectation that students participate as fully as possible, based upon their own individual talents and interests, in the co-curricular programme of the school.

Admissions Procedures

- All prospective students applying to the Amman BaccaLaureate School (ABS) will be required to undergo an entrance assessment. The invitation to undertake this assessment will be extended based on availability in the requested grade level.
- The School will, where appropriate, contact an applicant's previous school and request confidential references and academic transcripts.
- It is a pre-requisite that all students joining ABS must have an exemplary record in terms of conduct and behaviour. Students with any serious misconduct or behavioural violations will not be admitted without the approval of the School Principal and, where appropriate, of the Board of Trustees. It is the responsibility of the appropriate Head of School to inform the School Principal of any such exceptional cases.
- In Grades 1–12, students will complete internally-standardised assessment tasks in English, Arabic, and Mathematics followed by an interview to determine the suitability of the applicant to cope with the curriculum
- Upon completion of the entrance assessment, if a student meets all established entrance requirements, ABS will proceed with the admission process for the student.
- In the Kindergarten, admission will be based on observations by staff during learning engagements and activities to determine the suitability of the learners to cope with the curriculum.
- It is important to note that ABS reserves the right not to disclose to any prospective student, parent, or guardian the reasons for refusal, should such a decision be made.
- This policy ensures transparency and fairness in the admission process while maintaining the confidentiality of decision-making procedures.
- The Admissions officer or designate will complete the New Student Admission Profile for placing in the student's file. The relevant Head of School or designate will also ensure that every appropriate staff member (i.e. teachers/mentors) is fully aware of all academic, social, and emotional needs of the student entering ABS. The Head of School or designate will explain to all new students and their parents the importance of ABS Guiding Statements.

Appeal Process

- In all admission cases the respective Head of School is responsible for making the decision on acceptance and any terms and conditions attached to the acceptance.
- In exceptional cases, and if there is significant concern regarding the conduct of the admission process, an appeal may be made to the School Principal, who, as appropriate, will consult with the Board of Trustees. The decision of the Board of Trustees is final and cannot be subject to any further right of appeal.

Application Process

The Amman Baccalaureate School has established specific priorities and timelines to govern our admissions process:

- Parents must submit their child's application within three months of birth if they are applying for KG1.
- Applicants for primary and secondary school can apply at any time during the academic year based on the availability of places for the requested academic grade.
- All applicants to ABS are required to follow the same initial process when applying for new admission:
- Parents must complete the Application Form on the website. Email confirmation will be sent automatically by the system.
- The Admissions Office will call the applicant to provide the required documents.
- School tours will be arranged with parents by the Admissions Office during school hours.
- Academic information on applicants will be provided by the Admissions Office to the respective Head of School, where appropriate, including date of birth; so that an informed decision can be made regarding the applicant's placement into the appropriate Grade Level or learning pathway.
- The School Counsellor may be asked to conduct further assessments on applicants. This will occur where the school feels that an additional educational need requires further investigation before an offer can be made. Further assessments may also be required by the Additional Educational Needs Coordinator or designate from the department; with occasional referral to outside agencies where more specialist assessment or intervention is needed.
- Parents must provide the Admissions Office with any previous diagnostic testing results to assist the AEN Department in determining support provision.
- All new applicants and their parents will meet with the School Principal or designate for an admission meeting as part of the selection process.
- Once the applicant completes the entrance assessment and is offered a place at ABS they will need to complete the school's enrolment form which includes uploading copies of the following documents:
 - Student's Passport copy
 - Students Birth Certificate
 - Student immunisation record
 - Copy of Family Book for Jordanian Nationals
 - Signed Parent Charter
 - Signed Financial Contract
 - Original Transfer Certificate

Waiting List

At Amman Baccalaureate School, all prospective students are placed on a waiting list upon application. Students are then categorised according to their priority status (as per Admissions Priority Status Criteria). Once availability is determined, applicants are then invited to undergo an entrance assessment. Following this, students are considered for admission and, if successful, removed from the waiting list.

Students who have not been invited for an assessment are able to remain on the waiting list for one academic year following the year of requested admission. If a place is not available within this period, students are automatically removed from the waiting list. They must then reapply if they wish to be considered for admission to ABS.

Enrolments & Withdrawals

- Once a student is accepted at Amman Baccalaureate School an online enrolment form must be completed, and a non-refundable reservation fee paid, within one week of acceptance.
- All families must confirm their intention of renewing the enrolment of their children with ABS on 31st of January every year by paying a non-refundable reservation fee. In the event of the non-payment of fees, the school reserves the right not to guarantee the student a place for the next academic year.
- Should a student withdraw after paying the school tuition fees on 31st of March of every year, the parent/guardian must settle the penalty fee stated on the tuition fee statement.
- Note, any student wishing to withdraw from the waiting list or from ABS after enrolment, must complete a withdrawal form through the Admissions Department.

Ministry of Education

The Amman Baccalaureate School follows the Ministry of Education Rules and Regulations for all School and Student related matters.

Changes and Updates to the Admissions Policy

The Amman Baccalaureate School reserves the right to change and update the Admissions Policy at any time during the academic year upon the approval of the board of trustees. The Admissions Policy will be reviewed annually or as necessary by appointed committee.

Source:

Reviewed and approved: Full Board Meeting – June 2, 2021; Reviewed Oct 2023; **Reviewed and Updated August 2024. Policy to be reviewed annually or when necessary.**