



## ADMISSIONS PROCEDURE SY 2017 – 2018 for High School Entry

There are 3 stages to the Admissions process:

### 1) APPLICATION

**Acceptance of applications for High School to Shaikha Hessa Girls' School are dependent on the student:**

- Currently attending the previous grade level of that applied for with the expectation of completing it and being successfully promoted at the end of the school year.
- Students applying for grades 9 & 10 will be entering in to the school's IGCSE programme and before starting the application process should book a meeting with the IGCSE Coordinator and College Counselor (compulsory) with regard to programme overview, course selection and Graduation credit requirements.
- Students applying for grades 11 will be entering in to the school's two year IB programme and before starting the application process should book a meeting with the IB Coordinator and College Counselor (compulsory) with regard to programme overview, course selection and Graduation credit requirements.
- Students applying for Grade 10 or 11 entry who are not on track with SHGS credit requirements may be declined entry or may only be eligible to take the IB diploma in Grades 11 and 12.
- The school does not invite applications for Grade 12.
- Students applying from British system schools will be mapped to our grade levels according to Ministry of Education guidelines.
- Any failing subject on the report card should be re-assessed with a passing grade in her previous school before applying.

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

- BD 20/- application fee
- 2 current passport photos
- copy of both the student's Smart Card/CPR and passport
- Show original birth certificate
- A copy of her vaccination booklet and any vaccination taken at previous schools
- Copies of the student's report cards for the last 3 years (latest report for current school year and year final reports for the previous two school years)
- Academic Needs Assessment Form and Conduct Form (provided in Application Folder) to be filled by the current school and delivered sealed to Shaikha Hessa Girls' School or faxed to the school (fax number 17750700)
- Students applying from schools outside the Kingdom of Bahrain must provide the school with an equivalency document prior to sitting entrance exams from the Exams Directorate of Ministry of Education, Bahrain (إدارة الإمتحانات)

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

**Note1:** The transfer from other schools within Bahrain after the first two weeks of school is not encouraged.

**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. All Ministry health examination requirements should be completed at their local health centre (5-6 years, 10-12 years and 13-15 years old checkups)

## **2) ACCEPTANCE**

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

- Show competency in the placement test in math, English and Arabic for the grade level applied for. Students applying for Grade 9 or above may additionally be given a science diagnostic test.
- 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.
- Parents should collect the Year Final Report Card and Leaving Certificate from the previous school at the end of the academic year and present it to Shaikha Hessa Girls' School. Shaikha Hessa Girls' School will then apply through the Private Education Directorate for the official Transfer Certificate

**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 showing 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 enrollment are:**

- Submission of application form, photos, ID documents, Academic Needs & Conduct Form from previous school, last 3 years report cards.
- Application, Registration, Development Fees and First Installment 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.
- Successfully completing the previous grade level on the learning continuum (a copy of the year final report card ***stating that they have been promoted*** must be sent to the Registrar as soon as it is issued by their previous school) along with the original Leaving Certificate from the previous school.
- All paperwork will then be submitted to the Ministry of Education (Private Sector) by a member of Shaikha Hessa Girls' School to finalize the school to school transfer and obtain the official Transfer Certificate.