



# July 2020 Admissions Policy and Procedure

**Engage. Inspire. Innovate. Educate.**

## 1.0 AIMS AND OBJECTIVES

It is the policy of the school that our educational service is open to all families in the community. We are committed to operating an open and fair admissions process which is not prejudiced by race, colour, religion or gender. Entry into the school is usually through the Primary school, although candidates applying for entry into other grades are also considered by the Headmaster and Senior Leadership Team, where places permit, after taking required assessment tests where applicable.

## 2.0 PURPOSE

To provide a Cambridge International Curriculum education catering for pupils who meet the following criteria:

- Pupils with attitudes and values that support the AGS Code of Conduct
- Pupils who are willing to commit to hard work and best behaviour
- A supportive family who are willing to assist their child's education, personal development and English language development at home
- Willingness to participate fully in all aspects of school life
- An age appropriate fluency in spoken English, reading, writing and comprehension.

## 3.0 ENTRY REQUIREMENTS

### 3.1 Entry Dates / Department Structure and Minimum Age Requirements

Sultanate of Oman Class Terminology	Minimum age requirements as on 1 <sup>st</sup> September 2020	Maximum age as on 1 <sup>st</sup> September 2020	Department
KG1	Children must be 3 years 2 months	4 years 8 months	Primary School
KG2	Children must be 4 years 2 months	5 years 8 months	
Grade 1	Children must be 5 years 2 months	7 years 2 months	
Grade 2	Children must be 6 years 2 months	9 years 2 months	
Grade 3	Children must be 7 years 2 months	10 years 2 months	
Grade 4	Children must be 8 years 2 months	11 years 2 months	
Grade 5	Children must be 9 years 2 months	12 years 2 months	
Grade 6	Children must be 10 years 2 months	13 years 2 months	



Please see the guidelines below regarding the minimum age requirements for each class entry;

Pupils entering into Pre, Lower and Upper Prep may start at AGS at the beginning of a term;

- Winter
- Spring
- Summer

### 3.2 Admissions decisions are based on an assessment of the following criteria;

- **3-5 years of age**

Pupils must be capable of using English as their working language. Where children are bilingual they must be able to demonstrate a good working capacity in English. Pupils may therefore be observed, if applicable, in a nursery school setting to assess their level of understanding or invited to spend a morning in school to be observed by AGS teaching staff.

- **6-11 years of age**

Pupils will be invited to spend a morning in school where they will be interviewed, evaluated and assessed in Literacy and Mathematics. The assessments will be set at an age appropriate level. Reports from the previous schools will be required.

### 3.3 Special circumstances

We recognise that a candidate's performance may be affected by particular circumstances, for example:

- a. If he/she is unwell when taking tests or has had a lengthy absence from his/her school
- b. If there are family circumstances such as a recent bereavement
- c. Learning difficulties

Special Circumstances such as the above will be taken into consideration

### 3.4 Disclosures

We kindly request that parents disclose any known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties. This information should include: previous school reports, SENCO (Special Educational Needs Coordinator) reports, copies of previous Individual Education Plans (IEPs) and any reports from outside professionals (e.g. educational psychologist, speech and language therapist, occupational therapist).

### 3.5 Failure to disclose and submission of all admission documents

**Important** - the offer of a school place will be rescinded if there is failure to fully disclose any known, pre-existing medical conditions and learning difficulties at the time of registration.



Additionally, all registration paperwork must be submitted, and a pupils file completed as soon as possible. Failure to comply may result in the offer being withdrawn.

### 3.6 Allocation of places

School places will be allocated on a first come first served basis. Priority will be given to:

- Siblings
- Children currently attending other branch of AGS, Horizon Kids International Nursery, Al Mouj or any associates Nursery / Schools.
- Children of employees
- Waiting list

### 3.7 The role of the school

The Headmaster will make final decisions on all student admissions to the school. The Headmaster will base his decision on the availability of places, assessment outcomes and on the school's ability to provide an appropriate education to the child based on prior learning, current ability and potential AGS does not share test results or references with applicants, unless in exceptional circumstances. When classes reach optimum capacity, the school will open a waiting list.

### 3.8 Headmaster's Discretion

The Headmaster has the authority to change and communicate the changes of the admissions policy at any such time as he feels appropriate. A period of notice will be given before any changes take effect.

## 4.0 AGS PUPIL PROGRESSION AND MONITORING

Occasionally, a pupil may be highlighted as not making sufficient progress. The following steps will be taken –

### 4.1 Academic Pupil Focus Meeting

If a pupil is not making sufficient improvements, a Pupil Focus Meeting will be arranged involving the Department Head and parents will be requested to attend. AGS reserves the right to prevent progression to the next year group until it is deemed that the pupil is able to access that curriculum adequately.

### 4.2 Behavioural Pupil Focus Meeting

Repeated difficulties with behaviour will lead to a Pupil Focus Meeting involving parents.

### 4.3 Suitability

Similarly, as a pupil progresses through the school, it may become apparent that AGS is not able to provide the most appropriate educational setting that is in the best interests of the pupil. In this rare event parents will be thoroughly consulted.



## 5.0 PLACE OFFER AND ACCEPTANCE

You will receive a letter from the AGS registrar stating whether or not your child has been offered a place at the school. If your child has been successful, a formal acceptance letter will be sent to parents for final signatures. This must be returned to school within 7 working days of the offer being given. If the school does not receive the signed acceptance letter within the allotted time, the school cannot guarantee the place offer.

### Admissions Procedure

**IMPORTANT - Applications for admission cannot be accepted unless the guidelines are followed below. Applications must be supported by ALL documents stated in the checklist.**

**STEP 1** – Invite to visit the school.

**STEP 2** - If you are interested in taking the application process further, all admissions documents will be provided for completion.

**STEP 3** - Please return the documents to the registrar as soon as possible either to the school registration office or via email to [registrar@agsduqm.edu.om](mailto:registrar@agsduqm.edu.om) . At this point a non-refundable registration fee of **50 OMR** will be payable.

**STEP 4** – Invite to attend school for a morning. Pupil observations, assessments tests, and interviews will take place set at an age appropriate level.

**STEP 5** - Acceptance – The Headmaster has the final decision on whether a child will be offered a place at the school.

**STEP 6** - If your child has been successful, a formal acceptance letter will be sent to parents by the registrar for final signature. This must be returned to school within 7 working days of the offer being given. If the school does not receive the signed acceptance letter within the allotted time, the school cannot guarantee the place offer.

**STEP 7** – A non-refundable acceptance fee charge of **200 OMR** is payable.

## Essential documentation checklist

In order to complete a child's registration with AGS, all of the documentation stated below must be provided in accordance with the Omani Ministry of Education guidelines.

An application will not be accepted without all documentation.

DOCUMENTS REQUIRED	YES / NO
1. Completed Admission Form	
2. Completed Medical Form	
3. Signed Standard Terms and Conditions	
4. Copy of Immunisation Record	
5. Copy of Birth Certificate	
6. Copy of pupil's passport	
7. Copy of parents passport	
8. Copy of pupils and parents visa (expatriate only)	
9. Copy of pupils and parents residency cards – both sides please	
10. Copy of parents ID cards – Omani nationals only	
11. 4 - colour pupil photographs – size 4 x 6	
12. Copy of Transfer Certificate – depending on country transferring from	
13. Signed letter of acceptance (sent by AGS if a place is offered)	
15. Applications for Nursery to Grade 1 - Copy of the most recent progress school report.	
<b>16. Applications for Grade 2 and above – Copy of the last end of year school report. Reports must have the school stamp.</b>  Pupils applying from –  a) Out of country  b) Non-registered Ministry of Education schools within Oman  The end of year school report has to go through an <b>equivalency process</b> .  Please see Annex 1 for a detailed explanation	

## Annex 1 – Equivalency Process

### a) Applying from out of country

AGS operates under the supervision of the Ministry of Education (M.O.E). We are required to follow their equivalency rules, with regards to seeking authorisation for the correct grade placement (year group) for all pupils applying for places in Grade 2 and above. All pupils have to be registered on the M.O.E portal.

**Important - equivalency cannot be obtained unless of all the necessary documentation are in place.**

#### Step 1

Please take copies of the following documents to the International Schools Department, located on the 1st floor of Ministry of Education –

- 1. Copy of the end of year school report** – To ensure the validity of the Report, the Report must have an official school stamp and also stamped and authorized by the local authority or ministry in the home country.
- 2. Parents and child's/children's passports**
- 3. Parents and child's/children's visa pages**
- 4. Parents and child's/children's residency cards – both sides please. Please note all children attending an M.O.E school are required to have their own card. If you have any difficulties applying for your child's residency card, please contact the school registrar who will assist by sending N.O.C documents for your PRO to help with the process.**

**Providing everything is present and correct you will be issued with a clearance letter in Arabic.**

#### Step 2

Please take all of documents mentioned in step 1 including the clearance letter to the Ministry of Education. They will issue an equivalency certificate.

#### Step 3

Present the equivalency certificate to AGS.

The process will be completed by AGS by registering your child/children on the M.O.E portal.

### **Ministry addresses - location link**

<https://goo.gl/maps/1itJJo3We8f1yzAV8>

## **b) Applying from a non- M.O.E registered school within Oman**

AGS operates under the supervision of the Ministry of Education (M.O.E). We are required to follow their equivalency rules, with regards to seeking authorisation for the correct grade placement (year group) for all pupils applying for places in Grade 2 and above. All pupils have to be registered on the M.O.E portal.

**Important - equivalency cannot be obtained unless of all the necessary documentation are in place.**

### **Step 1**

Please take all of documents mentioned below to the Ministry of Education. They will issue an equivalency certificate.

- 1. Copy of the end of year school report – must have an official school stamp**
- 2. Parents and child's/children's passports**
- 3. Parents and child's/children's visa pages**
- 4. Parents and child's/children's residency cards – both sides please. Please note all children attending an M.O.E school are required to have their own card. If you have any difficulties applying for your child's residency card, please contact the school registrar who will assist by sending N.O.C documents for your PRO to help with the process.**

### **Step 2**

Present the equivalency certificate to AGS.

The process will be completed by AGS by registering your child/children on the M.O.E portal.

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