

Admissions Policy

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All throughout these documents the schools known as International School of Creative Science will be referred to as 'The Creative Science Schools' or CSS for short.

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, color, 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 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 group level.
- All students must meet the age level requirements, academic grade level requirements, and display readiness.
- Prospective parents are required to complete a registration form, which constitutes the basis of the application to the International School of Creative Science.
- 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) / Behavioral Improvement Plan (BIP) or both, and this must be presented and addressed as a clear part of the admission application.

Specific Grade-Level Admissions

FS1, FS2 & Y-1:

The Early Years Foundation Stage (EYFS) and Year 1 admissions process aims to provide a holistic view of each child's abilities and readiness for EYFS and Lower Primary. 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: Registration

Parents can initiate the admission process by filling out the registration form online or by visiting the registration office. The form collects essential information about the child, ensuring a smooth and efficient admission process upon meeting the admission requirements.

Step 2: Admission Observation Scheduling

Upon successful registration, students go through the interview process, which includes a variety of group, play-based and, oral assessments. No written assessment is required for these year groups. Groups of 5-7 students are observed together during scheduled sessions to assess their readiness for EYFS and Year 1.

Step 3: Classroom Observation

- The observation takes place in an Early Years/Y1 classroom specially designed with different learning stations.
- Teachers and Teaching Assistants (TAs) are present to observe the students.
- Students rotate among stations to participate in various activities focusing on social-emotional development, physical development, Math, English, and Arabic communication, cognitive skills, and English and Arabic writing.
- The complexity of questions is tailored to the year group they are seeking admission to.

Step 4: Post-Observation Procedures

- After a 30-minute observation period, teachers and TAs provide detailed feedback on each student's performance filling in the "Are you ready for FS/Y1?" form.
- The Head of EYFS/Head of Primary collects observation forms from the staff.

Step 5: 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 specialized insights.

For **EYFS** students' admission, the following are the main criteria of eligibility to the offered curriculum.

- Be age appropriate for requested grade 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 colors.

For **FS2** students' admission, the following are the main criteria of eligibility to the offered curriculum.

- Be age appropriate for requested grade 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 colors 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 2-6

The International School of Creative Science employs a holistic approach to evaluate students for entrance into the lower elementary school. The evaluation process includes the following.

- A review of the student's application
- A review of past school records
- One-to-one interview (10-15 minutes)
- Paper-based entrance assessments (90 – 100 minutes) that consist of
 - A written English exam (Reading skills, Language conventions, and writing section) as per the grade level of National Curriculum for England (NCfE).
 - A written Mathematics exam as per the grade level National Curriculum for England (NCfE).
 - A written Arabic exam (Reading skills, Language conventions, and writing section) as per the grade level MOE National Document Learning Outcomes.

Year 7-13

The International School of Creative Science employs a holistic approach to the process of evaluating students for entrance into the secondary and 6th form.

The evaluation process includes the following:

- A review of the student's application
- A review of past school records
- One-to-one interview (10-15 minutes)
- Computer-based entrance assessments (140 – 180 minutes), conducted at the school and that consist of:
 - A computer-based English exam (Reading skills, Language conventions, and a paper-based writing section) as per the year group level National Curriculum for England (NCfE).
 - A computer-based Mathematics exam as per the year group level National Curriculum for England (NCfE).

- A computer-based Arabic exam (Reading skills, Language conventions, and a paper-based writing section) as per the grade level MOE National Document Learning Outcomes

Upon completing the entrance exams, the registration team records the exams' results on the registration form to be reviewed by admission committee members for final decision.

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 interviews and assessments will be done by the admission committee which consists of the following:
 - Head of Section
 - Head of Inclusion
 - Career Counselor
 - Trained teachers

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 Principal/Vice Principal accordingly.

- If the student is accepted, then an "Admission Offer Email" will be sent to the parent/guardian asking them to proceed to the registration office to complete the application form and submit the required documents. The student will then be officially registered and will have a family number on the school records.
- Upon receipt of the family number, the parent/guardian can proceed to accounts to pay the non-refundable admission fee 50 BHD deducted from the tuition fee. The remaining tuition fees will be paid in cash or in post-dated cheques up to three

installments, as per the school fees collection policies which are aligned to the policies of MOE.

- Upon acceptance and payment, the parent will receive User ID and Password for the online access.

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, any offer of a place may be withdrawn, even if the child has already begun to attend school.
- Dates, telephone numbers and email addresses are readable; ensure all pages are signed by the parent/guardian, especially the Fee Regulations and Parent/Guardian Declaration pages.

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 behavioral 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 with 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 registration form, 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.

- Child's passport
- Child's CPR card
- Copy of each parent's passport
- Copy of each parent's CPR card
- Child's vaccination record
- Passport-sized photo of child
- Child's school report
- Previous school transfer certificate (if available)

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:

Transferring from another school in the Kingdom of Bahrain

This procedure is usually done through the Ministry of Education website by the parents. But please note when the site is closed the registration department handles the transfers. Please ask parents to submit the following documents to our registration team:

- Copy of the most recent End of Year stamped and signed by the issuing school.
- Copy of the Transfer Certificate and/or No Objection letter (clearly stating no fees are outstanding) stamped and signed by the issuing school.

Transferring from outside the Kingdom of Bahrain

All students transferring from outside the Kingdom of Bahrain (Applicable for students entering **Year 3 and above**) must submit school equivalency certificate. To obtain school equivalency certificate, ask parent to visit the Ministry of Education main building Customer Service Centre, counter 10, open from 8:00am to 12:30pm, located in Isa Town, Kingdom of Bahrain. With the below listed documents depending on the country relocating from:

1. All Students relocating from GCC Countries (Saudi Arabia, Kuwait, UAE, Qatar, Bahrain and Oman):

- 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.

2. All Students relocating from all other countries:

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)

Home Schooled students:

All 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.
- 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.

Age/Year Cut-off

ISCS places students in age-appropriate year levels in accordance with the MOE regulations. Students who are registered in a school in the Bahrain and are being promoted to higher grades are exempt from the updated age requirements.

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

YEAR GROUP: SEPTEMBER 2024 – 2025 ENTRANCE DATES

UK School Year	US Grade	Age Range
FS 1	Pre -kg	1 JANUARY 2021 – 31 DECEMBER 2021(3– 4 YEARS)
FS 2	KG 1	1 JANUARY 2020 – 31 DECEMBER 2020(4– 5 YEARS)
Year 1	KG 2	1 JANUARY 2019 – 31 DECEMBER 2019(5– 6 YEARS)
Year 2	Grade 1	1 JANUARY 2018 – 31 DECEMBER 2018 (6– 7 YEARS)
Year 3	Grade 2	7– 8 YEARS
Year 4	Grade 3	8– 9 YEARS
Year 5	Grade 4	9 – 10 YEARS
Year 6	Grade 5	10– 11 YEARS
Year 7	Grade 6	11– 12 YEARS
Year 8	Grade 7	12– 13 YEARS
Year 9	Grade 8	13– 14 YEARS
Year 10	Grade 9	14– 15 YEARS
Year 11	Grade 10	15– 16 YEARS
Year 12	Grade 11	16– 17 YEARS
Year 13	Grade 12	17– 18 YEARS

Section 6: Registration of Students with Special Educational Needs or Disabilities (SEND)/Students of Determination (SOD)

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 Individualized 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 the 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 of having one during entrance exams or post admission to the school.
- The school does not provide a service for the identification 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, 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).

Special Education Program in International School of Creative Science

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 the 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 being withdrawn from the mainstream classroom to receive individual support in the school resources room with a support teacher through a one-to-one 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 needs.

***** Please refer to the Inclusion Policy for further information.***

Section 7: Admission of Arabic Language Learners and English Language Learners

The school accepts the admission of non-Arabic speaking students to any year level and the admission of English Language Learners (ELL) who might have language barriers up to year 13.

In the EYFS section, non-Arabic speaking students are immersed in the mainstream EYFS classes and learn the basics of the Arabic language with their Arabic speaking peers. The teachers support the parent/guardian of the non-Arab students by providing translation of weekly schemes or content as needed.

In year 1 and above, the non-Arab students are placed in an Arabic as a Second Language (ASL) program which is parallel to the mainstream Arabic as a First Language (AFL) program.

Arab students whose first language is Arabic yet who have language barriers that could hinder their access to the curriculum, are assessed during the admission process to identify their needs.

The school accepts the admission of English Language Learners (ELL) who might have language barriers up to year 13.

Supported by the Subject Leaders and the Inclusion Department, teachers will employ differentiated instruction techniques to cater to the diverse needs of ALL and ELL students in the classroom. The school has literacy support programs to support Arabic Language Learners (ALL) and English Language Learners (ELL) to enhance their language proficiency. These include:

- Direct small group instruction outside school hours as arranged by parent/guardian in the morning or afternoon or via Teams.
- Creating a Literacy Support Plan (LSP) to set specific language goals and outline strategies for achieving them, then monitor student's achievement.
- Immersing students in the events and activities that promote language proficiency like spelling bee, reading challenges and morning assembly.
- Effective use of reading resources and electronic platforms for additional support Level Up, Achieve 3000 and Asafeer.

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 behavior, respect for others, attendance, use of school equipment, field trips and academic matters. Proven and intentional breaches of the school's policies including behavior, 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.
- complete the online re-registration form.
- Proceed to the accountant to pay the reregistration fees.

Section 10: ISCS Bahrain Discount Schemes 2023/24

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 Discount

1st Child	5%
2nd Child	10%
3rd Child & Above	15%