

## **Admissions Policy for Cambridge High School**

### **Q. What is the school's philosophy on admission?**

A. We believe the family, not just the child, applies to admission to CHS. We believe the family support is as important as the academic potential of the child. We believe keeping all the family located at one school is more beneficial for the child, family and school. Our policy is that if one child should be transferred from CHS, all children from the same family should also be transferred.

### **Q. What is the application process for entry into kindergarten?**

A. An application may be obtained at the registrar's office of the school. No child will be admitted without being seen first by the principal who will conduct a short interview to assess the emotional and physical progress of the child. If admitted, a birth certificate and immunization card must be presented along with passport/family book of the family. Requirements may change according to MOE requirements.

### **Q. What is the application process for entry into grades 1 - 10?**

A. Admission starts with an application accompanied with past school records. If there are available spaces and past records are good, an interview with the parents and children is next. Legal papers for admission will be explained at the time. All papers must be stamped by the ministry of education (MOE) and local embassy of the foreign locale from which the family is coming. The MOE will place students into grade level. Note\* Upper primary and secondary students should be strong in either English or Arabic. Since both languages, especially Arabic, are required to be studied by the MOE, it is difficult to acquire two new languages at the same time, particularly in the secondary grades.

Students joining the school in grade 9 are expected to participate in the awareness campaign that is part of the school's programme every year.

Students joining the school in grade 10 have the option to join year 3 (grade 8) community project or grade 9 awareness campaign. This is to ensure that all students of CHS are subjected to the rich experience of the community project.

### **Q. What is the application process for entry into the IBDP, grades 11 + 12?**

A. Generally, only previous students at CHS are allowed to move into the IBDP. The program of each student is individually set taking into regard previous records, teacher evaluations, teacher availability, student interests and government requirements. Students are encouraged to challenge themselves and try to attempt the diploma. Many students coming from other schools may find courses are not compatible to what is offered at CHS. Students with MYP background are given a preferred priority. Please check the school website for more information.

**Q. May students in the IBDP change courses?**

A. Students are permitted to change courses until the second week of school in grade 11. By the time of first assessments, everything should be set for the coming two years. Grades will be reviewed after first assessments. Recommendations are made as to whether to continue in the diploma program or change to course. Attitude and behavior are also checked as it will affect the spirit of the total class in the positive or negative way. At the beginning of year two, student work on the extended essay is checked. Those students who have met requirements for the extended essay may continue with the diploma. Those whose essay shows a lack of interest and dedication are requested to move to course. This is done before final IB exam registration.

**Q. What might terminate acceptance at CHS?**

A. Students found guilty of malpractice may jeopardize their stay at CHS. The concept of academic honesty starts with discussions in the kindergarten, and is reinforced throughout the grades. Constant lateness to school, a poor attendance record, poor student behavior, outstanding fees, non-disclosure of a special need or lack of trust between the family and the school would also be reason for leaving CHS.

**Q. Are students with special needs accepted?**

A. All students with special needs are evaluated as individual cases. Depending on the type of special need, the school will investigate if the student can be properly serviced.

**Q. Is there an orientation for parents or students?**

A. At the time of acceptance, students are given an online access to the school agenda on the official school website. The agenda includes the specific dates of events, trips, meetings, holidays and assessments. Parents are given as well an access to **Pbworks** through their personal emails so they can check their children homework weekly. School notifications concerning individual classes, holidays...etc are sent via short message service (SMS) to parents.

There are orientation meetings for parents of students in kindergarten, grade 4, year zero (grade 5) , year 1 (grade 6) , year 2 (grade 7) and year 3 (grade 8) , grade 10, and the IBDP. All new students get a tour of the facilities and a Q / A session with the student affairs department before the first day of school.

**Q. Where can I find more information about school rules and payment of fees?**

A. More information about the school and policies can be found on the website or in the school brochure that is issued to all families each year.

The review of this policy is done on a yearly basis, generally in January, with the general school principal, owner of the school or his representative, accountant, MYP and IBDP coordinator.