



ADMISSIONS POLICY

Developed June 2021

Revised Aug 2023

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 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. The school is managed by SEK Education Group.

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, a writing exercise (when necessary) to test the writing skills for elementary, and the sitting of an online MAP test for secondary learners. The assessments serve a diagnostic function and assist 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 Open Apply.

If there are reasons to believe that admission to 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.

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 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 for further documentation/testing. Prior to admissions, the school reviews each case individually and 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.

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 achievement are followed as per the Ministry of Education regulation.

**Grade Level and Age Chart
Academic Year 23 – 24**

Age	DOB	Bahrain	USA	Britain
2-3	1/1/2021 – 31/12/2021	Pre-Nursery	-	-
3-4	1/1/2020 – 31/12/2020	Nursery	Preschool 1	Nursery
4-5	1/1/2019 – 31/12/2019	KG1	Preschool 2	Reception
5-6	1/1/2018 – 31/12/2018	KG2	Kindergarten	Year 1
6-7	1/1/2017 – 31/12/2017	Grade 1	Grade 1	Year 2
7-8	1/1/2016 – 31/12/2016	Grade 2	Grade 2	Year 3
8-9	1/1/2015 – 31/12/2015	Grade 3	Grade 3	Year 4
9-10	1/1/2014 – 31/12/2014	Grade 4	Grade 4	Year 5
10-11	1/1/2013 – 31/12/2013	Grade 5	Grade 5	Year 6
11-12	1/1/2012 – 31/12/2012	Grade 6	Grade 6	Year 7
12-13	1/1/2011 – 31/12/2011	Grade 7	Grade 7	Year 8
13-14	1/1/2010 – 31/12/2010	Grade 8	Grade 8	Year 9
14-15	1/1/2009 – 31/12/2009	Grade 9	Grade 9	Year 10
15-16	1/1/2008 – 31/12/2008	Grade 10	Grade 10	Year 11
16-17	1/1/2007 – 31/12/2007	Grade 11	Grade 11	Year 12
17-18	1/1/2006 – 31/12/2006	Grade 12	Grade 12	Year 13

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.

Secondary 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 Open Apply.

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 is conditioned upon academic performance and behavior and all feedback regarding these issues are 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 in the beginning of January. A non-refundable deposit of BD 300 for each enrolled learner is due before February 1st 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.

Development and Revision of this policy

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

At the time of the first draft of the policy, members involved were:
Admissions Officer: Camilia May Ekbal

The School Principal and Head of School oversee the policy revision process as well as selected members of our SEK family groups.

The admissions policy will be revised on a yearly basis and either confirmed as is or modified accordingly. The School Principal, School Counselor and Academic Coordinator and selected SEK family members will oversee approving the new version and sharing it with the school community through the school website and on Managebac.

This policy will be reviewed annually.