



## **Mar Qardakh School**

Title: Admissions Policy

Related policies:

- Ethical Code

# I. Philosophy

## Purpose Statement

The purpose of this document is to clarify Mar Qardakh School's admission process and requirements. The policy applies to the whole school and is to be communicated to and understood by all teachers, students, parents, and administrators.

***Mar Qardakh School seeks to empower the whole person by providing means for academic, social, spiritual and personal development.***

## Philosophy and aims

The nature and make-up of the student body plays a key role in both the individual and communal dimensions of student development. Accordingly, Mar Qardakh School seeks to maintain a diverse and well-balanced student body that represents the diversity and balance students will experience to a greater degree in their community outside of school. Mar Qardakh School admits qualified male and female students of any race, color, nationality and ethnicity. The school does not discriminate on the basis of race, color, nationality or ethnicity. All students receive the same rights and privileges at Mar Qardakh School, and have the same level of access to the programs, resources and materials made available for students.

# II. Admission Policy

## Mar Qardakh School Admissions Committees

Mar Qardakh School has an admissions committee that studies each application and advises the school regarding admissions of the applicants. The school has two committees: one for the primary division and one for the middle school division. The primary division admissions committee is comprised of two to three primary school teachers (selected on an annual basis), the PYP coordinator, the Dean of Students and the Academic Dean. The middle school division admissions committee is comprised of two to three middle school teachers (selected on an annual basis), the MYP coordinator, the Dean of Students and the Academic Dean.

## **Mar Qardakh School Admissions Requirements**

In order to be considered for admission at Mar Qardakh School, prospective students must complete the following steps:

- Complete an entrance assessment in English for their respective programme (PYP, MYP or DP)
- Attend a school interview together with their parents
- Submit the following documentation: school application, two passport size photos, a copy of the student's passport or other identity card and records from their previous school showing their academic and behavioral reports from the previous academic year
- Read the school's ethical code and return it to the school with the students' and parents signatures indicating an understanding and willingness to comply with the school's ethical regulations
- Successful completion of the previous IB Programme. \*

*\*Acceptance into one IB Programme at Mar Qardakh School does not automatically guarantee acceptance into the others. A student must successfully pass the IB Programme they are first admitted into in order to continue on to the following programme. PYP students will only be admitted into the MYP at Mar Qardakh School if they successfully met all PYP requirements. MYP students will only be admitted into the DP at Mar Qardakh School if they successfully passed the MYP.*

At the discretion of the admissions committee, an applicant may be required to additionally provide the following: one letter of recommendation from a former teacher or other mentor and school records from their former school dating back further than the previous academic year.

The Mar Qardakh School admissions committee will make its final decision regarding an applicant's acceptance based on information based on the student's desire to attend Mar Qardakh School, satisfactory completion of the admission requirements, academic achievement, and the number of available openings in the classroom.

## **Mar Qardakh School Admissions Process**

The application process begins in February of each year. Students must submit the school application and other required documents in January. The school placement assessment is administered in February. Personal student interviews are scheduled in March. All final decisions regarding student acceptance are made and communicated to the families by April. Students accepted in Mar Qardakh for the coming school year receive a letter of acceptance. Students that qualify for acceptance but may not attend the school because there aren't enough openings are placed on a waiting list. These students and their parents are informed that they have been placed on the waiting list and will be notified when an opening in their grade becomes available. Students

that do not qualify for acceptance at Mar Qardakh School receive a letter indicating that they have not been accepted.

PYP:

The school prioritizes students that come from Mar Auna Kindergarten, students with siblings already in Mar Qardakh, and students from the local Christian minority population. Prospective students from one of these groups receive special consideration, but they are not guaranteed acceptance. Other factors, including student achievement, completion of the admissions requirements, the number of openings available and the importance of fostering diversity in the classroom are also considered. The final decision regarding the acceptance of a student resides with the admissions committee.

MYP:

The school prioritizes students that have already been enrolled in Mar Qardakh School as PYP students and have successfully completed all PYP requirements. Priority for seats not filled by former MQS PYP students will be given to students with siblings already in Mar Qardakh School, and students from the local Christian minority population. Prospective students from one of these groups receive special consideration, but they are not guaranteed acceptance. Other factors, including student achievement, completion of the admissions requirements, the number of openings available and the importance of fostering diversity in the classroom are also considered. The final decision regarding the acceptance of a student resides with the admissions committee.

DP:

- The school prioritizes students that have already been enrolled in Mar Qardakh School as MYP students and have successfully completed the MYP. Priority for seats not filled by former MQS MYP students will be given to students with siblings already in Mar Qardakh School, and students from the local Christian population. Prospective students from one of these groups receive special consideration, but they are not guaranteed acceptance. Other factors, including student achievement, completion of the admissions requirements, the number of openings available and the importance of fostering diversity in the classroom are also considered. The final decision regarding the acceptance of a student resides with the admissions committee.
- Mar Qardakh School will not regularly accept new students into Grade 12 (the second year of the Diploma Programme). The DP admissions process for students must be completed prior to the beginning of Grade 11. Mar Qardakh School will make an exception for students looking to transfer into the school that have already been participating in the IB DP elsewhere. If a student is interested in transferring into the DP at Mar Qardakh School from the DP at another school, Mar Qardakh School will take into consideration all records provided by the other school regarding the student's holistic progress during their first DP

year, as well as their subject choices before reaching a decision. The final decision regarding the acceptance of such students resides with the admissions committee.

Mar Qardakh School accepts new students for the beginning of each academic year. Students are not regularly accepted mid-year, although exceptions may be made at the discretion of the admissions committee.

### **III. Continuance Policy**

Acceptance at Mar Qardakh School does not guarantee continuance or graduation from Mar Qardakh School.

#### **Academic Requirements**

##### PYP and MYP

Students must satisfactorily pass each grade level in one year in order to continue at Mar Qardakh School. This requires students to maintain a 40 or above on all local Ministry of Education assessments, and a minimum of 4 in all IB subjects. A student that consistently falls below a 4 in their IB subjects, or falls below a 40 on their local Ministry of Education assessments may be dismissed from the school.

Any student that fails a year may be dismissed from the school. The respective coordinator, in consultation with the student's teachers, the Dean of Students and the Academic Dean, may exceptionally allow a student that has failed one year of school to repeat the same year. In such a case, the school will draw up an action plan that the student and his parents must agree to help the student succeed academically.

No student that has failed the same grade twice or has failed more than one grade will be allowed to continue at Mar Qardakh School.

##### DP

All DP students must meet the minimum IB DP requirements in order to pass the Diploma Programme and/or complete their subject certificates.

While all students are encouraged to enroll in the IB DP as full diploma candidates, as mentioned earlier in this policy, students will not automatically succeed in the programme, which requires a great deal of dedication, responsibility, hard work and collaboration. If a student is consistently

struggling to make sufficient progress in the DP, they may be advised to withdraw from the full Diploma Programme, and continue their studies of individual IB DP subjects as certificate candidates. This decision will be made by the school, together with and informed by input from the student's teachers, IB DP Coordinator, college counselor and parents. Students that do not participate in the full Diploma Programme, but pass a minimum of 4 individual IB subjects (at least one subject from each of the following groups: Language A, Math, Science, Humanities), participate in TOK classes and meet the CAS requirements may receive a Mar Qardakh School Diploma, although they do not qualify for the IB diploma.

Students enrolled in grades 11 and 12 at Mar Qardakh School, whether as full DP candidates or as certificate candidates, may be dismissed from the school at any point during the DP for disciplinary reasons due to grave breaches of the school's ethical code (for more information, refer to Major/Minor Infractions document).

## **Ethical Requirements**

All students are expected to respect and abide by the Mar Qardakh School Ethical Code. Repeated minor offenses and/or one or more major offenses may result in dismissal from the school at any point in the programmes (PYP, MYP and DP).

## **Appendix IV: Policy History**





