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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.

### Admissions page QR CODE



### How to apply for a place at Nadeen School

1. **Please read this letter before you fill in the application form** and contact the school if you have any questions about our admissions procedure and entry requirements
2. Visit our website or scan the QR code above to be taken directly to our admissions page.
3. Fill in the application form – note point 4.
4. **Pay the BD100 application fee and attach a screenshot of the payment** to your application form. You can pay by any one of the following methods.

• **By Benefit Pay:** Please use the Nadeen School IBAN code in place of a mobile number. The IBAN code to use is BH23BBKU00100000377086. Insert the name of your child in “Transaction Description.” or scan this QR code to be taken directly to our School’s bank IBAN number, which can be copied and pasted into the Benefit Pay app.

• **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 (where possible)**
- Once you have transferred the amount, please upload the screenshot of the payment into the application form submitted.

- **By cash or cheque:** Application Fee to 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**. A cheque or cash can be remitted by Direct Deposit at any branch of BBK. Please ensure you mark the deposit slip with your child's name and upload the screenshot of the payment into the application form submitted.

- **By credit/debit card:** please email [accounts@nadeenschool.com](mailto:accounts@nadeenschool.com) for an invoice link to the payment gateway. **Please note:** a convenience fee of 1.5% is added to all transactions and will be payable when payment is processed. This is charged by the third-party service provider and **NOT Nadeen School**.

## 5. Attachments required with your application form:

### Mandatory

1. Application fee screenshot.
2. \*Vaccination record (see **Vaccinations** below) – Please refer to this link to view the mandatory vaccinations - [Nadeen School mandatory vaccinations](#)
3. \*Medical record form (see **Vaccinations** below) – student – [Nadeen school medical records](#)
4. Most recent school report – student - please upload your latest school report (if you are not uploading a school report, please attach a letter explaining the reason)
5. Passport photo page – student
  - a. 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
6. Profile photo – student
7. Father/guardian passport\*
8. Mother/guardian passport\*

### Optional on application; mandatory on enrolment

1. Leaving certificate from previous school (if applicable)
2. Most recent school report (if not already sent with the original application)
3. CPR card or Iqama – student
4. CPR card or Iqama – mother/guardian
5. CPR card or Iqama – father/guardian
6. Any supporting medical, educational, or professional reports – if applicable

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

6. Your application form will be reviewed within 3 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 confirmed as received**.

### School admission policy notes for your attention:

#### **Vaccinations**

**As per the Child Protection Act No. 30 dated 2012, vaccination is mandatory for all children. A fine of BD 1000 will be charged by the MOH for non-compliance with this regulation.**

**Non-vaccinated due to medical issue:** If your child has a medical issue which prevents them from being vaccinated, you will need to provide a medical certificate which states the medical issue. The medical certificate should be signed and stamped by a proper specialist. Once the medical certificate is issued, it needs to be forwarded to the school nurse who will confirm, along with the Ministry of Health, if the certificate is eligible and meets requirements.

**Non-vaccinated due to parent choice:** if your child is not vaccinated due to parent choice then the school is required to take the following steps:

- a) The parents will need to write a formal letter to the school stating the parents' full name(s), contact details, child's full name, passport number, CPR number (if available), nationality, and that they are currently unvaccinated due to parent choice.
- b) This letter will be handed to the school's government liaison officer who will forward the information to the Ministry of Education (MoE) Private Directorate.
- c) The MoE will contact the parents directly and then advise the school if the child can be registered at the school – until approval is given the admissions process will be paused.

**Not vaccinated according to the Bahrain schedule:** please upload the vaccinations that your child already has and make an appointment at your local health centre or private hospital to arrange for the missing vaccines to be administered. Please inform the school nurse when the remaining vaccines have been given

### **Registered Nationality and Arabic Classes**

Your child will be registered according to the **nationality of the passport** associated with their CPR/Smart card.

- **As priority and by law, children with a GCC or Arab national passport** must be enrolled into the Arabic as a first language program from Year 1. GCC and Arab national children applying to join Nadeen School from Year 1 will have to take an additional Arabic assessment in order to gain entry to the school. Where required, Arabic learning support may be a proviso of the place offer.
- **By request, children who are not Arab nationals by passport but who have Arabic as their first/dominant language** may apply to join the Arabic as a first language program by indicating that Arabic is their first language. Enrolment on to the program will be subject to the Arabic entry assessment and any Arabic learning support requirements as well as availability in the class.
- **By request, children who are not Arab nationals by passport but who have Arabic as a fluent/semi-fluent language** may be considered to join the Arabic as a first language program. Enrolment on to the program will be subject to the Arabic entry assessment and any Arabic learning support requirements as well as availability in the class
- Children with non-Arab passports will be enrolled in the Arabic Culture program from Reception
- Swapping nationality and the associated program after enrolment will not be permitted. The only exception to this case is if a child is granted Bahraini nationality after the original enrolment date.

### **Registered Religion and Islamic Studies Classes**

If your child is registered at the school (through the application form) as a follower of the Muslim faith, they will be enrolled in Islamic Studies classes from Year 2 onwards, as per Bahrain Ministry of Education requirements. These classes are taught solely in Arabic. Please note if the child's nationality is Bahraini according to their CPR, they will be required to enrol in the Islamic studies programme, unless a relevant certificate or an exemption letter from the Ministry of Education is provided.

### **Image consent**

Photos and images for school use, and those that appear throughout media, are a source of pride for the children, their parents, and the school. Response over recent years from parents has been overwhelmingly positive with regards to our responsible and mindful use of images of the children in social media, school publications, and the press. However, we live in an age in which digital technology has vastly increased the use, and potential misuse, of images of children. Please read this carefully -[Image consent form.pdf](#)

### **MOE requirements for relocating students**

The Bahrain Ministry of Education has the following entry requirements, prior to attending the first day of school, for children joining from outside of the Kingdom of Bahrain. Please read the MOE requirements in the link below -[MoE entry docs for students.pdf](#)

## **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 an additional language, Arabic as an additional language, remedial support, as well as a Gifted, Talented, and More-Able program. More information on our Learning Support department is available on our website. Our Special Education Needs Coordinator (SENCO) oversees this department alongside the Principal and academic leadership team.

You will receive a message from us when we are ready to offer your child an assessment. We will send you an assessment invitation email and wait for your approval to go ahead with the assessment booking. Upon receiving your acceptance, you will be billed for the assessment and place holding fees which need to be paid within three working days. The remainder of the tuition and any other fees will be due according to the schedule in our published fee policy.

## **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.

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 into 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.

Please note that all Nursery children must be out of nappies/diapers and fully potty trained prior to joining the school.

## **Reception – Year 7**

All Reception-Year 7 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 7, 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

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 Principal (and SENCO, if required) 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 SENCO 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 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 also be **mandatory 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.

### **Waiting List**

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](mailto:admissions@nadeenschool.com) by August 31st.

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

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 into 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

### **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 31<sup>st</sup> 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 3, 4, 5, 6, and 7 students** You will be required to purchase an Acer Chromebook through the school for your child to use in class. You will be invoiced directly for this device through the accounts department (approx. BD210 as of June 2022).
- **Parents understand that full disclosure of any matter pertaining to their child is required 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 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 also be **mandatory 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.**