



مدارس المملكة  
KINGDOM SCHOOLS

# KS 2018-19 Admission Policy

## Table of Contents

Admission Policy .....	3
Rationale .....	3
Beliefs.....	3
Standards .....	3
Guidelines .....	3
Admission Procedures.....	3
Admission Team.....	3
Admission Criteria.....	4
Admission Phases.....	4
Additional Admission Information .....	5
Waiting Lists.....	5
K-12 Admission Requirements.....	5
Kindergarten .....	5
Grade 1.....	5
Grade 2-8 .....	5
Grade 9-12 .....	5
Admission Assessment.....	6
Kindergarten .....	6
Grades 1 – 6 .....	6
Grades 7 – 9 .....	6
Grades 10-12.....	6
Additional Assessment Information.....	6
Appendix .....	7
New Student Admission Form (Grades 1-9) .....	8
Admission & Transcript Analysis Form (Grades 10, 11 & 12) .....	9

## Admission Policy

### Rationale

The Kingdom School (KS) admission policy and procedures are in place to safeguard that students are appropriately placed in the most conducive learning environment. Proper placement ensures that students admitted to KS benefit fully from our educational programs and have a positive school experience.

### Beliefs

KS believes:

- A clear admission policy is paramount to ensuring applicants are fully aware of the expected high standards for all students.
- Appropriate assessment is critical to confirming proper student placement while enhancing student opportunity to experience educational success.
- Inclusivity is paramount to a successful school environment. However, to best support our students, it is critical that honest assessment of special learning needs and our ability to adequately support these needs is determined prior to student acceptance.

### Standards

- For information regarding the enrollment process, enquiries are directed to the Admission Officer/s (AO).
- It is the exclusive responsibility of the AO to provide enrollment information to interested parents. This includes new enrollment inquiries, confirmation, and completion.
- The AO maintains an up-to-date electronic register of student numbers in each grade and campus.
- The Academic Dean or designee may authorize acceptance of a student. All placement offers remain provisional until the Academic Dean or designee signs off on the official enrollment form.
- KS maintains a clear schedule of current fees.
- As per the admission policy, a student completes academic assessments prior to admission.
- KS endeavors to maintain maximum class-size limits as per KS School Policy.

### Guidelines

- Initial inquiries are directed to the AO, who provides official forms and enrollment procedures.
- The AO coordinates tours, appointments, and assessment dates with relevant site designees.
- The AO has a complete record of inquiries and enrollments under process. Therefore, he/she indicates placement on the KS waiting list for the prospective students.
- Site Admission Committee returns admission assessment results to the AO within 48 hours.
- The Academic Dean or designee has the authority to approve or decline a pending application. All applications are provisional until authorized by the Academic Dean or designee.
- Placement cannot be offered until the AO is satisfied that sufficient documentation is provided and the appropriate fees are paid.
- The initial inquiry phase to the admission completion phase (see admission procedures) should take no longer than five (5) days. KS reserves the right to rescind any offers of placement.

### Admission Procedures

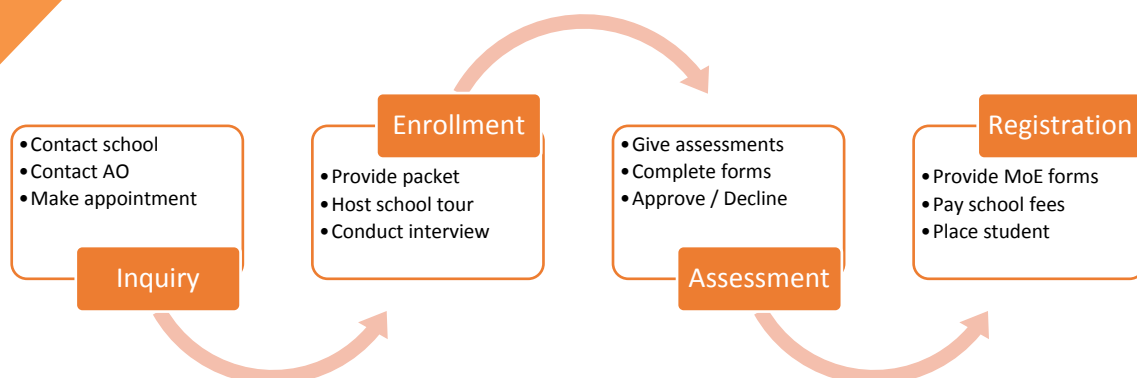
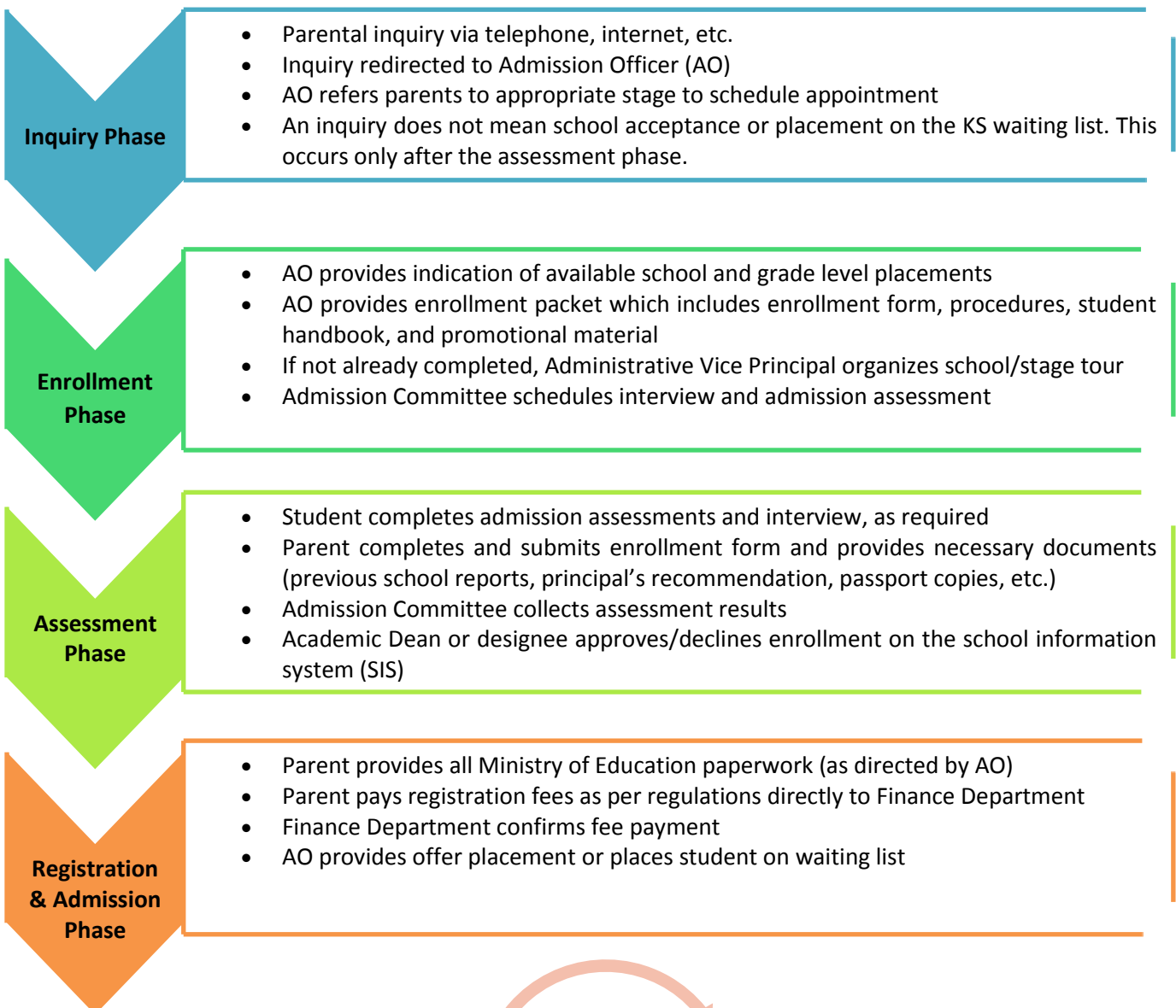
Admission Team	
Responsible Individual(s)	Action
Admission Officer (AO)	<ul style="list-style-type: none"><li>• Provides enrollment information</li><li>• Coordinates school tour</li></ul>
AO, Administrative VP, or PR Officer	<ul style="list-style-type: none"><li>• Conducts school tour</li></ul>
Admission Committee	<ul style="list-style-type: none"><li>• Establishes assessment appointment</li><li>• Administers admission assessment</li></ul>
Academic Dean or Designee	<ul style="list-style-type: none"><li>• Approves final decision</li></ul>
Admission Officer	<ul style="list-style-type: none"><li>• Transfers certificate &amp; coordinates w/MoE</li><li>• Obtains documents &amp; records</li></ul>
Finance Officer	<ul style="list-style-type: none"><li>• Provides bill &amp; collects fees</li></ul>

## Admission Criteria

Student acceptance is based on space availability and the following minimum criteria:

- Age appropriateness for requested grade level
- Successful completion of the previous school year (Post Grade 1)
- Ability to meet student needs
- Admission assessment results, if required
- Previous school records (academic transcripts, transfer certificate, recommendation letters, standardized assessment results, as applicable)
- School interview with Academic and/or Administrative Vice Principal
- Admission procedures specifically for the KS International Program (see K-12 Admission Requirements)

## Admission Phases



## **Additional Admission Information**

KS adheres to the following admission criteria:

- School administration collaborates with the AO to prepare required MoE documentation
- Accepted students must have MoE approval before they are fully confirmed as enrolled
- Students may not begin classes without first being enrolled in SIS
- Generally, class size is limited to:
  - 20 for Kindergarten
  - 22 for grades 1-3
  - 25 for grades 4-12
- Enrollment of additional students in any class is at the discretion of the Executive Director

## **Waiting Lists**

- New applications are reviewed in the order in which received; priority is given to siblings of current KS students
- If space is unavailable, the applicant is added to a waiting list
- An applicant is either offered a placement or not (communicated by way of text message, email, or phone call)
- If placement is not offered, all registration deposits are refunded

## **K-12 Admission Requirements**

The following requirements must be submitted prior to admission:

- Enrollment form
- Tuition Agreement
- Child Information Form
- Parental Statement/Child's Health (required by school and placed in student file w/counselor)
- Immunization Certificate
- Previous educational records and transcripts (Grades 2- 12)
- Admission Assessment Results
- One full semester payment prior to the commencement of the semester

### **Kindergarten**

- Students seeking a KG placement are interviewed with their mother/female guardian and are required to take a KG readiness assessment
- Pre-K Enrollment: Child must be 2 years and 9 months on or before the first day of the academic year
- KG1 Enrollment: Child must be 3 years and 9 months on or before the first day of the academic year
- KG2 Enrollment: Child must be 4 years and 9 months on or before the first day of the academic year

### **Grade 1**

- Child must be five years and nine months on or before the first day of the academic year
- Admission is based on an Admission Committee interview and an admission assessment
- Priority is given to students already attending KS KG and to those students who have currently enrolled siblings

### **Grade 2-8**

- Admission is based on an Admission Committee interview and an admission assessment
- Priority is given to those students who have currently enrolled siblings

### **Grade 9-12**

Students from Other Accredited International Schools: Students wishing to transfer to the Kingdom School American Diploma Program (ADP) from another accredited international school are required to provide complete transcripts for all courses – Grade 9 to current grade. If transcripts are complete and demonstrate an acceptable Grade Point Average (GPA or equivalent), the student may sit for the admission assessment.

For the student to be accepted into the American Diploma Program he/she should:

- Provide current and up-to-date school transcripts showing an acceptable GPA
- Achieve an appropriate placement score on the admission assessment
- Be interviewed by the Administrative and/or Academic Vice Principal or the Admission Committee

## Admission Assessment

Admission assessment results, along with previous student school records, are carefully reviewed. Before a final decision is determined, the student and parent/guardian are invited to an interview with the Administrative and/or Academic Vice Principal. Students in Grade 2 onwards are required to complete a reading assessment. This assessment is carried out using Measure of Academic Progress© (MAP), a computerized, adaptive assessment tool.

### Kindergarten

There is no placement test for students entering KG. However, students should be in a position of school readiness. Parent/Guardian and the Administrative and/or Academic Vice Principal should discuss during an interview if the student would benefit from a delay in commencement of schooling.

### Grades 1 – 6

Candidates complete admission assessments using MAP and an Arabic one-on-one interview. Appropriate results (determined by the site Admission Committee) are a prerequisite for acceptance into KS. Upon reviewing the results and in conjunction with previous school records, the Administrative Vice Principal approves or declines the application.

Once all admission assessments are completed, the Administrative Vice Principal completes the ***New Student Admission Form (Grades 1-9)*** (See Appendix). The purpose of this form is to create an accurate record of the student's admission results.

### Grades 7 – 9

Candidates complete admission assessments using MAP. If a prospective student is transferring from another international school, he/she will also complete an Arabic assessment. Appropriate results (determined by the site Admission Committee) are a prerequisite for acceptance into KS. Upon reviewing the results and in conjunction with previous school records, the Administrative Vice Principal approves or declines the application.

Once all admission assessments are completed, the Administrative Vice Principal completes the ***New Student Admission Form (Grades 1-9)*** (See Appendix). The purpose of this form is to create an accurate record of the student's admission results.

### Grades 10-12

Candidates meet with the Administrative and/or Academic Vice Principal. Student transcripts and previously-earned credits are reviewed, and the candidate completes an admission assessment using MAP. If a prospective student is transferring from another international school, he/she will also complete an Arabic assessment. Appropriate results (determined by the site Admission Committee) are a prerequisite for KS. Upon reviewing the results and in conjunction with previous school records, the Administrative Vice Principal approves or declines the application.

Once all admission assessments are completed, the Administrative Vice Principal completes the ***Admission & Transcript Analysis Form (Grades 10, 11, & 12)*** (See Appendix). The purpose of this form is to create an accurate record of the student's admission results and credit summary results. The credit summary is imperative to provide accurate transcripts at the end of grade 12.

### Additional Assessment Information

- Any concerns arising from the interviews/ tests should be documented and discussed with parents.
- Students re-entering KS may be exempt from re-assessment if they have been absent for no more than one school year. This decision is at the discretion of the Administrative Vice Principal and must be supported with documentation of continued education during the absence.
- The Administrative Vice Principal reserves the right to waive the placement assessment if satisfied with the academic records provided during application.

# Appendix

**Kingdom School  
International Program**

**New Student Admission Form (Grades 1-9)**



General Information			
Date			
Student Name			
Date of Birth			
Next Year's Grade			
Previous School			
Parent Name			
Phone Number			
Email Address			
Siblings / Enrollment			
Name & Grade		Name & Grade	
Name & Grade		Name & Grade	

Academic Information			
Reading MAP Results		Grade Equivalent	
English Language Interview			
Interviewer			
Arabic Language Interview			
Interviewer			
Other Information			

Decision			
Acceptance	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes / Conditional	<input type="checkbox"/> No
VP Signature			
AD Signature			



**Kingdom School  
International Program**



**High School Transfer Students  
Admission & Transcript Analysis Form (Grades 10, 11 & 12)**

Academic Admission Information			
Date			
Student Name			
Date of Birth			
Student Grade Level			
Previous School			
Parent Name			
Phone Number			
Reading MAP Results		MAP Grade Equivalent	
Arabic Assessment Results (if required)			
Interviewer Information			

Transcript Analysis Information					
Credit Hours					
Courses	Grade 9	Grade 10	Grade 11	Grade 12	Subtotal Credits by Subject
Islamic					
Arabic					
English					
Mathematics					
Science					
Social St. - English					
KSA History & Geo.					
Physical Education					
Fine Arts					
ICT					
Electives					
Total Credits by Year					

Decision	
Acceptance	<input type="checkbox"/> Yes <input type="checkbox"/> No
VP Signature	
AD Signature	