



ADMISSIONS POLICY

Developed June 2021

Revised November 2022



Contents

Mission.....	2
Vision.....	2
Introduction.....	2
Criteria for admission.....	2
Residency.....	2
Inclusive education.....	2
Students who are non-native speakers of English.....	3
Placement of student by age groups.....	3
Withdrawal notice.....	3
Timeline of the process.....	3
Steps of the process	3
Acceptance and offer of place.....	4
Waiting pool.....	5
Non-acceptance of application.....	5
Development and Revision of this policy	5



Mission

It is the mission of SEK International School Riyadh to provide a holistic education and the development of each student's individual gifts. The core of the SEK profile is to prepare our students to be capable of guiding their own future and to become lifelong learners. We aim for our students to understand that serving and caring for others brings the highest rewards in life while ensuring that they become skilled and balanced 21st Century productive citizens.

Vision

SEK International School Riyadh has a clear vision: to consistently provide high quality education to an international community of students in order to prepare them to become responsible and productive global citizens who actively contribute to the communities where they live and work.

Introduction

SEK-Riyadh is an international co-educational IB World School educating students from Preschool to Grade 5 from a wide range of different cultures. English is the language of instruction, Arabic and Spanish are taught from Preschool.

We are in the process to become a candidate school to offer the IB Primary Years Programme (PYP). PYP Classes start from Preschool 3 to Grade 5, MYP(Middle Years Programme) classes from Grade 6 to 10 and DP(Diploma Programme) classes are Grade 11 and 12. Additionally, we are currently organizing to start the NEASC Accreditation process

We are part of the prestigious SEK Education Group encompassing 9 international schools worldwide (Spain, France, Ireland, Qatar, Saudi Arabia) 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 take into account 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 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 are open for Saudi nationals and non-Saudi nationals.

Inclusive education

The school will admit students whose academic and personal needs can be met by the programmes 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. 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 one term's written notice of withdrawal.

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 behaviour is determined to have a detrimental impact on the school community
- ◇ the student's attendance record is unacceptable

In the event that 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.

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.

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 your child on a plain white background.
- ◇ Saudi National Students:
 - A copy of the family card (or child's National ID when available) and birth certificate.
- ◇ Saudi National Parents:
 - A copy of the parent's National ID
- ◇ Non-Saudi national students:
 - A copy of the child's passport, resident permit (Iqama) and birth certificate.
- ◇ Non-Saudi national parents:
 - A copy of the parents' passports and resident permit (Iqama).
- ◇ A copy of the child's school reports for the last two 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.

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

The assessment interview is aimed at establishing a conversation with parents and students 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 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.

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 that includes the Counsellor, 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 pool 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. If the payment is not completed by the identified deadline, the place will be lost.



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 Interior.

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 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 when a vacancy occurs.

Students in the waiting pool, or those not offered a place, should 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

It is a condition of any offer that parents/guardians have given all the information relevant to the application, including details of academic, behavioural or social problems. Where it is discovered that information has been withheld, the pupil's placement may be withdrawn.

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 were 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: Iván Martínez

Head of Learning and Innovation (PYP Coordinator): Sandra Ospina

General Manager: Joan Blázquez

IT Director: Jesús Castillo

Head of Counselling and Admissions: Julie Alonso

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.



For the first couple of years, the policy will be revised on a yearly basis 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.

This Policy will be reviewed annually in June.