ADMISSIONS POLICY

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Mission

At SEK International School Riyadh, members of the community are empowered to learn and grow, becoming curious and compassionate citizens of the world.

Vision

Our vision is to consistently provide high-quality education to an international community of students, preparing them to become responsible and productive global citizens who actively contribute to the communities in which they live and work.

Introduction

SEK-Riyadh is an international co-educational IB World School educating students from Nursery to Grade 11 from a wide range of different cultures. English is the language of instruction, Arabic and Spanish are taught from Nursery School.

We are an authorized school to offer the IB Primary Years Programme (PYP). PYP Classes start from Pre K1 to Grade 5, MYP (Middle Years Programme) classes from Grade 6 to 10 and the DP (Diploma Programme) classes are Grade 11 and 12. Additionally, we are currently undertaking the NEASC Accreditation process.

We are part of the prestigious SEK Education Group encompassing 12 international schools worldwide (Spain, France, Ireland, Qatar, Saudi Arabia, Bahrain and Oman) and the University Camilo José Cela in Madrid.

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

Criteria for admission

SEK International School Riyadh is committed to the principle of equal opportunity in education but may consider factors including an applicant's prior educational, cultural and linguistic background for purposes of admission in order to fulfil the school mission of providing education in an international environment and through the English language.

SEK-Riyadh students' siblings and SEK students coming from other SEK schools will be considered with priority for admissions as long as they comply with SEK International School Riyadh's admissions criteria.

Residency

All students admitted to SEK-Riyadh are required to reside either with their parents or with a legal guardian that either or both parents have approved and have their Saudi National ID number or resident permit (Iqama). Admissions is open to all nationalities, no preference for placement is given by nationality.

Inclusive education

The school will admit students whose academic and personal needs can be met by the program and student 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 students whom we determine will not benefit educationally from attending SEK International School Riyadh.

Students who are non-native speakers of English

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

The school provides support to students for whom English is a second or foreign language (ELA) as a paid service. Students requiring support are admitted when adequate support resources are available to address the student's language learning needs at the time of admission.

The school will admit students requiring support up to a determined threshold for the term. Once that limit has been reached, no additional students requiring support will be admitted until either space becomes available or additional resources are in place to meet their learning needs.

Placement of student 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 student will enter within the grade level which the Admissions team considers to be most appropriate and in the best interests of the student, ensuring no gaps take place in the child's educational process and local regulations are complied with.

For students transferring from another school in Saudi Arabia, previous schooling and the equivalent grade/year level achievement are followed as per the Ministry of Education regulation.

Withdrawal notice

To help the school manage its enrolments efficiently, it is essential that parents give the Admissions department at least written notice of withdrawal at least two weeks before the end of the current term.

SEK International School Riyadh reserves the right to withdraw an already registered student when any or all of the following conditions apply:

- the student's learning needs cannot be met given the available resources
- the student's presence in the class has an ongoing negative impact on her/his classmates
- the student's behavior is determined to have a detrimental impact on the school community
- the student's attendance record is unacceptable
- school fees are not paid in a timely manner

If a student is required to withdraw from SEK International School Riyadh due to any of the above reasons, tuition refund will be applicable on a pro rata basis. Prior notice will be given to the family to ensure that they have time to gain admittance to another school.

Timeline of the process

Application deadlines are published on our Open Apply portal https://sekriyadh.openapply.com/

In exceptional circumstances and provided there are vacancies, the school will accept applications for admissions throughout the school year and will place students for start dates at the beginning of a term in either September or January.

Occasionally, mid-term placements are accommodated, but only if there is a commitment from the student to continue for the remainder of the term and for the duration of the following term after consultation with the Ministry of Education.

Should a mid-term admission be accommodated, tuition is not pro-rated; tuition for the full term is due.

Admissions Process

A. Completion of the online application form.

B. Application forms should be completed online, and all requested documents scanned and uploaded to the student's application form online. All details are entered into our **Open Apply** data management system – **we do not accept paper copies**.

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

- A recent passport size photo of your child.
- Saudi National Students:
  - A copy of the family card (or child´s National ID when available).

- ◊ Saudi National Parents:
  - o A copy of the parent´s National ID
- ◊ Non-Saudi national students:
  - o A copy of the child's Iqama (passport is valid if the family is still in application process for residency) and the birth certificate.
- ◊ Non-Saudi national parents:
  - o A copy of both parents' Iqamas, (passport if valid if the family is still in application process for residency).
- ◊ A copy of the child's school reports for the last two academic years, which must contain appropriate assessment information and reference to the curriculum, grade/year in which the student has studied, attendance and the type of school, for example private, independent, public school system.
- ◊ When the documents are not in English, a notarized translation in English must be provided.
- ◊ When a student comes from abroad, an equivalence request of general education certificate obtained from outside the country with its equivalence in Saudi formal education must be submitted to the Ministry of Education.
- ◊ Childhood immunization records and medical fitness report for school entry/transfer.
- ◊ A copy of any assessments relating to Additional Educational Support Needs (e.g. Educational Psychologist reports, Speech and Language Therapy), if applicable.

- ◊ A school reference letter submitted in the online application form, from the leaving school.

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. Due to the high demand and limited number of spaces, not all applicants who apply to our school are invited for an interview and assessment.

The assessment interview is aimed at establishing a conversation with parents and students to evaluate if and how the school and family will benefit the candidate's educational experience. Academic levels are tested starting from Grade 1 applicants. For preschool applicants, the assessment interview includes requesting information regarding the applicant's developmental stage, language skills and autonomy through an interview with the parents and observation to assess school-readiness.

As the student 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 student's language profile.

<u>The outcome of the interview is the property of the school.</u>

C. Final decision on the application by the School Admissions Committee

The School Admissions Committee that includes the Counselor, the Principal, the Academic Coordinators, and representatives from the Admissions team makes the final decision on admissions. This decision is final.

This decision may be acceptance and offer of a place, a waiting list offer or non-acceptance of application.

Acceptance and offer of place

The place offer will be subject to the payment of the corresponding fees within a stated timeline of five natural days. If the payment is not completed by the identified deadline, the place will not be reserved.

Students not in possession of their valid National ID or resident permit (Iqama) number will **not be allowed to attend classes** following a ruling by the Ministry of Education.

Those parents wishing to reserve their school place whilst the Residency Permit is in process should pay the appropriate term fees.

The admissions and counseling team will prepare and provide a brief report when the student joins the classroom in the middle of the course about their social-emotional and academic skills.

Waiting List

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 list, that will be reviewed when a vacancy occurs.

Students in the waiting list, or those not offered a place, are welcomed to re-apply for the following academic year.

Non-acceptance of application

The school reserves the right to not accept an application if it considers that:

◊ 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 or considered to be falsified.

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.

Admission to the IB Diploma Programme

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:

IB Full Diploma Learners	• 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.
Non IB Diploma Learners/ IB Courses	• 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.
- The selected subject must be completed over a two-year period.
- All learners are required to take compulsory school subjects, including PE and History of the Kingdom, Muslim students are required to take Islamic.
- Upon the completion of Grade 12, all learners will receive an American High school diploma and Diploma SEK .

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 English and Math, and for Arabic (when applicable),.

- Provide confidential academic recommendations from two Grade 10 teachers.
- Provide personal / social reference letters 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 SEK Riyadh in Grade 12 and can be taken within the current timetable.
- SEK Riyadh 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.

Development and Revision of this policy

The School Principal, Academic Coordinator and the pedagogical leadership team has overseen this policy’s development. As indicated below, all members of staff will be involved in the revision of this policy.

At the time of first revision of the policy, members of the Senior Leadership Team involved were:

School Principal: Sandra Ospina
General Manager: Joan Blázquez
Head of Learning and Innovation: Susana Calvo
Dean of Students: Kim Garnder
IT Manager: Salvador Monpeat
Head of Counselling and Admissions: Julie Anne Alonso
MYP Coordinator: Jorge de la Torre Saenz-Rico
PYP Coordinator: Sadia Kidwai

The School Principal, School Counselor and Academic Coordinator and the pedagogical leadership team are in charge of the policy revision process.

The School Principal, School Counselor and Academic Coordinator, the pedagogical leadership team, the community and personal project coordinators, the DP core supervisors, and the librarian(s) will be drafting the policy on the basis of indications provided by IB documents. Teachers will be asked to provide feedback on the draft, and the policy will be updated accordingly if the input is consistent with IB guidelines and the school vision.

This policy is revised annually and either confirmed as is or modified accordingly. The School Principal, School Counselor and Academic Coordinator will be in charge of approving the new version and sharing it with the school community through the school website and on Managebac.