



Admission Policy

2018-2019

IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

IBCA Mission Statement

At IBCA International School, we aim to create inquiring and knowledgeable students who are life-long learners. Through providing a rigorous international education, we promote intercultural understanding and international open-mindedness; instilling the value of discipline, respect and meaningful work that are necessary for the good of self and a peaceful community. Our school respects the individual learning styles and unique potentials each student brings. With our guidance, our students become active, compassionate global citizens.

Admissions Policy and Procedures:

Applications for admission are accepted throughout the year. No official decision on an application is given until all the relevant documents have been received. Families seeking admission for their child(ren) are advised to apply as early as possible as certain classes fill up quickly. All parents are encouraged to visit the school's website to learn more about the PYP and MYP Programmes.

We are currently unable to accept any children with physical or mental disabilities as we are not equipped to deal with such cases even if they are accompanied by a shadow teacher.

Kindly note that Both parents must hold a college degree.

Required application material:

- Application fee (non-refundable)
- Students Application Form: This should be completed and signed by the parent
- previous school transcripts or reports (most recently completed academic year)if applicable
- a photocopy of both parents' IDs
- a photocopy of the child's birth certificate

Personal interviews and admission exams:

Students and their parents are interviewed by the Programme Coordinator then The Head of the School.

Students entering Grade 2 and above have to sit an exam (Language and Math) first then are interviewed by the Programme Coordinator and the Head of the School.

The final decision on all applicants rests with the Head of the School.

Students will be placed according to their age in September 1st of their year of entry.

Grade	Age on October 1st
PYP 1	2 years 6 months
PYP 2	3 years 6 months

Students applying for PYP 1 must be fully toilet-trained and must be able to feed and dress himself/herself reasonably independently before commencing school.

Post –review procedure:

When a decision has been taken on a candidate's application, parents will be notified of the decision by telephone within 48 hours.

If the applicant is accepted, the parents are required to hand in :

- original copy of the birth certificate
- 6 recent photos of the student

Waiting Lists:

If an applicant is accepted but no space is available in the appropriate class , he/she will be placed on a waiting list . When a place becomes available in the appropriate class , it will be offered to a student on the waiting list. Criteria used to decide which student on the waiting list is offered the place include:

- siblings already attending, accepted in or applying to the school
- background/experience in the IB programme

An accepted applicant's place is guaranteed only after the registration deposit has been received by the school. The Finance Department then sends an invoice to the family for the remainder of the tuition fees. At this point, responsibility for maintaining and updating the student's records passes to the appropriate administrative employee.

Fees:

Fees are paid in 4 equal installments; they should be paid in July, September, December and February.

At the end of each academic year, a fees schedule for the next upcoming year will be sent to the parents via emails.

Parents intending to re-register their children at IBCA for the following academic year must pay the 1st installment by the given deadline. Failure to do so may result in the place being given to another candidate.