



## ADMISSIONS PROCEDURE Nursery – Grade 1 Entry for SY 2023 - 2024

There are 3 stages to the Admissions process:

### 1) APPLICATION

Acceptance of applications to Shaikha Hessa Girls' School for places in Nursery through to Grade 1 are dependent on the student being age appropriate:

Being age appropriate for entry to the grade level for which they are applying (applicable for Nursery – Grade 1 entry as per table below)

**Year of Birth/Age to be completed by December 31 in the year of entry as per Ministry of Education guidelines.**

| GRADE LEVEL | YEAR OF BIRTH | AGE     |
|-------------|---------------|---------|
| Nursery     | 2020          | 3 years |
| KG1         | 2019          | 4 years |
| KG2         | 2018          | 5 years |
| Grade 1     | 2017          | 6 years |

The parent/guardian should fill and sign the application form and return it to the school along with:

- BD 20/- application fee
- 1 current passport photo
- copy of the student and both parents' Smart Card (both sides), Saudi family card or GCC ID card
- copy of the student's passport (passport nationality should match nationality stated on smart card) and foreigners should provide a copy of their residence visa
- Show original birth certificate (a copy will be made by us)
- A copy of her vaccination booklet
- All students applying for KG2 and Grade 1 need to take the Academic Needs Assessment Form (provided in Application Folder) to the current school to be filled and delivered sealed to Shaikha Hessa Girls' School or faxed to the school (fax number 17750700) or email to [registrar@shgs.edu.bh](mailto:registrar@shgs.edu.bh)

*Only after meeting the above requirements will the student be invited to take placement tests.*

*Payments would be accepted by cash, cheque, Benefit Pay, fawri+ or bank transfer.*

***Bank transfer details:***

***Name: Shaikha Hessa Girls School***

***Account: 0087103524***

***Bank BIC: NBOBBHBM***

***IBAN: BH33 NBOB 0000 0087 1035 24***

***Bank Name: National Bank of Bahrain***

**Note1:** The school follows the guidelines of the Ministry of Education (Private Education) for age appropriateness for classes.

**Note2:** All parents should meet with our school doctor before the students join the school and will be asked questions related to the student's health and family health history to complete their health file. As per Ministry guidelines, entrants to Grade 1 should complete a health examination at their local health center.

**Note 3:** Parents must provide the school with new copies of any expired document such as passport/ID card/new contact number once renewed.

## **2) ACCEPTANCE**

**To be accepted into the grade level applied for, a student must:**

- Show competency in the placement test in Maths, English and Arabic for the grade level applied for.
- There will be an additional screening test for any suspected students with learning difficulties (Elementary Students only). The aim of this interview is to have a general idea about the learner's oral language skills (comprehension and expression skills) in both English or/and Arabic languages as well as reasoning skills.
- The school must be convinced it is in the student's best interest to join the school.
- Parents will be notified by SMS, email or by phone of the results within one week of testing as to whether the student is accepted or not. **The Admissions Committee's decision is final.**
- On acceptance, the registration and development fees should be paid immediately (please refer to the school Fees sheet). The first instalment of tuition is due in April in advance. Unfortunately, the school cannot guarantee places in case of delay of payment.

**Note 1:** Priority for places goes to sisters of students currently enrolled in the school, Board members' children and graduates of SHGS (providing they meet entry requirements). The remaining places will go to students who show competency in their placement tests.

**Note 2:** Students who have met all entry requirements may be put on a waiting list should the grade level applied for to be full. The parents will be notified should this status change.

**Note 3:** The school may revoke its acceptance at any time should it become aware that information has been withheld or falsely presented to the school.

### **3) ENROLLMENT**

**Only the names of fully enrolled students will be shown on class lists and allowed to attend classes in September. The requirements for enrolment are:**

- Submission of application form, photos, ID documents, Academic Needs Form from previous school (KG2 & Grade 1 applicants only), previous report card copies.
- Application, Registration, Development Fees, and First Instalment of Tuition Fees have been paid in full.
- Immunization record has been submitted and a follow-up interview has been completed with the school's doctor. Ministry Health examination (Grade 1) has been completed and submitted.