



Mar Qardakh School

Admission Policy

Developed in February 2014.

Reviewed in December 2021.

Date of next review: December 2024.

Related policies:

- Ethical code

Mar Qardakh School Mission Statement

Our mission is to empower students for life in the 21st century by providing them with a holistic, international education encompassing academic, social, spiritual and personal development.

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 comprehensive educational methods and means for the academic, social, spiritual and personal development of each student in an enriching and supportive educational atmosphere.

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, colour, nationality and ethnicity. The school does not discriminate on the basis of race, colour, nationality or ethnicity. All students receive the same rights and privileges at Mar Qardakh School and have the same level of access to the programmes, resources and materials made available to all students.

II. Admission Policy

Mar Qardakh School Admissions Committees

Mar Qardakh School has two admissions committees that study each application and advise the school regarding the admission of the applicants. The first committee is for the primary division and the second is 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 and the Head of School. The middle school division admissions committee is comprised of two to three middle school teachers (selected on an annual basis), the MYP coordinator and the Head of School.

Mar Qardakh School Admissions Requirements

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

- Complete an entrance assessment in English for their respective programme (PYP or MYP)
- 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 behavioural 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

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 target grade level.

Mar Qardakh School Admissions Process

The application process begins in February of each year. Students must submit the school application and other required documents by a clearly communicated date 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.

The school prioritises students that come from Mar Qardakh 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.

Mar Qardakh School accepts new students for the beginning of each academic year. Students are not regularly accepted mid-year, although exceptions, where justified, 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

Promotion in PYP is automatic.

Students in MYP must satisfactorily pass each grade level in one year in order to continue at Mar Qardakh School. This requires students to maintain a minimum grade of 60 out of 100 on all local Ministry of Education assessments, and a minimum of 4 in all IB subjects. A student who consistently falls below a 4 in any core subjects (Language and literature, Math, Arabic, Chemistry, Science, Biology and Physics) their IB subjects, or falls below a 60 on their local Ministry of Education assessments may be asked to either repeat the class or be dismissed from the school.

The MYP programme coordinator, in consultation with the student's teachers and the Head of School, will draw an action for repeating students, to which the students and his/her parents must agree.

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

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.

Approved by:



Archbishop Bashar Matti Warda

Mar Qardakh School Governor



Hala Warda

Head of School