



## ADMISSION POLICY



**APRIL 2022**

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**KING ABDULAZIZ SCHOOLS  
INTERNATIONAL SYSTEM**

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## Introduction

The idea to start an international stream at King Abdulaziz Schools (KAS) was prompted by the owner's quest to build a school that provides quality education for the community of Madinah. The board members were keen on having an educational program that centers on research, inquiry, and lifelong learning.

The school started implementing the IB programmes in 2014. Spurred by the idea of being the first Primary Years Programme (PYP) school in the city of Madinah with English as the language of instruction, all stakeholders worked with this end in mind to reach this goal. Thanks to all stakeholders' support, the school gained a good reputation within the community and began growing gradually. We became a PYP authorized school in 2017, in 2020 KAS was authorized for the IB Middle Years Programme (MYP) and in 2021 the school became the first school in Madinah to offer in conjunction the three IB programs (PYP, MYP & DP) and accredited by Cognia, a nonprofit organization that provides quality assurance for schools.

## KAS Philosophy

KAS is a non-profit organization believes that education aims to foster the child's development as a whole person. We believe students should be encouraged to think critically, creatively, become autonomous learners, and exploit their academic and personal potential. We want students to be productive in their lives, appreciate and respect different cultures, and feel responsible by serving their own country and the world.

We believe learners bring their strengths and uniqueness to the classroom. Our teachers strive to cultivate learning partnerships with our learners. KAS believes that teaching is about empowering learners to take responsibility for their learning, inspiring courage to grow intellectually, cultivating curiosity, providing opportunities for developing relationships, clarifying values, uplifting the spirit and igniting action.

Our rigorous assessments aim to discover what our learners know and have learned at different learning stages. We believe that effective assessments cover the five essential elements of learning; the acquisition of knowledge, understanding of concepts, mastering skills, developing attitudes, and encouraging the initiative to act.

Our School aims to prepare young minds in becoming leaders who meet the global challenges of the 21st century and grow to become internationally-minded individuals that push for positive change in the world.

## IB Mission Statement

“The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help create a better and more peaceful world through intercultural understanding and respect. To this end, the organization works with schools, governments and international organizations to develop challenging international education programs and rigorous assessment. These programs encourage students worldwide to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.”

## KAS Mission Statement

“King Abdulaziz School strives to cultivate international educational experiences that prepare active and lifelong learners. KAS aims at providing stimulating academic programmes supported by rigorous assessment implemented through an inquiry-based, caring learning environment. Learners are equipped with the skills they require to reach their full potential and become responsible global citizens.

KAS prepares students to be open to other perspectives, values and traditions whilst recognizing their own identity and taking pride in their cultural heritage.”

## KAS Vision Statement

“To inspire the individual potential of all students and enable them to become principled, proficient, inquiring, and caring lifelong learners.”

## KAS Core Values

KAS fosters an atmosphere of academic excellence and encourages intellectual inquiry and critical thinking of all students and staff, recognizing their different learning needs, encouraging them to be:

- **Knowledgeable:** Knowing well, achieving well and doing well
- **Actionable:** Aiming high, reaching out and exemplary outlook
- **Successful:** in school, in universities and beyond

## International-Mindedness, IB Learner Profile Attributes and KAS Policies

We believe that each learner profile attribute incorporates key values, attitudes, knowledge, understanding and/or skills crucial to learning and development. Thus, our prospective students, their families and the whole school community acknowledge the importance of utilizing the IB learner profile attributes to develop the needed skills for

international mindedness to become an agentic learner and to adhere to this policy. The following IB learner profiles attributes are adopted from the IB:

- **Inquirers:** They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.
- **Knowledgeable:** They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
- **Thinkers:** They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.
- **Communicators:** They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
- **Principled:** They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.
- **Open-minded:** They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.
- **Caring:** They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.
- **Risk-takers:** They approach unfamiliar situations and uncertainty with courage and forethought and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.
- **Balanced:** They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.
- **Reflective:** They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

*(The IB Learner Profile: A singular capacity for invigorating campus life IBO; 2010)*

## Purpose of this document

This policy aims to clarify procedures for admission to the IB programmes and the American Diploma offered at KAS for prospective students and their families. It also outlines for KAS enrolled students the conditions of transitions between the programs.

## KAS Admission Philosophy

Admission into King Abdulaziz School is based on successfully completing all application procedures, the required documentation, and successfully completing entrance tests and interviews. KAS welcomes applications from local families and families across the globe.

KAS requires parents to be honest and forthcoming with information regarding their child's physical, emotional, social, and academic development. We adhere strictly to the Saudi Ministry of Education regulations on all matters relating to admission, teaching or any matters relating to safety and safeguarding of students.

Access to KAS inclusion policy is available to identified and students in need, in line with the Standards and Practices of the IB. Students will be monitored by the school to ensure that the guidance provided is appropriate and effective.

At KAS, we believe in ethical practices and transparency. We, therefore, ask for the same from our families within the KAS community, with reference to the application process. If we find that a family withholds vital information, we reserve the right to reverse the admissions process and withdraw the student from school.

## Links with other KAS Policies

KAS Admission Policy should be read in conjunction with the following policies:

**KAS Academic Integrity Policy:** To respect the value of integrity, honesty, and hard work in academic studies.

**KAS Assessment Policy:** To maximize academic achievements and highlight areas for improvements

**KAS Inclusion Policy:** To view the inclusion and support framework available at KAS.

**KAS Language Policy:** To appreciate the levels of language required to cope well with learning at KAS.

## Admission committee

KAS admission team explains the admission procedures and support potential students in joining the school. The team also discusses with students and families details of the IB programme of continuum education at KAS in order to support their choices. The admission team meets at the beginning of the school year to check and sort out applications and waiting lists for each grade. KAS admission committee includes:

- Principal K-3
- Vice Principal Academic
- IB programme Coordinators

- Inclusion Coordinator
- Head of Arabic department
- Head of English department
- Head of Mathematics department

## Admissions Criteria

Applicants will be considered for admissions at KAS based on:

- The outcome of an interview with a member of the admission committee
- Results of entrance tests
- Availability of seats

## Pre School to PYP 3 Admission Requirements

Admission into K – PYP 3 at KAS is based on an interview with the Elementary School Principal and a short assessment that includes language basic skills, math skills, fine motor skills and verbal communication skills.

Applicants in preschool to PYP 1 should demonstrate the ability to communicate in at least one language; expressing themselves, naming simple objects and retelling events in a sequence.

PYP 2 and PYP 3 applicants must show the ability to communicate in both Arabic and English languages.

## PYP 4& 5 to MYP 5 Admission Requirements

- Applicants must sit for an interview with a member of the admission committee. Applicants have to demonstrate during the interview communication and listening skills, spoken English proficiency, maturity along with other personal skills needed for success in school
- Applicants must take Entrance Tests in three core subjects: English, Arabic and Math. The questions are based on the school curriculum and are skills-based.
- If applicants excel in the three subjects, they can proceed to registration stage.
- If the applicants perform well in 2 out of 3 subjects, they are granted conditional acceptance to be determined by the VP academic.
- No admission for applicants who underperformed in all 3 Entrance Tests.
- There will be a compulsory MYP Orientation for enrolled PYP 5 students conducted by the MYP Coordinator in May.

## DP Admissions Requirements

Students who successfully completed MYP 5 may proceed into the IB Diploma or the American Diploma. An introduction to both programs will be held in May by programs coordinators for current enrolled MYP 5 students and their parents.

Admission for internal candidates into the IB Diploma will be reviewed based on the following criteria:

- Completing the Personal Project in MYP 5
- A minimum final grade of 3 in MYP 5 to register for Standard Level (SL) Diploma Programme subjects.
- A minimum final grade of 4 in MYP 5 to register for Higher Level (HL) Diploma Programme subjects.
- MYP 5 students who did not achieve a final grade of 3 in Mathematics are advised not to take an HL Mathematics course.
- A satisfactory attendance and behavior record for MYP 5.
- Two recommendation letters from teachers.
- An interview with the IB Diploma Coordinator where the applicant needs to demonstrate evidence of acquiring ATL skills and IB learner profile attributes.

In addition to the above requirements, **external applicants who wish to study in year 2 of the IB Diploma** at KAS must meet the following criteria:

- The student must have submitted the first draft of the Extended Essay
- The student must have documented the CAS experiences in IB DP1 in the previous school

Upon admissions to the IBDP programme, students must register for courses based on the requirements mentioned in KAS assessment policy. Students may request changes in their course selection not later than mid-October and these changes must be approved by the student legal guardian and the DP coordinator.

## American Diploma Admissions Requirements

- A minimum of 60% Marks in all the core subject (English, Math, Science and Social studies)
- A satisfactory attendance and behavior record for MYP 5 or G10.
- A recommendation letters from teachers of previous grade/school.



- Applicants should sit for entrance exams in three core subjects: English, Science and Math.
- An interview with the admission committee or career guidance counsellor to discuss students' future university plan.
- SAT scores are preferred but not required

### Applicants with Learning Support Needs

*“A special need is any permanent or temporary diagnosed need that could put a candidate at a disadvantage and prevent him or her from being able to demonstrate their skills and knowledge adequately.”*

*(General Regulations, Diploma Programme; March 2011)*

In line with KAS guiding principles, KAS welcomes all applicants, respect each Individual differences and treat all students equally. The school building is accessible to students with mild physical disability and applicants with learning support needs must submit all evidence to the school when applying for admissions. In addition, KAS offers English and Arabic language supports for students when needed.

### General registration procedures at KAS

Once the applicant is admitted, an admission application form that can be requested through the school's main office or found on KAS website must be submitted to the school's main office along with the following documents:

- Two recent photographs
- Copy of applicant's passport
- Copy of parents'/guardian's passports.
- Copy of applicant's and parent's residency visa for non-Saudis.
- Copy of the student's birth certificate and vaccination card.
- Medical reports if needed.
- Original certificates and all academic records for all preceding years attested by the Saudi Ministry of Education.

All the above documents along with other records that a student's file contains such as transcripts, standardized assessment reports, counseling and advising records attendance reports and any other document that is related to student's academic evaluations or behavioral records will be kept in school until the student transfers or graduates from KAS. The student file will be stored in locked cabinets in a secure room designated for file storage and KAS guarantees safety and confidentiality for all

documents. However, the parents/ guardians have the right to request a copy of any document when needed.

Since KAS is a non-profit organization, parents/ guardians must pay school's tuition in full and up front to help the school to cover the exceptional education it provides to students. Upon receiving full payment, admitted students will grant the access to all services provided by the school and all of their electronic school accounts will be activated.

### Implementing KAS Admission Policy

KAS Admission Policy will be implemented to reflect the following IB Standards and Practices which became effective October 2020:

- The school secures access to an IB education to the broadest possible range of students. **(0301-01)**
- The school implements and reviews an access and/or admissions policy that clearly describes the conditions for participation in the school's programme(s). **(0301-01-0100)**
- The school provides relevant support materials, resources and structures to promote access to the school's programme(s) for as many students as reasonable. **(0301-01-0200)**
- The school provides opportunities for all students to access the programme(s). **(0301-01-0300)**
- **PYP:** The school articulates and demonstrates that the PYP is accessible to interested students, regardless of learner variability. **(0301-01-0311)**
- **PYP:** The school implements the PYP across all early years and/or primary grade levels offered at the school. **(0301-01-0312)**

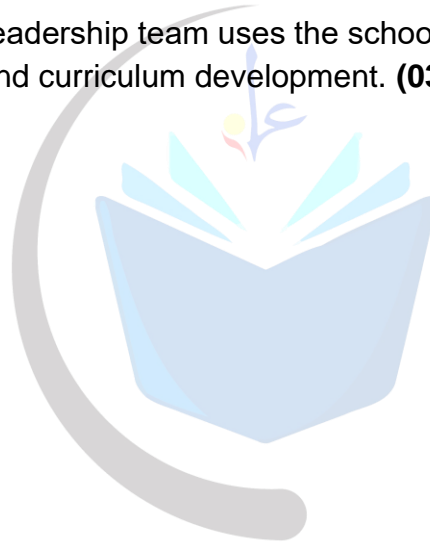
### Communicating and Promoting KAS Admission Policy

This policy is published on the school's website and a printed copy of it is available upon request. The admission committee also organizes an admission orientation session for prospective students and their families in September of each year.

### Policy review cycle

This policy has been reviewed in April 2022 by KAS admission committee. It will be reviewed and updated annually by the school's academic departments to reflect the IB philosophy and KAS school community's needs through the following IB cultures which became effective October 2020:

- The school implements processes with consideration of the relationship between its IB-mandated policies. **(0301-06-0100)**
- The school documents its IB-mandated policies and communicates them to the school community. **(0301-06-0200)**
- The school considers physical and virtual spaces in all its IB-mandated policies. **(0301-06-0300)**
- The school articulates a planned integration of human, natural, built or virtual resources in all its IB mandated policies. **(0301-06-0400)**
- The school considers the Learner Profile in all its IB-mandated policies. **(0301-06-0500)**
- The school considers international-mindedness in all its IB-mandated policies. **(0301-06-0600)**
- The pedagogical leadership team uses the school’s IB-mandated policies in decision-making and curriculum development. **(0301-06-0700)**



***Last reviewed: April 2022***

## References

*Program Standards and Practices, International Baccalaureate, 2020*

