

Admission Policy

Notion International School

Date of review: August 2023

Admission Committee

IB statement of mission

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 programs of international education and rigorous assessment.

These programs 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 Mission

Notion International School is a professional learning community where everyone can learn by implementing advanced educational strategies and standards. We provide our students with all the competencies they need to positively contribute to serving local and global societies with a proud identity. We foster our students' eagerness to learn by providing stimulating curricula and extracurricular programs that emphasize meaningful connections with the students' real-life experiences. Notion School's mission is to raise balanced, open-minded, and principled students who can communicate confidently, think critically, and reflect effectively.

IB Learner Profile:

Inquirer: We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others.

Knowledgeable: We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinker: We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicator: We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-Minded: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view and are willing to grow from the experience.

Caring: We show empathy, compassion, and respect. We have a commitment to service and we act to make a positive difference in the lives of others and in the world around us.

Risk-Taker: We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced: We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective: We thoughtfully consider the world and our own ideas and experiences. We work to understand our strengths and weaknesses in order to support our learning and personal development.

Notion International School is an IB-authorized school to offer the PYP/MYP/DP programmes, established in 2015. The school is authorized by the Egyptian Ministry of Education to teach an international curriculum. The school solely offers IB programmes for all its students from the age of 3 to 18 years old.

Admission at Notion International School is open to students of any race, religion, or ethnicity and to students of determination who can benefit from the educational services provided. It is important that parents and students have a shared commitment to, and acceptance of, our school's aims and educational philosophy in order to establish an effective home-school partnership.

We are committed to offering an inclusive curriculum to ensure the best possible progress for all our students, regardless of their needs or abilities, all student applications are subject to consideration from the admission and academic departments. After enrollment, special arrangements, support, and counseling are offered to the student candidate and his/her parents. (Specific inclusion details are stipulated in the Inclusion Policy).

We encourage all prospective parents to make an appointment to meet the Admissions Team and take the time to visit our school and learn more about our curriculum. We offer personalized as well as weekly school tours and the opportunity to discuss the educational needs of each applicant. The start of the new admission is at the beginning of November. Applications for admission are accepted throughout the year according to the availability of places. No official decision on an application is given until all the relevant documents have been received & approved by the admissions committee.

The Admission Process:

1- Online Application

- Student-Application Online Form is completed through our website. (Appendix A)
- Shortly after applying online, parents will receive a phone call or an email to arrange an appointment at the parents' convenience to conduct the assessment and interviews. On the day of the assessment, the following documents are required to be handed in:
 - Original Birth Certificates / Copy of Foreign Birth Certificate.
 - Copy of the child's and parents' IDs/Passports
 - In case of transfer from another school, the prospective student needs to provide the school with copies of the last two years' report cards and behavior reports, in addition to the most recent Term/Semester report card of the current year: Average grades for applicants from other systems and schools must be approved by the admission committee.

2- Interview and Assessment:

- The applicant is offered 3 assessments: English, Math, and Arabic.
- Parents of the applicant are offered a School Tour
- A parent's meeting to be arranged with the Head of Programme/Coordinator after the accomplishment and correction of the assessment tests.
- Applicant will have a Medical Checkup with the school's doctor.
- The Consent Form should be completed and signed by the Parent or legal guardian. (See Appendix B)
- The Medical Form is completed and signed by the Parent/ Legal Guardian of the applicant. (See Appendix C), Notion International School ensures the confidentiality of the medical information entrusted to us by parents.

3- Acceptance:

- Parents will receive a formal email with the acceptance of their application or not within two working days.
- If the applicant is offered a place at Notion International School, parents are encouraged to pay the one-time non-refundable registration fee within 5 working days of receiving the admissions acceptance email.
- Failure to do so will render the seat canceled and offered to the candidate next on the waiting list.

- Re-assessments are offered by the admissions committee and decisions on reassessments are based on the levels attained at the initial assessment. If the applicant is offered a re-assessment, no fees are requested
- After receiving the acceptance letter, the parents are required to submit the following documents:
 - 10 Recent photos.
 - Original Birth Certificate
 - Copy of parents' IDs.
 - Vaccination certificate
 - Health card
 - The Latest two years' academic and behavioral reports
 - Transfer request.

The acceptance of applicants to Notion is based on the following factors:

- The number of classrooms in the school
- The number of student population in each classroom.
- The age of the applicant.
- The date the application is received at Notion.
- Applicant residency: transportation service is available for assigned areas only.
- Applicants should pass the admission test for the grade level.
- Students are considered for admission according to their age appropriateness for the grade level of entry:

Grade/ Year	Entry Age in years on 1st October	Grade/ Year	Entry Age in years on 1st October
PYP 1 / Pre-K	2.6	MYP 1 / Grade 6	10.6
PYP 2 / KG 1	3.6	MYP 2 / Grade 7	11.6
PYP 3 / KG 2	4.6	MYP 3 / Grade 8	12.6
PYP 4 / Grade 1	5.6	MYP 4 / Grade 9	13.6
PYP 5 / Grade 2	6.6	MYP 5 / Grade 10	14.6
PYP 6 / Grade 3	7.6	DP 1 / Grade 11	15.6
PYP 7 / Grade 4	8.6	DP 2 / Grade 12	16.6
PYP 8 / Grade 5	9.6		

School fees Payments

The admission process is not complete until payment is completed. Without exception, students cannot start classes if the tuition has not been paid in full according to the Payment Terms.

Once the school has sent an acceptance letter to the parents, they have 2 business days to confirm acceptance/ rejection of the offer and 5 business days to confirm their enrollment in the school by paying the requested fees. In case of delay, the place would be offered to the next candidate on the waiting list.

Please note that all fees are to be paid in Egyptian pounds, include applicable taxes, and are bonded with the Ministry of Education, Egyptian Government. The bonding arrangement ensures that all fees paid to the school are insured against liabilities.

Terms of Payment:

The collection is made in four equal installments, the value of the installment is equal to 25% of the total fees.

	Invoices Issued	Payment Deadline
1st Installment	1st of April	15th of April
2nd Installment	1st of July	15th of July
3rd Installment	1st of October	15th of October
4th Installment	1st of January	15th of January
DP students: To settle the full academic year school fees prior to exam registration		

Any cost of additional courses or programs deemed necessary by the school will be the responsibility of the parent.

4- Admission Assessments

The admission assessments are designed to evaluate the overall knowledge and approaches of thinking.

Admissions for the foundation stages:

Foundation stages PYP1 to PYP3:

Sessions are conducted one-on-one by the Admissions Team and last approximately 20 to 30 minutes, an observational/practical assessment that determines the level of verbal expression and literacy, numeracy, and school readiness.

- We assess the perception, graph motor, cognitive, and social skills of the applicant through English, Math, and Arabic assessments.
- The interview enables the child to interact with the actual school environment, assesses his/her ability to understand instructions, and helps the interviewer to identify any issues that may affect the child's ability to comfortably adapt to the PYP educational system.

During the placement test, the observing interviewer will assess various areas:

- Social and Emotional development
- Fine and gross motor development
- Cognitive development
- Speech and Language skills
- Prewriting and pre-reading skills

The feedback form is completed and signed by the interviewer (teacher).

We understand that some children may feel nervous at the prospect of an assessment and should the entrance standard not be met, the child is accorded a reassessment.

From PYP4 to PYP8

- Mathematics, Arabic and English Language assessments are offered to the applicant.
- Oral interview with the PYP coordinator
- Report Cards from previous school.
- Behavioral report from previous school.

Admissions for the MYP

- Students should pass the placement test of the core subjects Mathematics, Arabic and English Language.
- Report Cards from previous school.
- Student's interview with the MYP coordinator.

In case the candidate is transferred from another IB school, the following entry requirements should be applied:

- For grade 10 (MYP5) a score of 5 or above for each Higher-Level subject;
- For Grade 10 (MYP5) a score of 4 or above for each Standard Level subject.
- English Language minimum requirement: English Literature with a minimum grade of 5.
- Mathematics minimum requirement: highly recommended a minimum grade of 5.
- The student has met MYP5 expectations for Service as Action Community and Service (CAS) and the Personal Project.

Admissions for the Diploma Programme DP1

- Mathematics, Arabic, and English Language entrance tests ([Student must pass the entrance exam in the 6-subject group](#))
- Report Cards from the previous school
- Student Interview with the DP coordinator.

In case the candidate is transferred from another IB school, the following entry requirements should be applied:

Candidates with MYP Certificate: MYP Grades of 4+ in a minimum of 5 subjects including English, Math and Science to study subjects at Standard Level.

Candidates with MYP Certificate: MYP Grades of 5+ in a minimum of 5 subjects including English, Math and Science to study subjects at Higher Level

Admission for Diploma Programme - DP2

Admissions to Grade 12 may be done only in exceptional circumstances, if applicants are meeting the following conditions:

- Has completed the first year of the Diploma Programme at an authorized school
Has covered topics and materials of the 6 subjects in his previous school.
- Has passed the entrance assessments in the 6 subjects.
- Report of DP1 and a certificate of good conduct from the school which comments on the behavior of the student.
- Extended Essay: Feedback and Reflection 1 from his school
- TOK Commentary and the teacher's comment
- CAS outcome and DP1 achievements
- Student Interview with the DP coordinator.

The applicant is required to continue the offered subjects at Notion International School.

Admission of Students with Special Needs/ Students of determination

In line with the school's Inclusive Policy Notion International School is committed to providing inclusive education that is reflected in the everyday life of our school community. We welcome students of determination and provide appropriate provisions, resources and curricular options while ensuring all students have access to quality instruction, intervention, and support.

We welcome all students of determination, and to ensure that appropriate provisions can be made for each student, we assess them based on the following measures:

Parents and guardians must inform the school about any special educational need that has been previously observed. (Including social and emotional challenges)

If nothing has been disclosed and evidence presented during the admissions assessment suggests that the student has a learning disability and/or social and emotional challenges, then an interview is set up with the inclusion department.

The inclusion department will undertake/require a detailed assessment/report to determine the child's requirements and whether the school can meet these needs.

Parents are required to submit all/any previous academic reports, provision plans, individual educational plans, and any previous medical/psychological assessments that are relevant to the application.

The Inclusion Support Team will use the information gained from learning difficulty diagnostic testing or educational assessments provided to Admissions by the parents at time of application, together with assessment results, to determine the type and level of support appropriate for each student. Denial of admission to students will occur if they require services or resources beyond the school's ability to support them. Notion International School reserves the right to make admission decisions considering the ability of our faculty and/or facilities to accommodate successful student learning.

We recognize that the admission of children with special learning needs is complex, requires thoughtful professional judgment, and needs to be undertaken on a case-by-case basis

Admission Committee:

Head of Admission: Mrs. Rana Anwar.

Admission Executive: Mrs. Laila Wael.

Head of PYP/ Coordinator: Mrs. Sofia Dourasse.

PYP Deputy Coordinator: Mr. Ahmed Taha.

Foundation Leader: Ms. Basma Allam.

MYP Coordinator: Mrs. Shereen Mostafa.

DP Coordinator: Mrs. Azza Fekry.

Learning Support Coordinator: Mrs. Nada Hasheesh.

Responsibility for the implementation of the Admission Policy:

- The pedagogical leadership team (PLT) and admissions team follows and ensure that this policy is disseminated and applied by the entire school community.
- All parties involved in the admission process must apply this policy.

For the **Admission Policy** established in Notion International School to remain in effective use:

- The policy is revised and reviewed yearly.
- An alignment with the updated policies occurs within the review.
- Communication of all school policies to the school community takes place periodically.

Appendix A: [Student-Application Online Form](#)

Appendix B: [The Consent Form](#)

Appendix C: [The Medical Form](#)