



PO Box 26367
Adliya, Bahrain
Tel/fax: (973) 17728886
info@nadeenschool.com
www.nadeenschool.com
Education License - 7789/74-1/77

How to apply to Nadeen School for your child

Thank you for your interest in applying at Nadeen School. Please read the information and regulations below prior to submitting your application.

How to apply for a place at Nadeen School

1. Read this letter and contact the school if you have any questions about our admissions procedure and entry requirements
2. Fill in the application form and send it and the other necessary attachments to admissions@nadeenschool.com
3. Pay the 50BD application fee by either of the following methods..
 - **by cash or cheque:** Application Fee must be paid in full by Bahraini Dinar cash or Bahraini Dinar cheque drawn from a local Bahraini bank . Cheques for the application fee should be made payable to Nadeen School and may be handed in at the office during school hours, or sent by mail, addressed to:
Nadeen School, P.O. Box 26367,
 - **by bank transfer**

Account Name: NADEENSCHOOL

Account No.: 100000377086

IBAN: BH23BBKU00100000377086

SWIFT CODE: BBKUBHBM

Bank: BANK OF BAHRAIN AND KUWAIT

Please note: it is imperative that you follow the steps listed below:

- Create transfer using above bank information
 - **BE SURE TO INCLUDE CHILD'S FULL NAME AS PAYMENT REFERENCE.**
 - Once you have transferred the amount, please email accounts@nadeenschool.com with a copy of the transfer or with a tracking reference number or similar identifying document/reference so that we can easily track/identify your payment. Should you not receive a receipt within 10 days of sending your payment, email accounts@nadeenschool.com to request further confirmation.
Credit and Debit card facilities for payment are not available.
 - Note the application fee is **non refundable.**
4. Your application form will be reviewed within 5 working days of receipt of the application fee. Please note that incomplete applications will not be accepted and application forms **will not be reviewed until the application fee has been received.**
 5. In the event that there is a place immediately available you will be contacted by a member of our Admissions team. If there is no place available, then your child's application will be placed on to a waiting list (see below section titled Waiting List)

Attachments required with your application form:

1. Scan of passport information page (with the photo, DOB, etc.)

- a. **IMPORTANT:** In the event your child has more than one passport you must submit the passport your child is or will be registered under in Bahrain
2. Print out from or scan of your child's Bahrain CPR/Smart card
 - a. **IMPORTANT:** If a CPR/Smart card is not available then we require a letter from your sponsor stating that the CPR/Smart card is in process
3. Most recent school report
4. Any relevant professional documents pertaining to your child. This may include doctor letters, therapist reports, medical reports

NOTE: If the school discovers non-disclosure of relevant information pertaining to your child the place offer or place may be withdrawn even after enrollment.

School admission policy notes for your attention:

Registered Nationality and Arabic Classes

Your child will be registered according to the nationality of the passport associated with their CPR/Smart card. Children with an Arab passport will be enrolled in to the Arabic as a Native Language program from Year 1. Arab national children applying to join Nadeen School from Year 1 will have to pass an additional Arabic assessment in order to gain entry to the school. Children with non-Arab passports will be enrolled in the Arabic Culture program from Year 1. Swapping nationality and the associated program after enrollment will not be permitted. The only exception to this case is if a child is granted Bahraini nationality after the original enrollment date.

Registered Religion and Islamic Studies Classes

If your child is registered as a follower of the Muslim faith they will be enrolled in Islamic Studies classes from Year 1 onwards, as per Bahrain Ministry of Education requirements.

Waiting List

Nadeen School has always maintained a non-judgmental attitude towards new students. We appreciate that our students come from different schooling systems, multi-national and multi-lingual families, from a variety of different life experiences, and have varying abilities. This being the case, we treat every applicant individually and take in to account the child's background, needs, other schooling options available, and our ability to meet their needs before we offer a place.

Children are considered for admission based on:

- availability of places in, and the needs of, their age appropriate class
- their level of English fluency
- availability of places in the Learning Support Programme, if required
- availability of places in the Arabic Programme, if required
- whether they are the sibling/child of an existing or previous student or family
- if they have a limited number of suitable schools available to them in Bahrain
- if parents display a positive and proactive approach to their child's education and support Nadeen School's ethos

If there is no space immediately or imminently available children will be placed on to a waiting list. Being placed on to the waiting list does not guarantee a future place within the school.

Applications will only remain valid and on the waiting list for duration of the desired enrolment (school academic) year and the following academic year, regardless of date of application. If you have not been offered a place by June 30th in the desired academic year, and wish to remain active on the waiting list, you must inform the admissions department by emailing your child's full name and date of birth to admissions@nadeenschool.com by August 31st.

Priority on the list is given, but not limited, to children who have current siblings in the school; international families moving to Bahrain; and with reference to the other points detailed above.

In the event there is a space available or imminently available for your child the following process will take place:

Entry Assessments

Nadeen School is Bahrain's only non-selective Outstanding school as we believe that all children have the right to education. As per school policy children are enrolled on the proviso that we can meet their learning needs and that, by meeting their needs, we are not adversely affecting the other children in the class. We have a Learning Support Department at Nadeen School which can cater to mild-moderate learning needs, such as dyslexia, English as a Second Language, and remedial support, as well as a Gifted, Talented, and More-Able program. More information on our Learning Support department is available on our website.

Nursery

If your child is in Bahrain we will ask you to bring him/her in for a visit so we can meet them, and you, in the school setting. You will be given a questionnaire to complete at this time with the class teacher, and will be billed for the BD50 assessment fee. We will formally offer a place once we can confirm that we can meet your child's needs. The non-refundable place holding fee of BD100 will be due within 72 hours and the remainder of the tuition and any other fees will be due according to the schedule in our published fee policy.

If your child is not in Bahrain we will **conditionally** offer a place, and invoice in full accordingly, based on the information you have provided us on the application form and in the understanding that you have disclosed all relevant information pertaining to your child. When you are in Bahrain you will be asked to come in to the school, as detailed above. We will formally offer a place once we can confirm that we can meet your child's needs. In the very rare event that we cannot meet their needs you will be provided with a full refund, minus the assessment fee and place holding fee.

Reception – Year 6

All Reception-Year 6 children are assessed prior to being allocated a specific class. Please be assured that the assessment is done in a relaxed and welcoming environment – no need for anyone to worry! We typically assess language, reading, writing, and mathematics during the assessment period. Further assessments are undertaken once your child is in class and settled. If your child is an Arab National and joining in year 1 to year 6, they will also have an additional Arabic assessment.

If your child is in Bahrain we will ask you to bring him/her in to school for an entry assessment when a place is available or imminently available. Billing for the BD50 assessment fee will happen at this time. On the proviso that we can meet your child's learning needs we will offer a place within 2 working days of the assessment. The non-refundable place holding fee of BD100 will be due within 72 hours and the remainder of the tuition and any other fees will be due according to the schedule in our published fee policy.

In the event your child is not in Bahrain and a place is available or imminently available we will **conditionally** offer a place, and invoice in full accordingly to be paid within 72 hours, based on the information you have provided us on the application form and in the understanding that you have disclosed all relevant information pertaining to your child. The entry assessment will be carried out once your child is in Bahrain and your child's seat will be confirmed on the proviso that we can meet their needs. In the very rare event that we cannot meet their needs you will be provided with a full refund, minus the assessment fee and place holding fee.

After the entry assessment

Your child's assessment will be marked within 2 working days and then shown to the Head Teacher to review. You will be contacted via 'phone or email to follow-up your child's assessment outcome. Children whose assessment outcomes fall within the age-expected range will be allocated their class accordingly.

If we discover via the entry assessment, or through further in-class assessments once your child is enrolled, that your child has additional learning needs and requires in-school learning support you will be notified immediately. You will meet with the Head Teacher to discuss your child's needs and how they will be met at Nadeen School.

Please note that there is an extra charge per term if your child requires Learning Support classes, and that attending these classes **in school** will be **mandatory in order to retain their seat at the school**. In addition, any external support services or reports (for example, Educational Psychologist Report or Speech and Language Therapy) the school requires will be also be **mandatory in order to retain your child's seat**.

In the event that there is no space in the Learning Support Department your child's application will be deferred to a later date. Please refer to the school website for more information.

Terms and Conditions

- By enrolling in Nadeen School parents agree and are aware that their child will follow the full English National Curriculum as followed by the school. Parents also agree to ensure that their children abide by the school's academic, attendance, and behaviour policies. Parents are aware that August 31st of any year is the cut-off date to decide their child's correct class
- Parents will ensure that their children are fully vaccinated according to Bahrain Ministry of Health regulations, and will update their child's records following the schedule for the duration of their child's time at Nadeen School
- Parents will settle all fees according to the school's Fee Policy
- On occasion the school will require parents to purchase specific mandatory equipment for the child
 - **Current note for Year 4, 5, and 6 students** You will be required to purchase a Chromebook for your child to use in class. Please contact us for more information regarding the supplier, Middle East warranties, specifications, and model
- **Parents understand that full disclosure of any matter pertaining to their child is required in order to obtain and retain their child's seat**
- Parents understand that there is an extra charge per term if their child requires Learning Support classes, and that attending these classes **in school** will be **mandatory in order to retain their seat at the school**. In addition, any external support services or reports (for example, Educational Psychologist Report or Speech and Language Therapy) the school requires will be also be **mandatory in order to retain the child's seat**.
- **Parents understand that all decisions made by the school are always with the children's best interests at heart**