

BEACON
PRIVATE SCHOOL



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الخاصة

Admission Policy

Updated: April 2024

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MISSION

Beacon Private School (BPS) is a future focused community where learning is based on inquiry to develop successful independent learners in an environment that harbors respect and responsibility, stimulates inquiry, creativity, and innovation, fosters higher order thinking, and promotes collaboration and communication.

At BPS, all learners are provided with equity learning experiences serving the needs, interests and learning styles of each child. And we are committed to helping each learner to embrace learning as a lifelong quest.

VISION

BPS is committed to enhancing the intellectual and personal development of its learners, equipping them with the passion for inquiry learning, ensuring academic excellence and preparing active responsible global citizens.

INTRODUCTION

BPS is an, international, IB school with an international teaching staff located in Hidd, Bahrain. The school's main language of instruction is English; and Arabic, Spanish and French language classes are also provided. The school offers education to learners from Pre-Nursery who are two (2) years old up to Grade 12. BPS caters to learners from all parts of the world and accepts children at any time throughout the year without discrimination in terms of gender, nationality, race, or religion. BPS is NEASC accredited and offers the IBDP for Grade 11 and 12 and is a candidate for PYP and MYP. The school is managed by SEK Education Group, based in Spain.

Choosing a school for your child implies a long-term commitment between the school, the learner, and the family. The admissions process will provide an opportunity for parents and the school to gain knowledge about each other and determine whether BPS is the right choice for your child.

CRITERIA FOR ADMISSION

BPS is committed to the principle of equal opportunity in education. The school also considers the learner's academic and social skills. The school will ask for the learner's previous report cards and will arrange for an interview and a MAP test. The assessment serves as a diagnostic function and assists in the correct placement of the learner in terms of grade level. Learners are generally placed based on age, however, factors such as previous school records, assessed aptitude and achievement levels and the learner's physical, emotional and or language development are also considered.

A 'conditional' acceptance may be offered in some circumstances. The specific conditions of any such conditional acceptance will be clearly stated in an email sent to the parents through OpenApply.

If there are reasons to believe that admission into the school would not be in the best interest of the applicant or the school, BPS reserves the right to deny admission. This also applies to learner re-enrolment. The school also reserves the right to postpone admission if a grade level/ class is full. In such cases, the applicant is placed on a waiting list. Learners on the waiting list will then be admitted in order of date of original application.

All learners going into Nursery at three (3) years of age must be potty trained. This does not apply to Pre-Nursery applicants who are two (2) years of age.

Applications for admission are accepted all year provided there are vacancies. Should a mid-term admission be accommodated, tuition is pro-rated.

For PYP and MYP applicants, there is no selection process, as there is with IBDP applicants.

ADMISSION TO THE IB DIPLOMA PROGRAMME (IBPD)

The IB Diploma Programme is a two-year international curriculum that fulfills the requirements for university entrance and the learner's tertiary stage of their education. Learners can transfer into the IB programme from other IB world schools and/or other school systems.

Admission for Returning Learners

The admission process to transition from Grade 10 to 11 involves the following steps:

Step 1: An informative session is held in November/December for Grade 10 learners and their parents. During the session, the IBDP Coordinator and teachers provide an overview of the IB Diploma Programme, its recognition, admission criteria, university requirements, and discuss the subject selection process.

Step 2: The IBDP Coordinator and Career/College counselor meet with learners individually to discuss their interest in joining the IBDP and potential subject choices. They provide guidance based on the prospective university major requirements, and learners are advised to consult with relevant subject teacher before making any final decision on IBDP subject levels and options.

Step 3: Grade 10 learners must complete an online form to indicate their interest in joining the IBDP or not and complete the subject selection form accordingly.

To be eligible for admission to the IBDP, Grade 10 learners must meet the following criteria:

- Learners should not have missed more than 18 school days per year in Grade 10.
- Learners should demonstrate commitment to learning by reflecting the Approaches to Learning (ATL) skills.
- Learners should obtain at least a 'developed' grade in the main four subjects: English, Math, and Science.

Learners who do not meet these criteria may opt for an IB course in the subject of their choice. When selecting subjects for grade 11, learners should take the following considerations into account:

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| <p>IB Full Diploma Learners</p> | <ul style="list-style-type: none"> Learners are required to choose at least one subject from each subject group, totaling 6 subjects (3 or 4 HL and 2 or 3 as SL respectively), except for Group 2, which may be substituted with an additional language from Group 1, and Group 6, which may be substituted with a subject from Groups 2 to 4. Learners with special requirements (e.g., study three sciences due to a university requirement for medicine) may drop group 3 and select a substitute subject from other groups. This has to be done in consultation with the IBDP Coordinator as this will require authorization from the IB once an evidence document is submitted (e.g., University requirements for medicine). In addition to the 6 subjects, Learners must take the 3 core components of the Diploma Programme: Extended Essay (EE), Theory of Knowledge (TOK) and Creativity, Activity and Service (CAS). Learners who wish to study a mother tongue language other than English (Self-Taught Language A SL) should approach the IBDP Coordinator for further details. Learners are not allowed to select one subject at both levels. |
| <p>Non IB Diploma Learners / IB Courses</p> | <ul style="list-style-type: none"> Learners not opting for the IB full Diploma Programme may select any subject/s from Groups 1 to 6, TOK, EE and CAS as IB courses. Learners may choose any number of IB courses, at any level, provided they meet the admission criteria mentioned above for their selected IB courses. Non IBDP Learners are required to participate in the CAS, and TOK as part of the school's requirements but may not sit for the TOK IB assessment. In addition, they are not required to participate in EE. |

All learners should be aware of the following:

- Learners' subject choice is subject to the availability of subjects and scheduling limitations.
- If a teacher is not available, and the school is unable to appoint a teacher for a specific subject, some IB Courses may be offered through PAMOJA.
- The selected subject must be completed over a two-year period.
- All learners are required to take compulsory school subjects, including PE, Islamic, Arabic Social Studies, and Citizenship.
- Upon the completion of Grade 12, all learners will receive a Beacon Private School Diploma.

Step 4: The IBDP Coordinator will prepare subject packages based on learner's selections.

Step 5: The IB DP Coordinator, in consultation with career and university counseling, will meet individually with Grade 10 learners and their parents to discuss their selections, advise if any

changes are necessary taking into consideration the limitations of subject packages and university/country requirements.

It is the responsibility of learners and their parents to ensure that the learners' subject and level selection satisfies and fulfills all university or college requirements.

Admission for New Learners

To be admitted into the IB Diploma Programme in Grade 11, new learners must meet the following requirements:

- Present complete school records and transcripts for Grades 8, 9 and 10.
- Obtain what is equivalent to a 'developed' grade in the main four subjects: English, Math and Science.
- Pass the entrance examinations for Arabic (where applicable), English and Math.
- Provide confidential academic recommendations from two Grade 10 teachers.
- Provide personal / social recommendation from a "counselor, principal, dean of learners, vice principal or principal".
- Be interviewed by the school's IBDP coordinator.
- Complete the process mentioned in Steps 2 to 5 and finalize subject selections accordingly.

To be admitted into the IB Diploma Programme in Grade 12, new learners must meet the following requirements:

- Present complete school records and transcripts for Grades 9, 10 and 11.
- Present IB predicted grades for Grade 11.
- Ensure that the subjects selected in their previous school are offered at BPS in Grade 12 and can be taken within the current timetable.
- BPS IBDP Coordinator must contact the learners' previous school IBDP Coordinator to follow up on the learner's progress in subjects and core components, and if registration on the IB system was completed.

The Admissions Office contacts families of new IB Diploma Programme candidates accordingly. Acceptance of candidates is subject to the decision of the IBDP Coordinator and the school Principal.

Withdrawing the IB Full Diploma/IB Courses

- Learners have the option to drop the IB Full Diploma/IB Courses at any point during the year.
- Learners who are not meeting the expected performance standards and are considered at risk may be advised to withdraw from the IB Full Diploma/IB course.
- Learners who withdraw from the IB Full Diploma still have the option to continue with any of their subjects as IB courses, but they must meet the performance requirements in that subject.

Subject Changes

- Learners have a two-week period at the beginning of Grade 11 to adjust their subject selections. The deadline for subject adjustments can be found on the learner's deadline calendar.
- After the subjects change deadline, learners are not allowed to make subject changes, except if the change is necessary to meet university requirements that may affect the learner's admission. However, the following must be noted:
 - The School Principal and IBDP Coordinator must approve the learner's request to change subjects.
 - The learner is responsible for catching up with the material covered before they join.
 - Learners are allowed to drop an HL course or SL at any time.
 - Learners are not permitted to change from SL to HL, unless recommended by the teacher.

RESIDENCY

All learners admitted to BPS are required to reside in Bahrain and are required to have a valid Bahraini national ID (CPR). Learners may still apply if they are new in the country and have started their residency visa process. Admissions are open for Bahraini nationals and non-Bahraini nationals.

INCLUSIVE EDUCATION

Identifying learners with Special Educational Needs begins during admission. While completing the application form online, parents are asked to attach any reports and identify if their child has SEN or learning difficulties. If upon admission, the team notices that there may be an SEN related difficulty, then the admissions team may request further documentation/testing. Prior to admissions, the school reviews each case individually to ensure that the school can meet those needs without a disruption to the rest of the school programs or the learning process.

The school may also require additional support like specialist help outside of school hours, withdrawal from certain classes, the provision of shadow teachers, or in-class support at appropriate times. The costs of such additional support may be considered separate from the normal school fees and must be met by the parents.

For parents hiring a shadow teacher, there is a shadow teacher policy that must be signed upon admissions, and not following the policy can impact the learner's enrollment. In certain situations, SEN learners are told during the time of acceptance, that they must continue to receive therapy or provide their own shadow teachers until the school decides they no longer need them.

The school will admit learners whose academic and personal needs can be met by the programs and learning support services available at the time of admission. While we aim for inclusiveness in our admissions decisions, we reserve the right to refuse admission to learners whom we determine will not benefit educationally from attending BPS.

Please refer to Learning Support and Inclusion Policy in Appendix 1.

LEARNERS WHO ARE NON-NATIVE SPEAKERS OF ENGLISH

BPS offers its curriculum in English, in which Arabic and Spanish or French are also taught as additional languages. Therefore, the child must be at least competent, but preferably fluent in the English language, especially from Grade 1.

The school provides support to learners for whom English is a second or foreign language. Learners requiring support are admitted when adequate support resources are available to address the learner's language learning needs at the time of admission.

PLACEMENT OF LEARNERS BY AGE GROUPS

Some applicants may come from school systems with different academic years, for example, September to August, January to December or others. If this is the case, the learner will enter within the grade level which the admissions team considers to be most appropriate and in the best interests of the learner, ensuring no gaps take place in the child's educational process and Ministry of Education regulations are complied with.

For learners transferring from another school in Bahrain, previous schooling and the equivalent grade/year level, placement is followed as per the Ministry of Education regulation.

Please refer to the Age Level Grade Chart in Appendix 2.

WITHDRAWAL NOTICE

To help the school manage its enrolments efficiently, it is essential that parents give the admissions department at least one term's written notice of withdrawal.

BPS reserves the right to withdraw an already registered learner when any or all the following conditions apply:

- The learner's learning needs cannot be met given the available resources.
- The learner's presence in the class has an ongoing negative impact on her/his classmates.
- The learner's behavior is determined to have a detrimental impact on the school community.
- The learner's attendance record is unacceptable.
- Payments of the tuition fees have not been made

STEPS OF THE PROCESS

A. Completion of the online application form.

Application forms should be completed online, and all requested documents scanned. All details are entered into our Open Apply data management system – we are unable to accept paper copies.

The following documents should be scanned and uploaded together with the application form:

- A recent passport size photo (*of learner*).
- National ID (*of learner*).
- Passport copy (*of learner*).
- National ID or passport copy (*of both parents*).
- Birth certificate (*of learner*).
- Childhood immunization records and medical report.
- School reports for the last two years.
- When a learner applies from abroad, an equivalence request of general education certificate obtained from outside the country with its equivalence in Bahraini formal education must be submitted to the Ministry of Education.
- A copy of any assessments relating to Additional Educational Support Needs (e.g., Educational Psychologist reports, Speech, and Language Therapy), if applicable.

B. Organization of an assessment interview with representatives of the admissions team

When places become available, selected applicants will be invited to undertake an assessment interview.

The assessment interview is aimed at establishing a conversation with parents and learners to evaluate if and how the school will benefit the candidate's educational experience. For preschool, the assessment interview includes play activities and dialogue.

As the learner progresses in Primary, the importance of the mastery of English becomes more important. The assessment interview will still be looking at acquired skills and prior knowledge but also at the learner's language profile.

PYP, MYP and DP learners are assessed upon their previous academic performance and an online MAP test, held on campus and a personal interview.

The outcome of the interview is the property of the school.

C. Final decision on the application by the school admissions committee

The school admissions committee makes the final decision on admissions. This committee includes the Counsellors or Learning Support team and representatives from the admissions team, and when applicable, the Academic Coordinators, Principal and Head of School. The acceptance is communicated to the parents by the admissions officer through OpenApply.

ACCEPTANCE AND OFFER OF PLACE

Once a place is offered, families have five (5) working days to secure the learner's spot by making a reservation payment of BD 150. Failure to receive the reservation fee within five (5) working days will result in the place not being held.

Those parents wishing to reserve their school place whilst the Residency Permit is in process should pay the appropriate term fees. Placement and renewal in at BPS program are conditioned upon academic performance and behavior and all feedback regarding these issues is always communicated with our families consistently and in a timely manner.

WAITING POOL

If the child has completed the process successfully, and there are no vacancies to be offered, the application will become part of the school waiting pool, that will be reviewed if a vacancy occurs.

Learners in the waiting pool, or those who are not offered a place, should re-apply for the following academic year.

NON-ACCEPTANCE OF APPLICATION

The school reserves the right to reject an application if:

- The school is not the appropriate environment for the applicant's development.
- There are elements in the applicant's scholastic background that could potentially harm any progress in the new school community, or the school cannot provide the support the applicant needs.
- Required documentation as per admissions procedures is not provided.
- It is a condition of any offer that parents/guardians have given all the information relevant to the application, including details of academic, behavioral, or social problems. Where it is discovered that information has been withheld, the pupil's placement may be withdrawn.

RE-ENROLLMENT POLICY

The re-enrollment period for learners who will join us in the coming school year is notified by the school through OpenApply at the beginning of March. A non-refundable deposit of BD 300 for each enrolled learner is due before March 31st of each year to secure a seat for the child for the next academic year. This is deducted from the tuition fee for the first term of the next school term. In the case of non-payment within the published time frame, the learner's place is no longer reserved.

FEE STRUCTURE

Application fee: BD 30 non-refundable application fee is due at the time of application for new learners.

Registration and enrolment fees: Once new learners are accepted to the school, and in order to confirm and finalize their registration and enrollment, parents are kindly requested to pay a one-time non-refundable registration fee of BD 150.

The tuition fees are invoiced as four (4) installments to be paid as per the fee structure. Other arrangements, such as monthly installments, can be agreed with the school management.

A 10% tuition fee discount is available for the tuition fees of the second sibling and a 15% discount applicable to the third sibling enrolled in Beacon Private School.

A 3% tuition fee discount is available for payment of the full year's fees in a single payment by June 30, 2024. This discount is only applicable for learners who join the school before January of the same school year.

* Afterhours service is available for Pre-Nursery to KG2 learners from 12:50 to 14:35 on Sunday, Monday, Wednesday, and Thursday. There is no after-hours service on Tuesdays, as it is a short day for all learners. This service will be charged on a daily basis and will be invoiced at the end of the term.

Learning materials will be provided at the school. The cost for these materials is to be paid in the first installment.

Please refer to the fee structure in Appendix 3.

REVIEW PROCESS

The Admissions Policy undergoes an annual review to evaluate its effectiveness as a dynamic and responsive document that supports high-quality instruction and student achievement. During professional development sessions in the second semester, committees consisting of the Admissions Officer and selected staff members to collaborate to update the policy. They consider students' needs, IB updates, current research findings, and the specific needs of the school community. This collective expertise ensures that the policy remains relevant, appropriate for grade levels and subjects, and aligned with the school's vision, mission, and evolving educational practices.

The updated policy suggestions from each committee are presented to the rest of the school to gather feedback. Ultimately, the final review and confirmation of the revised policy are conducted by the IB coordinators and the Principal.

AVAILABILITY AND COMMUNICATION

The most current version of this policy is accessible to all stakeholders on the school website. Teachers can also access the policy in the Teams Teachers' Group for easy reference. During the induction week, new teachers will receive comprehensive training to ensure their understanding and effective implementation of the policy.

APPENDICES

| Appendix | Title |
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| Appendix 1 | Inclusion Policy |
| Appendix 2 | Age Level Grade Chart |
| Appendix 3 | Fee Structure |