



Riffa Views International School

ADMISSIONS PROCESS & POLICIES

for the 2017/2018 School Year

NURSERY THROUGH GRADE TWELVE

Mission Statement

Riffa Views International School is a non-profit, college preparatory school committed to implementing the best educational practices from around the world, while being sensitive to local cultural values. We strive to be a community of learners, engaged in becoming intellectually adept, technologically proficient, and ethically guided contributors to a global society.

Admissions Policy

Students of any nationality will be admitted to RVIS based on their ability to benefit from the RVIS program and the potential contribution they will bring to the overall make up of their class and the school. RVIS cannot admit students who have special learning or behavioral problems. Special consideration will be given to applicants of families who own property and reside in Riffa Views Signature Estates, applicants of employees who work at Arcapita, as well as students who have brothers or sisters presently attending RVIS. While these factors will assist the Admissions Committee in making their decision to offer a place, neither factor in and of itself, or in combination, will guarantee admission to RVIS.

General Criteria for Entry

In order to ensure a positive, productive experience for all children enrolling in RVIS the following admissions criteria will be applied to all prospective applications:

- The child's age, previous schooling, English language proficiency, and learning achievement will be taken into account. Reports from previous schools will be reviewed as will any previous academic examinations taken.
- Successful completion of the RVIS admission screening process (*admission test and prior records reviewed for students in Grades 1-12, and an admission readiness assessment and prior records reviewed for students in Nursery, Pre-Kindergarten and Kindergarten*)
- All non-native English speaking students applying to RVIS for Grade 1 and above will be expected to demonstrate a mastery of the English language sufficient to be successful in our program
- Acceptance depends upon admissions testing, previous work as shown by the report cards (where applicable), and the Confidential School Report from previous school

Admission Decisions

Admission decisions are based on the availability of openings in the grade to which the student is applying for, and the general criteria for entry stated above. Once an application is complete and the readiness assessment, or test results have been reviewed by the Admissions Committee, parents are then informed of the student's status based on one of the following four categories:

Eligibility for Admission Testing or Readiness Assessment: The applicant seems to be an eligible candidate for admission. Once the completed admissions application has been received, an appointment will be scheduled for the student to take the entrance test for Grades 1-12 applicants, or a readiness assessment for Nursery, Pre-K or Kindergarten. Upon successfully passing the tests, or readiness assessment, and upon the Admissions Committee reviewing the student's academic records and any standardized testing results from his/her previous school, the student will be officially accepted to the grade level if space exists, or to the wait pool if no space is currently available. When a place becomes available, the parents will be notified and then sent a letter of acceptance and an enrollment contract.

Denied: The applicant does not meet RVIS eligibility and requirements for admission, 1) on the basis of the academic and/or behavioral records or readiness assessment, 2) when the applicant's mastery of the English language is not proficient for the grade he / she is applying for, or 3) when RVIS lacks a program to meet the needs of the applicant.

Deferred: Deferrals are given when, in the judgment of the Admissions Committee, the applicant needs additional time to improve his/her academic or behavioral record. Deferrals are also given if the applicant does not pass our entrance testing and wishes to retest at a later time, or in the following year.

Wait Pool: If the desired grade is full, but your child has qualified for admission at RVIS, then we may offer a place in our wait pool. There will be no rankings of applicants within the wait pool. When an opening occurs, such as when an enrolled child withdraws from the school, the Admissions Committee will review all applicants in the wait pool for that grade and select the student with the needs of the existing class in mind. The selected student will then be offered admission. Special consideration will be given to applicants of families who own property and reside in Riffa Views Signature Estates, applicants of employees who work at Arcapita, as well as students who have brothers or sisters presently enrolled at RVIS.

The Admissions Committee will decide whether or not to offer a place. Sometimes an offer will be linked to conditions we feel must be met if your child is to flourish in our school. Occasionally a place will be offered in a grade other than that for which the parent applied. This will be because we feel that your child's needs will be better met in that grade. Sometimes applicants are advised to re-apply at a later date. Students will not be admitted to the program if their past record of school achievement and/or current capabilities as determined by the admissions process indicates that the student's needs cannot be met in the context of the RVIS program.

How to Apply for Nursery – Grade 12

To submit a complete application packet, parents must provide the following information and documentation:

- Completed Application for Admissions form. This form must be fully and accurately completed and signed by the parent or guardian. Include all relevant information regarding disciplinary, social, physical, medical, or psychological problems.
- Copy of child's passport
- 5 passport size color photos
- Copy of child's birth certificate
- Copy of immunization records
- Copy of CPR card
- Copies of the last three years of child's previous school report cards (where applicable) including comments on academic and social progress and behavior. If the report(s) is not in English, please provide a translation.
- Copy of recent standardized testing (if taken/applicable)
- Related medical and educational psychologist's reports should be included with the application form, if applicable
- Travel and treatment form
- Health report completed by a licensed physician

Confidential School Report: As part of the application process, parents will be provided with a Confidential School Report form. Parents should complete the top portion of the form, sign it and send it to their child's current school requesting either the student's teacher, school counselor or principal to complete the form. The Confidential School Report should be returned directly by the school by mail in a sealed envelope to RVIS before the testing/interview appointment can be made. The report may also be scanned and emailed by the school as an attachment.

Registration Fee

Once the completed application packet is received, students will sit for an admissions exam. To take the admissions exam, the student must be accompanied by a registration fee of BD50; if it is in the form of a check it should be made payable to "Riffa Views International School." This fee is non-refundable except under the following circumstances:

1. The admission exam fee is refundable only when there is no vacancy for your child and you have decided not to place your child in the wait pool.

If all important and relevant information has not been submitted to the school in a timely manner for the Admissions Committee to review, the offer for admission may be withdrawn even if your child has already begun to attend school.

Admission Requirements for 2017/2018

RVIS uses the cut-off date of September 1st for student grade placement. No exceptions will be made to the RVIS cut-off date requirement.

Nursery

Minimum Age Requirements

Nursery – Student must be three years old by September 1.

All children entering the nursery program must be toilet-trained before the first day of school.

An automatic transition from Nursery to Pre-Kindergarten is not guaranteed. The transition is based upon the appropriate developmental preparedness of each individual child which is demonstrated through the Pre-Kindergarten readiness assessment tool.

Application Procedures

In March/April, you will be contacted for your child to attend a readiness assessment session in lieu of the entrance test.

Pre-Admission Readiness Assessment

The purpose of the Nursery readiness assessment is to gain a more accurate picture of your child's developmental and educational needs and to ensure that our program meets the needs of your child. Prior to admission you will be contacted by the school to establish a time for the assessment of your child. During the assessment, additional RVIS personnel may observe your child. This process, held in lieu of the entrance test administered at the higher grade levels, assists us in determining if our Nursery program will meet the needs of your child.

RVIS reserves the right to review admission decisions in the first few weeks of regular attendance if it is determined that our program will not provide an appropriate educational environment for a given student.

Language Proficiency Entry Requirements

Non-native English speaking students will be admitted to Nursery without regard to their English language fluency. Once the academic year is in progress, students will be expected to demonstrate an acceptable level of fluency in English to be eligible candidates for admission. During the intake process, should language proficiency become an issue, the student in question will be tested to determine whether or not their level of fluency in English is acceptable for admission.

Pre-Kindergarten (KG I)

Minimum Age Requirements

Pre-Kindergarten – Student must be four years old by September 1.

Students who have completed the RVIS Nursery Program will not enter Pre-Kindergarten until they are four years old.

Application Procedures

In March/April, you will be contacted for your child to attend a readiness assessment session in lieu of the entrance test.

Pre-Admission Readiness Assessment

The purpose of the Pre-Kindergarten readiness assessment is to gain a more accurate picture of your child's developmental and educational needs and to ensure that our program meets the needs of your child. Prior to admission you will be contacted by the school to establish a time for the assessment of your child. During the assessment additional RVIS personnel may observe your child. This process, held in lieu of the entrance test administered at the higher grade levels, assists us in determining if our Pre-Kindergarten program will meet the needs of your child.

RVIS reserves the right to review admission decisions in the first few weeks of regular attendance if it is determined that our program will not provide an appropriate educational environment for a given student.

Language Proficiency Entry Requirements

Non-native English speaking students will be admitted to Pre-K without regard to their English language fluency. Once the academic year is in progress, students will be expected to demonstrate an acceptable level of fluency in English to be eligible candidates for admission. During the intake process, should language proficiency become an issue, the student in question will be tested to determine whether or not their level of fluency in English is acceptable for admission.

Kindergarten (KG II)

Minimum Age Requirements

Kindergarten – Student must be five years old by September 1

Language Proficiency Entry Requirements

All non-native English speaking students admitted to Riffa Views International School will be expected to demonstrate a mastery of the English language sufficient to be successful in our program.

Application Procedures

In March/April, you will be contacted for your child to attend a readiness assessment in lieu of the entrance test.

Pre-Admission Readiness Assessment Session

The purpose of the Kindergarten pre-admission readiness assessment is to gain a more accurate picture of your child's developmental and educational needs and to ensure that your child can meet the challenges of our program.

Prior to admission you will be contacted by the school to establish a time for the readiness assessment of your child. During this assessment additional RVIS personnel may observe your child. This process, held in lieu of the entrance test administered at the higher grade levels, assists us in determining if our Kindergarten program will meet the needs of your child. RVIS reserves the right to review admission decisions in the first few weeks of regular attendance if it is determined that our program will not provide an appropriate educational environment for a given student.

Grades 1- 12

Minimum Age Requirement

Grade 1 – Students must be six years old by September 1

Language Proficiency Entry Requirements

All non-native English speaking students in Grades 1-12 admitted to Riffa Views International School will be expected to demonstrate a mastery of the English language sufficient to be successful in our program.

Admissions Testing

All Grades 1-12 students seeking admission to Riffa Views International School will be evaluated and tested before they are admitted. You will be notified of the date, time and venue of the testing date. The purpose of this evaluation is to obtain a more accurate picture of the student's academic skills and to screen for any learning disabilities. After all of the necessary documents have been received by the school, the entry testing appointment will be scheduled once an available opening has been determined for immediate admission, or for entrance to the wait pool. While diagnostic testing is not done as a standard admissions procedure, it may be required by the school if our standard screening tests indicates significant academic difficulties.

Admissions testing for a particular child may be waived at the discretion of the Principal.