



المدرسة الكندية الدولية

## Admissions Policy

### Philosophy

At the Canadian International School - Amman (CIS), our Admissions policy stems from the IB philosophy in inclusive education. Therefore, we accept applications from all who wish to attend the school with no discrimination based on race, color, faith, gender, or national origin. The regulations of admissions apply to all applicants equally, and we are committed to meeting students' needs to the best of our ability, supporting their personal and academic growth and development.

The Admissions committee (which comprises of the Head of School and the IB Programmes' Coordinators) admit new students in a forthright manner, maintaining the integrity of the school, the students and their families. Also, the committee is responsible of ensuring that the prospective families understand the CIS mission and philosophy and establish an initial understanding of the requirements of all IB programmes through induction sessions.

At CIS, applications for admission are accepted throughout the year and admission is open all year-round to students of all nationalities, faiths and backgrounds. We strive to cater for the needs of applicants unless there is a reason to believe that admission would not be in the best interest of the applicant or the school. Nevertheless, CIS still caters for students with special learning needs. The final Admissions decision is made by the School Principal and the relevant IB Programme Coordinator.

### Admission into CIS is based on:

- Space availability which determines the number of accepted applicants
- The potential of the applicant to benefit from the IB programmes offered and the educational services available
- The completion of the Admissions form that can be obtained from the Admissions/Registration department with the signature of parent/legal guardian
- Receiving all required documents and a full review of all relevant documents
- The ability of the school to cater for students with special learning needs. In such cases, details of individual cases should be reported in an official manner and failure to do so may lead to the cancellation of admission.

### Entry Criteria for IB Programme(s)

Each Application form is carefully studied in order to assess suitability for admission.

### We look for candidates:

- Who are committed to the CIS vision, mission, and philosophy
- Whose conduct is overall good and who are respectful to others
- Who are Internationally-minded
- Who exemplify the IB Learner Profile attributes
- Whose qualities would enrich the CIS community and be a positive contribution

## **Admission into the Primary Years Programme (PYP):**

The Primary Years Programme is inclusive by design and is open to all students from K – 5 to benefit from and participate successfully in the programme.

- Students applying for the Kindergarten and Grade 1 are to be interviewed and are admitted regardless of their level of proficiency in the language of instruction (English), providing there are no other additional learning needs. Nevertheless, CIS caters for students with special needs (**Refer to CIS Inclusion Policy**).
- In Grades 2 – 5 in the PYP section, students should sit for three placement tests in English, Arabic and Maths to identify areas of weakness as well as areas of strength to be able to support learners in PYP the programme and to help them to achieve their full potential. (**For students with special learning needs, refer to CIS Inclusion Policy**).

## **Admission into the Middle Years Programme (MYP):**

Students entering Grades 6 – 10 must generally have sufficient competency in English in order to benefit from our IBMYP academic program. If we have any concern regarding an applicant's ability to access the curriculum, we may administer a test and/or ask the applicant to attend school on a trial basis without obligation.

We may also ask parents to provide supplementary English tutoring or shadow teacher at their own expense as a condition for admission (Refer to Inclusion Policy).

### **Eligibility for Admissions for MYP Years 1 – 5**

- Students automatically progress to the next MYP year after the end of each scholastic year.
- Children with Special Education Needs (SEN) will be considered for admission depending on the school's capacity and resources and the school's capability of appropriate support, as indicated in the Inclusion Policy.
- Continuous language support will be offered to students coming from PYP and throughout the MYP Years 1 to 5, as indicated in our Language Policy.
- For new admissions, a student must present a minimum of phase 3 in English, which is the language of instruction. However, if this is not the case, language support will be provided if the capacity permits.

## **Admission into the Diploma Programme (DP):**

Candidates who are applying for entrance to the Diploma Programme at the CIS must meet the following academic requirements:

### **Category (A): Internal students continuing from CIS MYP Year 5 to DP Year 1:**

1. Successfully complete the requirements of MYP Year 5.
2. Complete the requirements of the Service as Action and Personal Project.

### **Category (B): External candidates from IB Schools applying to enter the IBDP at CIS:**

1. Have achieved a minimum cumulative GPA of 75% in the last three years of MYP.
2. Have completed the Personal Project and Service as Action requirements.
3. Have completed required recommendation forms from previous school.
4. Have achieved a pass level in CIS's Mathematics, Arabic and English, and at least one of the sciences entrance exams.

**Category (C): External candidates from non-IB Schools applying to enter the IBDP at CIS:**

1. Have achieved a minimum cumulative GPA of 80% in last 3 academic years attended.
2. Have completed required recommendation forms from previous school.
3. Have achieved a pass level in CIS's Mathematics, Arabic and English, and at least one of the sciences entrance exams.

**Category (D): Transfer students from DP Year 1 must:**

1. Submit evidence from previous school confirming that he/she was enrolled in the IB Diploma Programme.
  2. Provide evidence of satisfactory academic achievement from their previous school.
  3. Provide necessary curricular documentation, as requested by the DP coordinator, from previous school.
  4. Provide CAS activities evidence and former CAS supervisor contact details.
  5. Have completed required recommendation forms from previous school.
- Note: In case CIS does not provide all the subject choices for the transfer student, he/she will be advised to pursue tutoring and/or online course privately.

**Interview (External students only):**

In addition to all the aforementioned academic requirements, all DP candidates seeking enrolment at CIS must sit for an interview with the IBDP coordinator. The purpose of the interview is to determine the candidate's commitment to complete course requirements and form a judgment about the readiness of the candidate to exhibit the IB Learner Profile attributes.

**Orientation and subject selection:**

The DP coordinator organises orientation sessions for newly admitted students and parents. In addition, each newly admitted candidate attends a counselling session with the DP coordinator and university counsellor to discuss their subject choices.

Students who wish to complete the full Diploma course must select three subjects at higher level and three subjects at standard level. However, students who wish to register for four higher level subjects must:

1. Demonstrate a high academic achievement level within grades 9&10.
2. Obtain the IBDP coordinator's approval.
3. Accept the possibility of changing one HL subject to SL at any time depending upon the student's academic performance and wellbeing.

**Important considerations:**

1. Whilst CIS strives to accommodate all subject requests, there is no guarantee that students will be able to attend all their first-choice subjects, either due to schedule/timetable reasons or availability of qualified teachers. Some students may opt to pursue their second or third preferred subject choices.
2. Students are given an opportunity to change their subject selection during the four-week trial period, however after this period the subject change is prohibited.
3. All full diploma students must complete all core components: Creativity, Action and Service (CAS), Theory of Knowledge (TOK), and Extended Essay (EE).
4. All students must sign an academic honesty consent form indicating their understanding and commitment to CIS academic honesty policy. Refer to the Academic Honesty Policy.

**Promotion criteria MYP Year 5 – DP1**

1. DP subjects at the higher level can only be taken if the final grade in MYP Year 5 for this subject is 6 or higher.
2. In order to take DP Maths at HL, the criteria for Maths Extended must have been met.

**Promotion Criteria from Year 1 – Year 2 in the Diploma Programme**

To qualify for promotion from DP 1 to DP 2, students must reach an overall score of 24 points for their 6 chosen subjects and a minimum of D in Theory of Knowledge.

***Admissions Policy Review Cycle***

*CIS reserves the right to amend the Admissions Policy at any time during the academic year and/or waive some provisions stated in the Admission policy. Amendments to and waiving of Admissions Policy requires the permission of the pedagogical leadership members.*

*The Admissions Policy is reviewed annually based upon feedback collected throughout the review cycle.*