

## Admission Policies & Procedures

**This handbook can be found:**

- ☐ **School Website**
- ☐ **School Library**
- ☐ **Teachers' Offices**
- ☐ **IB DP Coordinator's Office**
- ☐ **School Portal**
- ☐ **Discussed during Orientations and Meeting**

"we measure success one happy learner at a time"

The admission policy and practices are designed to advance the school's vision, mission, values, and goals.

### **Vision:**

LWIS-AiS, Home of Peace Education, will set the pace for a holistic learner-centered education.

### **Mission:**

LWIS - AiS promotes life-long learning through Peace Education, professional development, and facilitated classrooms that utilize differentiation, inquiry, cooperative learning, and interactive technology.

We endorse a partnership where students, parents, staff, and community members work together in a safe and nurturing environment to develop higher order thinking, academic excellence, ethical behavior, and personal growth.

We honor the gift and support the need of every child. We also empower learners to become active and innovative contributors to an ever-diverse international and multicultural society.

### **Values:**

<b>P</b> erseverance	Ability to achieve goals and overcome hurdles persistently and continuously through intrinsic motivation
<b>A</b> gility	Ability to anticipate change and act quickly and pro-actively
<b>C</b> larity	Ability to communicate honestly and transparently free of ambiguity
<b>E</b> mpathy	Ability to recognize and understand others' feelings, emotions, and thoughts
<b>R</b> espect	Ability to treat self and others with dignity and courtesy

### **Definition of Learning:**

**Learning is a continuous process that is holistic and student-driven.**

### **Educational Objectives:**

We offer an educational journey whereby students embrace their rights and responsibilities and have fun. We believe the journey will develop a learner who is a good communicator, a diversity celebrator, a critical thinker, a Peace Education endorser, a problem solver, a creative researcher, a team player, an effective leader, a technology proficient, an academic achiever, a positive change agent, and an independent learner.

## Table of Contents

• Process of Admission	4
• Age Range per Section	4
• Student's Age and Placement	4
• Class Size	4
• Admission Criteria	4
• Admission Rejection	5
• Provisional Acceptance	6
• Admission Probation	6
• Late Registration/Students from Overseas	6
• Students with Special Needs	7
• Conditions of Acceptance	8
• Reservations	7
• Confirmation of Enrolment	8
• Payments	8
• Refund Policy	9
• Financial Aid	10
• Required Documents	11

## Process of Admission

The parents /student will:

- complete an application.
- meet with the school principal and / or head of section.
- submit records related to academics, conduct, health, and learning issues.
- pay processing fees.
- complete an academic assessment at least in English and Math for the American Program and at least in English, Math, and Arabic for the Lebanese Program.
- take a Campus tour escorted by a staff member.
- meet with the Head of Learning Support department in case of learning difficulties.
- meet with the IB coordinator if applying to join the IB Diploma Programme.
- schedule another appointment with the principal to discuss outcome of assessed status of admission.
- register.
- submit official records before school begins.

## Age Range per Section

- Preschool (3 to 5)
- Primary (6 to 10)
- Middle (10 to 14)
- Senior (15 to 18)

## Student's Age and Placement

Following the Lebanese law, children must turn three before January 31<sup>st</sup> in order to join the KG1 class.

## Class Size

Class size from Kg1 to KG3 will have a student/teacher ratio of 10 to 1. The number in the rest of the classes shall not exceed 26.

## Admission Criteria

- By February of the current year, current students must register.
- Siblings must submit applications in January of the current year.
- New students must apply starting January of the current year.
- Students may be accepted at a late date during the academic year for:
  - ✓ relocation of residence.
  - ✓ medical/health recommendation.
  - ✓ the appropriate age of a child for the KG1 class.
  - ✓ any other special cases as determined by the school administration.

- **Current LWIS-AiS students registering in G11 and seeking the IB DP must meet the following requirements:**
  - ✓ sufficient language proficiency in the relevant language (English and/or Arabic) as mentioned in the Language Policy
  - ✓ an average of at least 80% in grade 10
  - ✓ an average of at least 80% in courses that are considered pre-requisites for the IB DP courses
  - ✓ recommendation letter from the school counsellor and the Head of High School Section
- **New students registering in G11 and seeking the IB DP must meet the following requirements in addition to those mentioned for current LWIS-AiS students:**
  - ✓ entrance exams in each chosen IB DP course with a score of at least 80% on each

Notes:

- Students that meet most requirements but not all may seek a conditional acceptance.
- Students with learning difficulties may seek the program, and admission will be determined one student at a time.

### Admission Rejection

The school reserves the right to reject students for:

- behavior history.
- number of students in class/level exceeds the school's criteria.
- for the child's special needs cannot be catered for.
- the class is not offered.
- the parents are not fulfilling their obligations.
- failure to comply with the IB DP Honesty Policy.

### Provisional Acceptance

The school may register students under provisional acceptance until the final acceptance is granted in the cases of:

- awaiting the official documents.
- awaiting the student's conduct papers from another school.
- awaiting the student's final results in a previous school.
- awaiting a medical or psychological evaluation.
- any situation that may affect the student's legal registration in the Ministry of Education.

### Admission Probation

All students are accepted under a 3-month probation period and until a full evaluation is set by the school by the end of the first term. The evaluation may include academic achievements, social, behaviour, and mental development. Once the results of the first term evaluation by the school staff are issued, and in case of any academic/social disruption, parents will be presented with a plan that might require:

- external medical/psychological referral.
- in class/out of class support program.
- counselling.
- after school tutoring program.
- special program.
- shadow teacher.

### Late Registration/Students from Overseas

Students joining our school after the school year has begun must have:

- proper documents certified from the required agencies for school year transition.
- if coming from a country that follows a different academic year, an attestation that they have been promoted to the next grade.

## Students with Special Needs

### A. Admission Policy (The total number of special needs students shall not exceed 13% of the student population.)

In addition to the typical admission policy process, we request recent medical and psychological reports to be submitted in addition to a summary of the history of this child from his previous schooling. At this stage, an interview with the child and his family is done by the Head of the Learning Support Department as well as other specialized staff members. Their recommendation is forwarded to the head of section and principal where a final decision is made by the cabinet.

### B. Philosophy

Every student at LWIS-Adma International School has the right to learn and is capable of learning. We aim to provide quality individualized education to all students with special needs respecting each as a unique learner. We work with the students in the least restrictive environment making every effort to integrate the student in the mainstream classroom and prepare him/her for life outside the school.

### C. Process of Admission

It involves the following steps:

- An interview with the student and family members
- Gathering of background information including student's academic, health records, and/or special reports
- Checking references
- Academic placement tests in at least English and Math, and sometimes Arabic, French, and Science if needed
- Application to complete



This process involves the principal, heads of sections and relevant teachers, and heads of departments. As for the test design, it is prepared by the relevant academic department and members of that department valuing the necessary skills needed to succeed at the next level.

We aim to:

- treat each student as an individual.
- support the children in the least restrictive environment.
- design an ILP (Individualized Learning Program) tailored for each student according to his/ her ability and needs.
- accept all students whom we feel we are capable of helping.

The Learning Support Department takes care of students who are gifted and those who are slow learners, academically deficient (including ESL), or those who have mild learning difficulties, such as:

- Dyslexia, Dyscalculia
- Mild Down Syndrome
- Mild Autism, Pervasive Developmental Delay
- ADD, ADHD
- Mild Cerebral Palsy
- Speech and Language Disorders Including Hearing Impairment.

Since the focus at school is integration where possible, only children with mild disorders can be admitted. However, we have experienced with profound hearing loss that can be integrated into the classroom supported by a shadow teacher and provided the necessary academic support as well as speech therapy sessions and counseling.

#### **D. Conditions of Acceptance**

- The applicant is of the appropriate age and sufficient maturity for his class.
- The applicant's learning difficulties and other special needs (if any) can be catered for by the school.
- Documents required are submitted on time.
- Students are placed under a provisional acceptance for the first term.
- Parents agree to place their child in the support program if requested by the school and pay the required fees.



The school does not discriminate against applicant's skin color, race, nationality, ethnic, national origin, religious faith, area of residence, or socio-economic background.

**A. At acceptance, parents and guardians agree to abide by the school's rules and regulations. School's rules and regulations include and are not limited to:**

- fulfilling their responsibilities in terms of payments.
- being liable for a full year fee settlement even if they decide to withdraw before the end of the academic year.
- submitting required documents for acceptance.
- submitting special medical reports.
- attending the parent's orientation.
- attending the parent-teacher meetings.
- informing the school about any change of family status, address, and contacts.
- following the proper channel for complaints.
- following through with medical and/or psychological tests requested by the school.
- accepting the school's behavior policy.

**B. Circumstances where student's education will be temporarily deferred, suspended, or cancelled:**

- Medical case stating that the student is unable to attend classes
- Unsatisfactory attendance (Refer to the Behavior and Academic Policy.)
- Misbehavior or poor conduct by the student
- Behavior affecting the general learning process of other students
- Lack of payment
- Lack of commitments to education

### Confirmation of Enrollment

An attestation will be issued from school for students coming from abroad as soon as all payments and documents are received. The attestation is used as a confirmation of enrollment in order to proceed with the exemption from the Lebanese Program.

### Payments

School fees may be paid cash or by direct bank transfer (fresh dollars). Transfer fees debited by the bank will be deducted from the payment. Receipts for bank transfers, international cheques, and charge accounts will be issued at bank settlement.

## Refund Policy

Once registration and school fees are paid, if a student withdraws after the school year has begun, no refund is payable.

If the student is unable to start the school year, a letter (at least 4 weeks prior to the First day of class) must be submitted to the school explaining the reason in order to request a refund.

A 50% refund is made in the cases of:

- Relocation Abroad

The following documents must be submitted:

- A proof of registration from the school they are moving to in a letter from and a receipt for the registration fee paid
- The traveling ticket
- A Medical Case That Defers the Student from Attending Classes

No refund is issued for the following items:

- Processing Fee
- Development
- Registration
- Uniform
- Bus Registration
- Special Education
- Fees Paid for the Official Documents
- Expenses Paid by the School

If the school rejects a student before school starts, and/or the school confirms that the course/grade registered for is not offered, a full refund of fees will be paid upon the return of uniform and e-books taken by the students.

## Financial Aid

Students eligible for **financial aid** will follow the laws stated in either one at the time of registration and program approval; all increases applied at school will be relevant to their fees as well.

Parents must fill an application in order to qualify to either program and the information might include:

- Verification of Address
- Documentary Evidence
- Job Information
- CNSS Information
- Financial Information
- Vehicle Owned
- Other...

## Required Documents

The following documents are required with the Student Application Form. Any missing document will result in the application not being processed.

1. Completed and signed Student Application Form
2. Photocopy of Passport or ID, (Original "Ikhraj Qaid" for all Lebanese applicants)
3. Equivalence or Exemption Issued and Certified by the Ministry of Education (*where applicable*)
4. Vaccination Documents for Each Child
5. Four Passport Photos
6. Processing Fee

Additionally, the following documents are needed:

### A. Lebanese Students

- a. Certified Letter from the Previous School, Certified by the Ministry of Education
- b. Report Cards from previous school for the Last THREE Years (Grade 1 and up)
- c. Exemption (if the student is exempted of the Lebanese program)

**Note:** Lebanese students will be exempted if they have studied for two years abroad in the High School section or for three years in the Elementary or Middle section.

**B. Foreign Student or a Student with a Dual Nationality Coming from Abroad**

To be exempted from the Lebanese program:

- a. Letters of Certifications and Transcripts for the Past Three Years from the Previous School(s) certified by:
  - 1. Ministry of Education
  - 2. Ministry of Foreign Affairs
  - 3. Lebanese Embassy abroad
- b. Passport + Residency in Lebanon for Foreign Students
- c. Foreign Passport + Lebanese ID for a Student with a Dual Nationality
- d. Lebanese Passport + Proof for Being Abroad (for Lebanese Students)