مدرسة الإبداع العلمي الدولية
INTERNATIONAL SCHOOL OF CREATIVE SCIENCE
BAHRAIN البحرين

ADMISSION POLICY 26-27

International School of Creative Science - Bahrain



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SECTION 1 POLICY

- The International School of Creative Science (ISCS) prides itself on having an admission policy that does not discriminate against any child or family. All children are welcome to apply to ISCS, regardless of race, colour, ethnic origin, religion, ancestry, or gender.

SECTION 2 PURPOSE

- To ensure clear, fair, and transparent admission and registration procedures.
- To ensure a diverse student body and a non-discriminatory policy for students.
- To ensure impartiality in administering its educational policies, scholarship program, and other school-administered programs.

SECTION 3 ENTRY CRITERIA — GENERAL

Admission to the International School of Creative Science (ISCS) will be conducted as per the following criteria:

- A first come – first serve basis in a fair manner.
- An interview and entrance test for each phase and year level.
- All students must meet the age level requirements, academic Year level requirements, and display readiness.
- Prospective parents may express their interest by completing an enquiry or interest form on the school's website, visiting the school in person, or contacting the School by telephone. The Registration Department will then guide them through the application and admission process.
- If a child has an additional need, then an immediate meeting with his/her parents must be held to develop an Individualized Education Plan (IEP) / a Behavioural Improvement Plan or both, and this must be presented and addressed as a clear part of the admission application.

Specific Year-Level Admissions

FS1, FS2 AND YEAR 1

The Early Years Foundation Stage (EYFS) admission process aims to provide a holistic view of each child's abilities and readiness for the Early Years. By involving multiple staff members and incorporating various learning areas, we ensure a thorough assessment. Additionally, our commitment to inclusion ensures that every child's unique needs are considered, and parents are supported in fostering their child's growth and development.

Step 1 —Initial Enquiry

Parents may initiate the admission process by submitting an enquiry or interest form through the school's website, visiting the Registration Office in person, or contacting the school by telephone. The Registration Department will provide the relevant information and guide parents through the next steps of the admission process.

Step 2 — Admission Observation Scheduling

Following the initial enquiry, EYFS applicants are scheduled for an admission observation. The observation may be conducted individually or in groups and includes play-based activities, oral and written tasks, and age-appropriate interactions. It assesses the child's communication, social and emotional skills, readiness for school, and fine motor skills, including pencil grip and the ability to hold and use a pencil.

Step 3 — Feedback and Tips

- The Head of EYFS communicates feedback to parents, discussing the child's strengths and areas for improvement.
- The Head of EYFS offers tips and suggestions to parents on how to support their child's development based on the observation.
- Resources and recommendations may be shared to enhance the child's learning experience.
- Depending on the case, another interview might be recommended to check on the progress the child made after considering the tips given by the Head of EYFS in the first interview.

Step 4— Additional Observation (if needed)

- If a concern is raised during the observation, a second observation meeting should be scheduled with the inclusion staff to address specific needs.
- Inclusion staff participate to provide specialised insights.

FS1 & FS2 — ELIGIBILITY CRITERIA

- Be age appropriate for requested year level.
- Be able to separate from their caregivers and demonstrate a readiness to participate in the classroom.
- Be bathroom independent.
- Be able to engage in an activity following direction.
- Be able to demonstrate fine and gross motor skill development at age-appropriate level.
- Be able to identify colours.

YEAR 1 — ELIGIBILITY CRITERIA

- Be age appropriate for requested year level.
- Be bathroom independent.
- Be able to engage in an activity following directions.
- Be able to demonstrate fine and gross motor skill development at age-appropriate level.
- Be able to identify colours and shapes.
- Be able to write their name.
- Be able to identify numbers one to twenty and write one to twenty.
- Demonstrate early reading skills.
- Recognize letters of the alphabet with appropriate sounds.

YEAR 2 TO YEAR 9

The International School of Creative Science employs a holistic approach to evaluate students for entrance into the Primary/Secondary school. The evaluation process includes the following:

- A review of past school records
- One-to-one interview (10–15 minutes)
- Digital entrance assessments (60–90 minutes) that consist of:
  - A digital English exam (Reading skills, Language conventions, and writing section) as per the year group curriculum expectation.

- A digital Mathematics exam as per the year group curriculum expectation.
- A digital Arabic exam (Reading skills, Language conventions, and writing section) as per the year level MOE National Document Learning Outcomes.

SECTION 4 REGISTRATION PROCEDURES FOR NEW ADMISSIONS

- Parents can initiate the admission process by filling out the registration form either online or by visiting the registration office. A tour of the school will be scheduled if requested by the parents.
- An interview and a test are scheduled for the students, and the parents are informed, via phone and email, of the date and the time. The e-mail needs to remind the parent of assessment time/date, missing documents, and a non-refundable application fee of 50BD.
- The interviews and assessments will be done by the admission committee which consists of the following:
  - Head of Section
  - Head of Inclusion
  - Trained teachers
  - Registration Officer

Any important academic, pastoral or health requirements will be disseminated by the admission committee to the concerned staff.

Upon the completion of the admission process (interview & entrance exams), the application is reviewed, and the final approval/rejection is given by the Registration Department.

- If the student is accepted, an **Admission Offer Letter** will be sent to the parent/guardian, followed by a telephone call from the Registration Officer. The parent/guardian will be asked to visit the Registration Office to complete the application form, submit all required documents, and pay the registration deposit, equivalent to **10% of the tuition fees**. Once these requirements are completed, the student will be officially registered and assigned a family number in the school's records.
- The registration fee can be paid either online via Edunation or at the cashier's office in the school, whichever is convenient for the parent.

Important Guidelines when Filling the Application Form

- All relevant information on the application form must be declared including details of disciplinary, social, physical, medical, or psychological problems and any possible learning support needs.
- If the school learns that relevant information has not been revealed or false disclosures have been made, any offer of a place may be withdrawn, even if the child has already begun to attend school.
- Ensure that all dates, telephone numbers, and email addresses are clearly written and readable, and that the **Parent/Guardian Declaration page**, which covers all applicable terms and conditions, including the Fee Regulations, is signed by the parent/guardian.

Procedures in Case of Rejection

- If the student fails the interview due to a severe learning disability that the school cannot accommodate for, or due to a severe behavioural concern that may risk the safety and learning of the student and/or other

students, or due to a severe language barrier, the school has the right to reject the application, providing the reasons for the rejection.

- If the student is rejected due to failing the entrance exam, the parent/guardian has the right to request a retest for the child within a week of the first test. The child will be eligible to join the school if he/she passes the entrance re-exams, and the parent/guardian may proceed with the registration process.
- In case of rejection, the Registration Officer should meet/call the parent/guardian and explain the reasons for the rejection.

SECTION 5 ADMISSION DOCUMENTS

To facilitate the admission process of the student, we require that the parent/guardian submit the following documents and sign all acknowledgment forms at the time of admission to accompany the completed application form.

It is the responsibility of the parent/guardian to provide the documents listed below. By completing and signing the declaration and medical forms, the parent/guardian accepts this responsibility. The school will not be held responsible if the Ministry of Education/Education Authority refuses to register a child for any reason including missing any of the documents listed below.

- Attested original end-of-year school report and 'to whom it may concern' letter from the child's current school.
- Copy of child's, father's & mother's passports with valid residence visa (for expats).
- Original child's CPR or copy of it.
- Copy of each parent's CPR card.
- Copy of child's birth certificate.
- Copy of child's vaccination certificate.
- Two recent passport-sized photographs of the student.
- A clear attested original end-of-year school report.
- Previous school transfer certificate (if available)
- A non-refundable registration fee (10% of tuition fee) is required to be paid at the time of registration.
- Acknowledgment forms required by the school (Canteen, Mobile Device Management enrolment form (MDM), social media consent, external benchmark assessments, Bus Transportation policy, Ministry of Health student's medical information form).

Transferring from another school or country

Ministry of Education Approval (Applicable for students entering Year 3 and above) The Private Education Directorate of the Ministry of Education of Bahrain mandates that students in Year 3 and above must adhere to the following procedures:

Option	Place of Issuance	Attestation Procedures
A	Transferring from another school in the Kingdom of Bahrain	Step 1: The parent/guardian must submit the student's transfer request through the Kingdom of Bahrain National Portal at www.bahrain.bh. The parent/guardian must upload: ▪ The student's most recent end-of-year report, stamped and signed by the issuing school. ▪ The Acceptance Letter issued by ISCS Bahrain. Step 2: Following completion of the parent's transfer request, the Registration Department will register the student on the Ministry of Education system. The following documents must be submitted to the Registration Department: ▪ A copy of the student's most recent end-of-year report, stamped and signed by the issuing school. ▪ A copy of the Transfer Certificate and/or No Objection Letter, stamped and signed by the issuing school and clearly confirming that there are no outstanding fees.
B	Transferring from outside the Kingdom of Bahrain, from GCC Countries	All Students relocating from GCC Countries (Saudi Arabia, Kuwait, UAE, Qatar, Bahrain and Oman) must submit to the registration officer the following: ▪ Copy of student passport ▪ CPR (If available) ▪ The latest school report signed and stamped by the school principal AND stamped by the Ministry of Education in the country of issue.
C	Transferring from outside the Kingdom of Bahrain, All Students relocating from all other countries	Must submit to the registration officer the following: 1.Copy of student passport 2. CPR (If available) 3. The latest school report signed and stamped by the school principal and stamped by 3 authorities: ▪ Ministry of Education (from country of study outside Bahrain) ▪ Ministry of Foreign Affairs (from country of study outside Bahrain) ▪ Embassy of Bahrain (from country of study outside Bahrain)
D	Home Schooled students	Students that have not been previously admitted into school in kingdom of Bahrain or from outside of kingdom of Bahrain (Applicable for students entering Year 3 and above). The registration officer must present the below documents physically to the MOE: ▪ Offer letter of acceptance from our school specifying the Year level to which the student is accepted.

Option	Place of Issuance	Attestation Procedures
		▪ Copy of the entrance exam results in the core subjects (Arabic, English, and Mathematics), showing grades out of 100 for each subject. ▪ Student's CPR, passport, and visa documents.

In all cases, school certificates and other documentation should be in Arabic or English. If another language is used, it must be legally translated and authenticated as with other documentation.

Age / Year Cut-Off

ISCS places students in age-appropriate year levels in accordance with MOE regulations.

Students who are registered in a school in Bahrain and are being promoted to higher grades are exempted from the updated age requirements.

The cut-off date for all Grades / Years is 31 December.

Age	American / MOE Curriculum	British Curriculum
3	Pre-KG	FS 1
4	KG 1	FS 2
5	KG 2	Year 1
6	Grade 1	Year 2
7	Grade 2	Year 3
8	Grade 3	Year 4
9	Grade 4	Year 5
10	Grade 5	Year 6
11	Grade 6	Year 7
12	Grade 7	Year 8
13	Grade 8	Year 9

SECTION 6 REGISTRATION OF STUDENTS WITH SEND

At the International School of Creative Science, we believe passionately in the importance of inclusion for all our children and adults, and we strive to make sure these values are at the heart of our inclusion practices and ethos. We are strongly committed to becoming a fully inclusive school and we set high expectations and ambitions for all our children and expect them to participate in every part of school life, with a key focus on their wellbeing and progress.

Admission Policy for Acceptance

Upon filling in the registration form, the parent/guardian must disclose any special needs and submit any reports related to the student before joining the school to help the concerned staff provide a high standard of provision for the student. If the student has a history and is already diagnosed by an attested medical or psychological authority, then the school Administration and the inclusion team determine the extent to which the school is equipped to accommodate the special educational needs of new student applicants.

Conditional acceptance is provided based on the needs of the student and the way accommodation will be made in the least restrictive way possible.

It is necessary and appropriate for the Inclusion Team, Principal/Vice Principal, administration, teachers, and parents (as needed) to accommodate the learning needs of the student through a carefully constructed Individualised Education Plan (IEP) if the student is diagnosed, or an Individualized Learning Plan (ILP) if the student is undiagnosed.

Parents whose children have a diagnosis are required to sign a contract to work concomitantly with the school Administration, Inclusion Team, and teachers to facilitate the support for their children.

Subsequent Policy for Undisclosed SEND at the Time of Admission

- The school retains the right to provide intervention, accommodation, or support for parents who do not disclose their children's special need, learning difficulty, or disability but are identified as having one during entrance exams or post-admission to the school.
- While the school can use some screening tools, the school does not provide a service for the diagnosis of special needs, or the necessary resources to acquire one. In instances where it becomes evident that the school cannot sufficiently address the student's specific needs through reasonable adjustments or the provision of additional support, and where screening has indicated that further evaluation is required, the school will recommend referring the student to an external agency for a thorough evaluation to effectively identify possible underlying barriers and provide details of support required. Additionally, the school will propose the development of an Individualized Education Plan (IEP) upon receipt of a report where it indicates this is warranted.

ADMISSION PROCESS CHART

Step 1 — Identifying additional needs

Needs Unknown	Needs Known
↓	↓
• Aware student may have additional needs (registration or Assessment staff) • Parents are not aware / did not disclose	• Parents shared details of additional needs of student • Contact parents and discuss students' needs • Parents needs to submit previous school report with IEP and medical reports if applicable and required
↓	↓
• Student undertakes School Assessment. Results and observations highlight additional needs. • Inclusion team will attend the assessment on the day or on a rearranged date. • Discussion with parents regarding students' needs. • Permission request to contact previous educational placements.	• Student undertakes School Assessment. Results and observations highlight additional needs. • HOI will attend the assessment on the day or on a rearranged date. • Discussion with parents regarding students' needs. • Request for outside agency reports if applicable and complete the medical information release form (2). • Permission request to contact previous educational placements.

Step 2 — Inclusion team assessment & support waves

- Inclusion Team: Assessment according to main need. Identify the category and level of SEND experienced by student. Where possible, in-class observation of student with other students.
- Produce an assessment of educational need (HOI) REPORT (referring to medical reports and information from previous educational placements).
- Meeting with panel.

↓

Wave 2	Wave 3

- LSA support if recommended by the Head of Inclusion
- Addition to SEN register, Target Tracker and Provision Map
- Initial IEP meeting (parents, teachers, LSA and to plan support and provision)

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- If student's needs are beyond the capacity of Wave 1 Quality First Teaching, discussion to take place regarding LSA provision in Wave 2 / 3. To be reviewed every term.
- Appropriate paperwork and processes to be explained to parents. If formal screening is needed, a letter will be shared with parents.

Special Education Program at ISCS

Based on the Inclusion Department's decision and the parents' and Principal's approval, the student with SEND is subjected to either a “Push In” program, “Pull Out” program, or both.

In the “Push In” program, the student with SEND gets the required support inside the mainstream classroom with his/her peers, where the teacher uses strategies that suit his/her type of disability in addition to the most suitable accommodations.

In the “Pull Out” program, the student with SEND is withdrawn from the mainstream classroom for identified lessons to receive individual support in the school resources room with a support teacher through a one-to-one or small-group teaching approach.

The second program is often used when the student with SEND has an Individual Education Plan (IEP) with modification of curriculum based on SEND area of need.

Please refer to the Inclusion Policy for further information.

SECTION 7 ADMISSION OF English as an Additional Language (EAL)

Students for whom English is an additional language may be admitted to the school following the standard admissions and assessment procedures outlined in Section 3. Where a student’s assessment results fall below the school’s identified benchmark, the student will be added to the relevant intervention list and provided with appropriate support according to their individual needs.

Support may include targeted interventions and differentiated classroom strategies to help students access the curriculum effectively.

Student progress will be monitored, and support will be adjusted according to individual needs.

SECTION 8 ACCEPTANCE OF POLICIES

Parents/guardians whose children are granted admission to ISCS agree to acceptance of all school rules, policies, and expectations, especially regarding behaviour, respect for others, attendance, use of school equipment, field trips and academic matters. Proven and intentional breaches of the school's policies, including behaviour, anti-bullying and social media use, may result in sanctions including suspension from the school.

SECTION 9 RENEWALS AND REREGISTRATION

For renewal of registration of continuing students, parent/guardian may:

- Update their information.
- Proceed to the accountant to pay the renewal fees.

SECTION 10 DISCOUNT SCHEMES 2026/27

A) Any discount can be combined only with sibling discount where “NET” fees is mentioned.

B) For Net Fees calculation — 1st step: apply sibling discount on gross tuition fees. 2nd step: apply a second applicable discount on the remaining fees.

C) Wherever it is mentioned “GROSS” fees, only the highest discount is to be offered.

Sibling Discounts

Child	Discount
1st Child	0%
2nd Child	5%
3rd Child & Onwards	10%



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