

# Naseem International School

Handbooks, Policies, Procedures, and Forms

## Admissions Policy

Date created	Latest update	Next review	Responsible
June 2016	March 2021, May 2025	May 2026	LST

Naseem International School  
"STUDENTS FIRST"  
KINGDOM OF BAHRAIN



مدرسة النسيم الدولية  
"الطلبة أولاً"  
مملكة البحرين



## 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.

## الرؤية مدرسة النسيم الدولية تُعد المتعلم الفعّال دولياً مدى الحياة Vision

Naseem International School inspires lifelong learners and global citizens.

## رسالة المدرسة

نحن الهيئة العاملة في مدرسة النسيم الدولية نعمل جاهدين لتعليم الطالب، والتعامل معه ككل متكامل، لذا فإن كل ما نقدمه له من تعليم متوازن قائم على استغلال جهده المبدول للنمو به في كل المجالات فكريا، وجسديا، وروحيا، وعاطفيا، واجتماعيا، وبالتالي تمكينه من أن يصبح الشخص الذي يريد.

كما أننا نعمل على أن نجعل من طلبتنا أشخاصا مفكرين، ونقادا قادرين على الاعتناء بأنفسهم وبالآخرين، وعلى تحمل المسؤولية بفاعلية واقتدار، وبهذا يتم تشكيل مجتمعنا، وحماية عالمنا الذي نعيشه.

## Mission Statement

We, the staff at Naseem International School, are committed to educating the whole person. We aim to provide a balanced education, which enables students to fulfill their potential in all areas of growth - intellectually, physically, emotionally, spiritually and socially - and empowers them to become the people they can and want to be.

We realize the importance of students becoming critical thinkers who can take care of themselves and compassionately care for others. Thus, they take an active, responsible part in shaping our society and saving the world.

## الدّوليّة في مدرستنا

مدرسة النسيم الدولية مجتمع متعدد الجنسيات واللغات ، فلسفتنا ومنهجنا يضمنان إمكانية تحقيق مخرجات التعليم. من خلال رسالة مدرستنا وما تبديه من اتباع للفلسفة الدولية فقد التزمنا بالتفكير الدولي، ودمج الثقافات ، والمواطنة العالمية. إننا نولي قيمة عالية للوعي العالمي، لتجاوز الحدود الوطنية فيما يتعلق بالبرامج الأكاديمية لدينا وبمشاركتنا الواسعة في المجتمع بما تنص عليه المعايير الدولية لاعتماداتنا.

## Internationalism at our school

Naseem International School is a multinational and multilingual community. Our philosophy and curriculum ensure international mobility of our educational outcomes. Through our school mission statement and its adherence to an international philosophy, we have committed ourselves to international mindedness, inter-culturalism and global citizenship. We place a high value on global awareness and the transcendence of national borders with regard to our academic programmes, our broader community involvement and the international standards of our accreditations.



## IB Mission Statement

The International Baccalaureate (IB) 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.

## School Vision

Our school inspires lifelong learners and global citizens who are principled, reflective, and committed to academic integrity.

## School Mission Statement

We, the staff at our IB Continuum School, are committed to educating the whole person. We aim to provide a balanced education that enables students to fulfill their potential in all areas of growth—intellectually, physically, emotionally, and socially—while empowering them to become principled individuals who act with integrity and honesty. We strive to create a culture of academic honesty where students are encouraged to take responsibility for their learning and respect the intellectual property of others.

## High Quality Learning Definition

We at NIS believe that high-quality learning is the process through which our students are able to acquire information, knowledge, skills and understanding while developing their important 21st century skills such as, technological literacy, communication, collaboration, problem solving, critical thinking and creativity. This learning takes place within a safe and caring community with a clear set of shared values based on our school's vision and mission of creating 'life-long learners and global citizens.'

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## Global Citizenship definition

At NIS it is believed that we are global citizens when we consider ourselves part of the larger global community. We are the individuals who exhibit the traits and actions that promote the connectivity and interdependence of the local, national and global economies, environments, societies and cultures.

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## Introduction

Naseem International School enrolls students from the international and local community in Bahrain. Our families join our international IB programmes to benefit from an international education within the context of our local Islamic culture. Our students are bilingual and are educated to become active and involved global citizens.

We welcome prospective parents to arrange a private tour of the school prior to admission.

***Please contact our Admissions Office at 1778 2000, direct line 1778 2021, or email:admission@nisbah.comfor an appointment.***

## Naseem International School Admissions Policy

While the school makes every effort to accept qualified students, the admission of a student is subject to the rules, policies, and regulations of the school (School board-approved policies) and the Bahraini Ministry of Education. NIS reserves the right to reject any application, limit the number of enrollments, as well as exclude any student at any time, whether before or after enrollment.

Before a student is officially enrolled at NIS, the parents must complete all the necessary admissions procedures, including an agreement to follow the school's policies. The criteria for admission to each programme is clear and communicated to all stakeholders with NIS IB ecosystem

### Criteria for Enrollment

#### Kindergarten Program Ages 3-5

1. Children in Nursery must be 3 years old on the first day of attendance
2. Children must have self-management skills concerning eating, following instructions, and toilet training.
3. Previous school reports, where applicable, are required.
4. Children who turn 4 by September will be eligible for KG1
5. Children who turn 5 by September will be eligible for KG2

#### Elementary Program Ages 6-12

Children entering the Elementary programme (IB PYP) must be 6 years old by September and meet all requirements for admission. Students entering later should be able to demonstrate attendance at a previous school, and will be placed according to their age and years of formal schooling. Official records and/or recommendation forms must be presented for the previous school, prior to acceptance into the programme.

## Middle School / High School Program Ages 12-18

Middle and High School students must be able to demonstrate satisfactory completion of the previous grade to be offered placement in the next grade level.

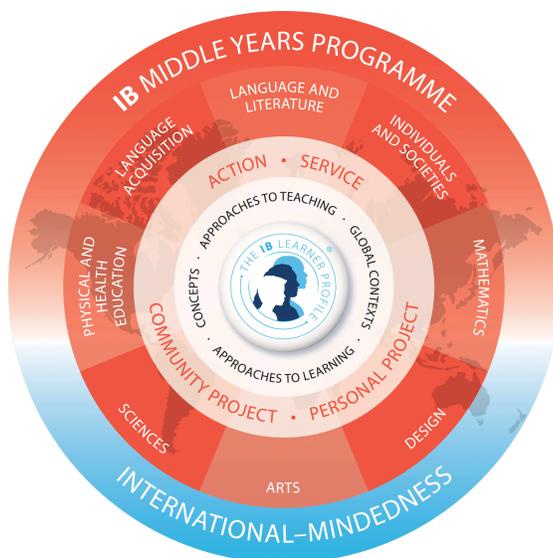
Admissions throughout the year will be limited according to the requirements of the IB (for MYP, DP, and CP).

### University Guidance counselor support:

We have a university guidance counselor dedicated to assisting students with their academic choices from grades 9 to 12. Each student will receive personalized counseling, during which a comprehensive four-year academic plan will be discussed. Additionally, the counselor organizes university fair for grades 11 and 12 to support students in their university admissions process.

### Admission to Middle Years Programme:

**The MYP Programme Model**



The school implements the MYP for all students in grades 6 to 10 in the Middle School. The MYP is open to any student in these grade levels. The MYP is inclusive by design; students of all interests and academic abilities can benefit from their participation.

MYP stands for Middle Years Programme. It is designed for students aged 11 to 16 (G6 - G10). It provides a framework of learning which encourages students to become creative, critical and reflective thinkers. The MYP emphasizes intellectual challenge, encouraging students to make connections between their studies in traditional subjects and to the real world. It fosters the development of skills for communication, intercultural understanding and global engagement-essential qualities for young people who are becoming global leaders.

The MYP is flexible enough to accommodate most national or local curriculum requirements. It builds upon the knowledge, skills and attitudes developed in the IB Primary Years Programme (PYP) and prepares students to meet the academic challenges and requirements of both the IB Diploma Programme (DP) or Career-related Programme (CP).

Source: "The IB Middle Years Programme." International Baccalaureate, 2015, [www.ibo.org/globalassets/digital-toolkit/brochures/myp-programme-brochure-en.pdf](http://www.ibo.org/globalassets/digital-toolkit/brochures/myp-programme-brochure-en.pdf).

## The MYP curriculum

The MYP curriculum framework comprises eight subject groups, providing a broad and balanced education for early adolescents.

- Language Acquisition
- Language and Literature
- Individuals and Societies
- Sciences
- Mathematics
- Arts
- Physical and Health education
- Design

The MYP requires at least 50 hours of teaching time for each subject group, in each year of the programme. In the final two years of the programme, carefully-defined subject group flexibility allows students to meet local requirements and personal learning goals.<sup>1</sup>

## Admission

The school makes admission decision, taking the following into consideration:

- Laws and regulations of the Ministry of Education in the Kingdom of Bahrain.
- Availability of space and resources;
- Documented evidence of prior academic records and performance, including the
- Applicant's school past report cards, awards and recognition;
- Submission of all necessary documentation pertaining as required;
- Tests and interviews conducted prior to the official admission.

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<sup>1</sup> Find out more about the MYP: <https://www.ibo.org/programmes/middle-years-programme/>

# Procedure

## 1. Academic tests

We look at each applicant individually. To enter the programme, an applicant is expected to have a decent proficiency level in both Arabic and English, a solid foundation in math and sciences, and also to possess qualities and willingness to work with the school. To ensure fairness, the applicant should take required tests on campus.

All students must go through a level test in the above-mentioned core subjects, and an individual interview in order to be accepted into Naseem International School. A placement assessment helps us determine the placement and whether additional academic support is required.

## 2. Interviews

The applicant will have an interview with the principal or the programme coordinator. At the same time, the head of school or the principal will interview the applicant's parents so as to know more about the student, and his/her academic abilities.

## 3. Admission

The admission decision is mainly based on the test results, the student's past academic records and interviews. The candidate should come to school and complete the registration on time. If not, the school does not guarantee the vacancy for him/her. If no vacancy is available at the time of application, the admitted candidate will be on the waiting list and will be informed once there is a vacancy.

## 4. Learning Support

At NIS we believe every student is entitled to have the opportunity to demonstrate their knowledge and level of attainment. Students who in their language assessment have not yet reached the age-appropriate levels in both English or Arabic he/she is assessed by the Learning Support Department to better help design and allocate support and therefore remove learning barriers. This support can include in-class accommodations and individual or group support.

## Admission to IB Diploma Programme:

The IB Diploma Programme is open to all of our MYP students but needs to meet the prerequisites to be qualified for IB Diploma Programme admission, and is also open to all external admission students to Grade 11 regardless of previous IB educational experience. All DP students have access to core elements.

NIS admission procedure for NIS-MYP students is based on the following prerequisites need to be met:

- IB Language A (Arabic or English): Grade of 28/32 in Grade 10 final examination
- IB language Acquisition (IB Arabic B or IB English B): Grade of 24/32 in Grade 10 final examination
- IB Sciences : Grade of 6/8 in Criterion A in Grade 10 final examination for both Physics and Chemistry
- IB Mathematics analysis and approaches SL: Grade of 7/8 in criterion A in Grade 10
- IB Mathematics applications and interpretation HL or SL: Grade of 6/8 in criterion A in Grade 10 final exam

In addition to these, NIS MYP applicants are advised to adhere to the following stages of admission procedures:

- To start with the admission procedure all Grade 10 MYP students are meant to attend the student

orientation conducted by the Diploma Programme coordinator.

- A parent orientation is also organized by the Diploma Programme Coordinator. These two orientations will set clear insight about the IB Diploma Programme, the school, the philosophy and the DP Curriculum.
- After the orientations the IB Diploma Programme Handbook for students and parents along with NIS course selection form for Grade 11 and 12 will be released from the Diploma Programme Coordinator's office and need to be filled in with the specific time. Post orientation, parents will receive the link to the admission form (Course selection form) to fill and submit the same with relevant documents with stipulated time
- One to one counselling:
- All applicants qualified for the programme will undergo counselling with the IB Diploma Programme Coordinator to determine their level of commitment, and ability to take personal responsibility for their learning skills and commitment towards the Programme.
- Review of DP application by the DP admission committee in high school which includes High School Principal, IB Diploma Programme Coordinator and University Counselor. A reference will be gathered from the Grade 10 MYP teachers about all applicants.
- Each student will receive an acceptance / a rejection letter from the IB Diploma Programme Coordinator within a week after the pre-admission procedures

## Code of Conduct/ Learning contract:

All applicants with their parents who received an acceptance letter must sign a code of conduct indicating their awareness of the rigorousness programme and the nature of the programme constituting their commitment to meeting the school deadlines.

## Admission conditions to Diploma Programme courses:

University Guidance counselor, who is dedicated to helping students with their academic decisions from grades 9 to 12. Each student will receive tailored counseling, including the development of a detailed four-year academic plan. Furthermore, the counselor hosts a university fair for grades 11 and 12 to assist students with their university admissions journey.

## IB Diploma Programme subject offer:

At NIS we are offering almost all the demanded subjects and the demand among our students is for medical, engineering and specialization in business management. The subjects offered are mentioned in the NIS IB Diploma Programme student-parent handbook. We offer higher level for all Group 1 to 4 subjects and Group 5 subjects remain at standard level. All our DP subject offering is based on students' demand and need. The maximum class size of our IBDP class is 25 and since last evaluation the number of students who get admitted to IB Diploma has stagnated, especially after the pandemic outbreak. After the previous evaluation we have initiated orientations and one-to one counselling sections to increase the size of the cohort of the IB Diploma Programme. DP Course expansion with the addition of DP Psychology, and higher level choices for Economics and IB Math AI took place after the previous evaluation.

*IB Diploma Admission procedures for external students will follow the admission requirements for new students mentioned below in this policy*

## Admission communication:

Admission communications are initiated by the NIS Registration Department in partnership with the NIS

Social Media Department. Information about admissions for each academic year will be shared on our school's Instagram and website. The admission application can be accessed via the school website, which also outlines the procedures for admission to PYP, MYP, DP, and CP. Once an applicant submits their application, the NIS Registration Department will reach out to parents via email or WhatsApp to provide further details about the entrance examination and interview process.

## Verification of Documents:

All admission communications are handled by the NIS registration administration team. All parents will be notified of their child's acceptance through email and telephone conversations. The NIS Registration Office will review the admission application along with the supporting documents, which include the student's medical records, leaving certificate from the previous school, and national ID proof for both the student and parents. Once verified, all documents will be compiled into a single file labeled with the student's name, and this file will then be forwarded to the section secretaries.

## School Tour:

We conduct school tours for our parents and students with prior appointments for in-person tours. Admission to IB Career-related Programme:

## Eligibility:

**Internal Students:** Only those who have successfully completed Grade 10 MYP at our institution are eligible for admission.

**External Students:** Must complete Grade 10 and pass an entrance examination conducted by the NIS registration team.

## Orientation Process:

1. **Student Orientation:** All Grade 10 MYP students will attend an orientation session led by the IB CP programme coordinator.
2. **Parent Meeting:** Following the student orientation, parents will meet with the IB CP programme coordinator.
3. **Course Selection:** After these meetings, the IB Diploma Programme coordinator's office will release the course selection form for both the DP and CP programmes. A fixed deadline will be set for students to complete and submit this form.

## Programme admission requirements:

- All CP students are required to select two DP subjects alongside their CP core components and regular subjects.
- **Mandatory Subjects:** At NIS, all Grade 11 CP students must enroll in IB Arabic B and IB English B.
- **Optional Subject:** CP students may choose to take a third DP subject, which is DP Mathematics.

## Career Pathways:

The career pathway programmes offered at NIS include BTEC Business and BTEC Art and Design. During the time of orientation NIS IB CP Programme Coordinator will brief the details of admission for BTEC courses.

# Additional Admission Requirements (for all students)

## New Students

All new parents meet with the Head of School, Principals, Administrators, or the Admissions Officer. New students are required to be interviewed by the appropriate Principal.

A declaration of learning difficulties or special needs must be made early in the admissions procedure, and copies of educational/psychological testing are required before admission. (The school has limited acceptance. See- Special Needs Student Section)

## Additional Criterion

Students applying for admission must complete all admission procedures before being considered for admission. The school reserves the right to exclude students or to require special supplementary measures at parents' expense. Exclusion may occur before enrollment or at any time after enrollment. The admission to one grade level does not guarantee the transfer to the next grade level; this is subject to the absolute discretion of the Principal and Head of School.

Students who fall into certain categories, but not limited to the following, may be excluded by the Principal or Head of School.

- Students who require significant modification of the NIS instructional programme.
- Students who have educational disabilities that require services not provided by NIS.
- Students who are not benefiting from the programme due to lack of interest, persistent behavior problems, or failure to maintain a satisfactory grade average.
- Students who do not adhere to the school's policies, rules, procedures, regulations, student discipline, and uniform code.
- Students for whom there has not been full disclosure of educational records at the time of admission.

## Special Needs Students

NIS is an inclusive school for all the students who can benefit from our services and available facilities. Children with mild physical, mental, or educational difficulties can be considered for admission provided they can function in a mainstream classroom. The school acknowledges that parental involvement, cooperation, and understanding are crucial for accommodating Special Needs Students at NIS.

Since the school is not licensed to provide Special Education, reasonable accommodations for SEN students can be made provided that minimal changes to the program are required, and that the child does not pose a risk to him/herself or others.

A recent diagnostic assessment by qualified professionals, which identifies the child's needs within a mainstream environment, is required. Periodic assessment will be required for such students. Continued admission may be offered for the next year based on the child's progress and whether continuation through the next academic year is in the best interest of the child and his /her environment.

## Application Process

1. Requests for enrollment are taken online, by phone ,and in person.
2. Prospective parents are given an information packet.
3. A meeting is scheduled with the relevant Principals, or Admissions Office, to explain the program and answer any questions.
4. Prospective parents and students are taken on a school tour.
5. At the end of the tour, the Admissions Officer will review the registration process, and the parent can

submit the application and registration forms.

6. Although the school follows a continuous admission policy, no new students will be admitted after the Spring holidays unless they are transferring from another international school.

## Documents Required

**The following documents must be submitted in the first stages of the admission process:-**

1. Transfer Letter from the Ministry of Education issued at the end of the school year
2. Original CPR of the student, mother, and father & a copy of each of the CPRs (**2 copies of the student's CPR for MOE**)
3. **Smart Card information for both parents and students.**
4. 2 Photographs
5. Copy of the birth certificates
6. Record of immunization and Student's Medical Record
7. Previous school reports (for past 3 years)
8. After the documentation has been lodged, the student will sit an entrance test followed by an interview with the relevant Principal.
9. On accepted by the section Principal, Head of School or President/Exec. Director, the Admission office will inform the parents to complete the formal offer and agreement.

**The Admission Office must ensure that the following documents are completed before the beginning of the academic year in September. it is important that all these items are in the student's file:**

- A. Completed application form ([Form](#))
- B. Original CPR of the student, mother, and father & a copy of each of the CPRs (**2 copies of student's CPR for MOE**)
- C. Smart Card information for both parents and students.
- D. 2 Passport sized photographs of the student
- E. Copy of the birth certificates + Original to be sighted
- F. Passport copy of the student
- G. Record of immunization (Immunization [Record Form](#))
- H. Student's Medical Record ([Medical Record Form](#))
- I. Transfer student behaviour and academic reference form
- J. Gr 3-12 students: [Digital Citizenship Agreement](#) and [Google Chromebook Order Form](#)
- K. Admissions Result/Interview/Test
- L. NIS Acceptance Letter / Conditional Acceptance letter (original in the file)
- M. School Information Letter: <https://bit.ly/2Sj2MQd>
- N. Signed Tuition Fee Policy
- O. Copy of previous school reports (for the past 3 years / Final reports)
- P. Final report card of current year must be handed in by June otherwise placement will not be approved (from Grade 2 upwards, i.e. end of grade 1 for grade 2)
- Q. Leaving Certificates from the current school
- R. **Students coming from schools outside of the Kingdom of Bahrain must have their school reports stamped by:**
  - a. The Ministry of Education from the country where they are coming from
  - b. The Embassy of the country that issued the report
  - c. The Bahrain Ministry of Education - Department of Examinations (parents should take it to the MOE for the equivalency paper - yellow document)
  - d. Once this document is received, the Acceptance Letter from the school may be given to families.
  - e. Students from abroad can only be accepted if a CPR number is provided(passport or a new CPR card)

## NIS Promotional Materials & Services

Our school website is the primary platform for promoting our programs and facilities. In addition, we provide a school profile and brochure. All our classrooms prominently display the logos of the IB Primary Years Programme, IB Middle year programme, IB Diploma Programme and IB Career-related Programme.

Furthermore, we release a quarterly newsletter from the Head of School's office, which highlights our initiatives. Our Instagram and Facebook pages also serve as key promotional tools for showcasing our full continuum program.

The NIS Social Media team will handle all postings related to admissions on our website and Instagram.

## NIS Admission policy review committee and renewal frequency:

The Admission Policy Review Committee consists of the Head of School, Section Principals, Programme Coordinators, and the School Accreditation Coordinator. The policy is reviewed every five years.

## Cross reference

This policy has the reference to the following NIS policies

1. NIS Inclusion Policy
2. Digital Citizenship Agreement
3. Student Handbook
4. Parents Handbook

This policy also has a reference to the following regulatory policy

1. Ministry of Education
2. Ministry of Health

## Appendices

[Application Form](#)

[Medical Record Form](#)(including Immunization Record)

[School Information Letter](#)

[NIS Acceptance Letter/ NIS Conditional Acceptance Letter](#)