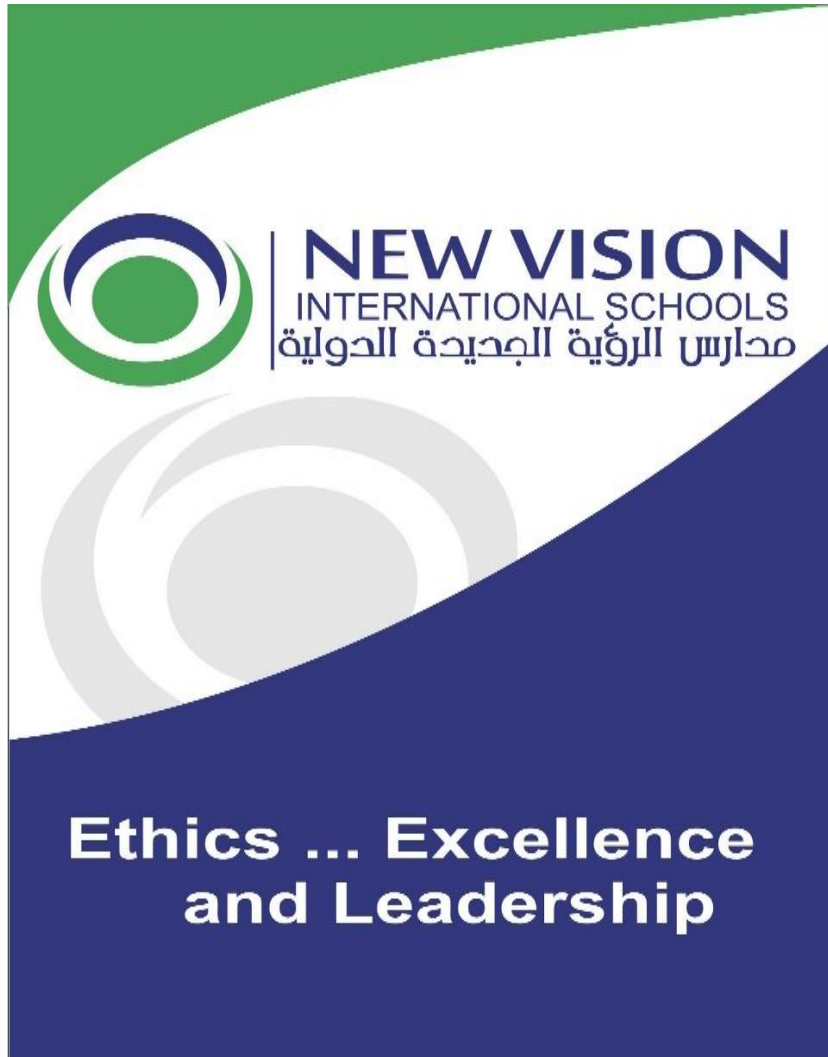




## New Vision International School

### Admission Policy





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## NVIS Admission Policy

### 1. Philosophy

At **New Vision International School** our admissions team is committed to helping you by answering all your questions about our school program and the services we provide. Please do not hesitate to contact our office to answer any questions you may have and to arrange a school tour for you.

Once you have decided that you would like to apply for your child at our school you will be asked to start the admissions process which is described below. Once students have been admitted to the school formally they will receive an information package that includes information about uniform, student handbooks which include school academic policies, annual calendar and general procedures. Additionally new parents of students entering in each department will be invited to an Open Day to introduce the department's policies and procedures and offer them an opportunity to receive answers for any enquiries.

### 2. How to apply

#### Stage 1 Application Forms

- Applications are accepted throughout the year.
- Application packets are available at the NVIS Admissions Office. (Opening Hours: Sunday – Thursday 8:00am– 2:45pm). The package contains an application form, transportation form, medical form and a checklist of all required documents
- Once completed it is submitted to the NVIS Admissions Office.

#### Documents required

The following supporting documents are to be submitted with the completed application form. No formal decision regarding the application can be made unless all documents are submitted.

- ✓ **Copy of parent ID's**
- ✓ **2 Passport size photographs of student**
- ✓ **Copy of applicants passport (for non- Egyptian students) showing residency status**
- ✓ **Copy of birth certificate (electronic)**
- ✓ **Two full years of school transcripts or reports. These should cover two complete years (the most recently completed academic year and the previous one) as well as the year in progress, if applicable.**

#### Additional Entry Requirements

There are additional entry requirements for some grades, as follows:

- Applicants for Foundation classes (Nursery, Pre-K and Kindergarten) must be the age required as of the cut-off date of **September 1**.
- Applicants to Nursery must be fully toilet trained before the first day of school.
- Successful applicants must meet grade requirements for academic English. Applicants will not normally be accepted if they show they are below grade level in English of more than one year. In such cases as the school decides, they may be required to complete an English course during the summer as a condition of their acceptance.

### **3. Special Needs Applications**

New Vision International School is committed to providing equal opportunities to learn to all students. However the school will admit only students for whom there are resources available for support in the school, and that the student can be admitted to a regular classroom. The Learning Support Center at the school offers additional support to the classroom teacher in implementing IEPs to the students. The number of students accepted will be limited by the available LSC resources at the time. Some students may be accepted only under the condition that the parent/guardian provides a full time shadow teachers for the student.

Parents or guardians of any applicant having a specific need must submit complete reports with the application. These might include individualized education programs (IEPs), psychological reports or speech and language reports. Parents or guardians of any applicant with a special need will be requested to submit complete reports with the application. These might include individualized education programs (IEPs), psychological reports or speech and language reports.

#### **Stage 2 Review Process**

**Once the application is submitted it is reviewed by the Academic team based on the following criteria:**

Applicants show that they have:

- An understanding our school mission and interest in becoming a member of the NVIS community
- A positive attitude to learning.
- A record of consistent achievement in their academic performance
- Good behaviour record
- International-mindedness
- Skills and talents that would contribute positively to the NVIS community

Should there be limited places available in a class candidates will be selected on the basis of the following additional criteria:

- If they have siblings who are already attending, accepted in or applying to the school.
- Experience with the IB program (transferring from another IB school)
- Based on the number of boys/girls in a class to balance the existing numbers in the class.

Should successful applicants have no place in the classroom required, they will be placed on a waiting list and informed of availability of a place as soon as an opening arises.

#### **Special Needs Applications**

**The Academic team in consultation with the Head of LSC will make a final decision regarding acceptance. In some cases an interview of the candidate will be requested. The school reserves the right to request a psychological evaluation at any time. This may be required also in cases where the special need was not identified prior to acceptance of the student.**

#### **Stage 3 Entrance Assessment**



- Once the application is reviewed and approved an assessment appointment is provided
- Entrance exams includes a test in English/Arabic and Math
- Results of assessments are discussed within 5 working days after the assessment has taken place.

#### **Stage 4 Parent/ Guardian Interview**

- A parent interview will be arranged with the Head of School following the assessment.
- Following the interview the parent will sign the Parent Statement which includes a statement of understanding and agreement with school polices and any agreements made in case of conditional offers. The statement also certifies that all the information provided by the parent are accurate and comprehensive.

#### **Stage 5 Formal Acceptance and Completion of financial requirements**

Once the applicant has been accepted by the school and all the above stages completed, the Parent/Guardian will receive a letter of acceptance from the school which is valid for one week. During this week the parent must complete the financial requirements include completion of payment of first installment, completion of payment of transportation fees (if requested), completion of payment of activity fees, and any additional payments required by the school (Parents will be notified by the School Accountant).

#### **4. Re- registration**

A letter is sent out in March requesting parents to re-register their children, or to inform the school of the intent to withdraw their child. Parents re-registering their students will be expected to complete their reservation by paying a percentage of the fees for the next academic year (see financial policy).

#### **5. Re-entry to the school**

Students who have been registered with the school and have withdrawn may be readmitted to the school again without any additional charges if they return within the same academic year.

Students who have withdrawn and wish to return to the school will be treated as new applicant if they have completed a full academic year in another school.