# Turtle Bay and Daraah International Schools

# ADMISSIONS POLICY

Updated April 3, 2025

## Contents


Mission ..... 2

Vision ..... 2

Introduction ..... 2

Criteria for admission ..... 2

Residency ..... 2

Inclusive education ..... 2

Students who are non-native speakers of English ..... 2

Placement of student by age groups ..... 3

Withdrawal notice ..... 3

Timeline of the Admissions Process ..... 3

Steps of the Admissions Process ..... 3

Acceptance and Placement Offer ..... 4

Waiting List ..... 4

Non-acceptance of application ..... 5

Special Educational Needs (SEN) ..... 5

Admission to the IB Diploma Programme ..... 5

Development and Revision of this policy ..... 5

## Mission

At Turtle Bay and Daraah International Schools, members of the community are empowered to learn and grow, becoming curious and compassionate citizens of the world.

## Vision

Our vision is to consistently provide high-quality education to an international community of students, preparing them to become responsible and productive global citizens who actively contribute to the communities in which they live and work.

## Introduction

Turtle Bay and Daraah International Schools are an international, co-educational IB World School, educating students from Nursery to Grade 8 from a wide range of different cultures. English is the main language of instruction, Arabic and Spanish language classes are taught from Nursery School.

Turtle Bay and Daraah International Schools are in authorization process to offer the IB Primary Years Programme (PYP) PYP Classes start from Pre K1 to Grade 5 and Middle Years Programme (MYP) classes from Grade 6 to 8. The DP (Diploma Programme) classes are Grade 11 and 12 are offered online from the SEK Global Campus.

Turtle Bay and Daraah International Schools are part of the prestigious SEK Education Group encompassing 15 international schools worldwide (Spain, France, Ireland, Qatar, Saudi Arabia, Bahrain, Oman and an online global campus) and the University Camilo José Cela in Madrid.

Choosing a school for your child implies a long-term commitment between the school, the student and the family. The admissions process will provide an opportunity for parents and the school to gain knowledge about each other and determine whether Turtle Bay and Daraah International Schools are the right choice for your child.

## Criteria for admission

Turtle Bay and Daraah International Schools are committed to the principle of equal opportunity and inclusion in education and considers factors including an applicant's prior educational, cultural and linguistic background for purposes of admission in order to fulfil the school mission of providing education in an international environment and through the English language.

Red Sea Global, Amaala and/or any other operational entities´ employees located on those two locations are considered with priority on the admissions criteria.

## Residency

All students admitted to Turtle Bay and Daraah International Schools are required to reside either with their parents or with a legal guardian that either or both parents have approved and have their Saudi National ID number or resident permit (Iqama). Admissions processes are open to all nationalities, no preference for placement is given by nationality.

## Inclusive education

The aim of Turtle Bay and Daraah International Schools is to promote an atmosphere where diversity is embraced, and students of all abilities, including those with disabilities or special educational needs, can participate fully in all aspects of school life. The school will ensure that every student has the opportunity to participate in academic, extracurricular, and social activities, regardless of their abilities or circumstances.

## Students who are non-native speakers of English

Turtle Bay and Daraah International Schools offers its curriculum in English; therefore, the child must be at least competent, but preferably fluent in the English language, starting from Primary Grade 1. Our English Language Acquisition (ELA) department uses WIDA testing to determine English language level in the areas of speaking, writing, listening and reading. All results and recommendations are shared with parents.

ELA fees are charged 4,000 SAR (4,600 SAR including VAT) in two-time frames, from September to January and/or February to June, as long as the service is deemed necessary for the student. ELA services and payment are compulsory when this need is identified during the admission process.

## Placement of student by age groups

Some applicants may come from school systems with different academic years, for example, September to June, January to December or others. If this is the case, the student will enter within the grade level which the Admissions team considers to be most appropriate and in the best interests of the student, ensuring no gaps take place in the child's educational process and local regulations are complied with.

For students transferring from another school in Saudi Arabia, previous schooling and the equivalent grade/year level achievement are followed as per the Ministry of Education regulation. Strict guidelines from the Ministry of Education for age-appropriate enrollment for Pre-school and Grade 1 are adhered to in Turtle Bay and Daraah International Schools.

## Withdrawal notice

To help the school manage its enrolments efficiently, it is essential that parents give school administration written notice of withdrawal at least two weeks before the end of the current term.

Turtle Bay and Daraah International Schools reserve the right to withdraw an already registered student when any or all of the following conditions apply:

- the student's learning needs cannot be met given the available resources
- the student's presence in the class has an ongoing negative impact on her/his classmates
- the student's behavior is determined to have a detrimental impact on the school community
- the student's attendance record is unacceptable
- school fees are not paid in a timely manner

If a student is required to withdraw from Turtle Bay and Daraah International Schools due to any of the above reasons, tuition refund will be applicable on a pro rata basis. Prior notice will be given to the family to ensure that they have time to gain admittance to another school.

## Timeline of the Admissions Process

Applications and enquiries are filled in through the Open Apply portal, linked from the school's main website. Admissions for an upcoming academic year starts in the month of November. Occasionally, mid-term placements are accommodated, but only if there is a commitment from the student to continue for the remainder of the term and for the duration of the following term after consultation with the Ministry of Education. Should a mid-term admission be accommodated, tuition is not pro-rated; tuition for the full term is due. Due notice is published through the online portal when places are no longer available for select grade levels.

## Steps of the Admissions Process

**A. Completion of the online application form.**

Application forms should be completed online, and all requested documents scanned and uploaded to the student's application form online. All details are entered into our **Open Apply** data management system – **paper copies are not accepted**.

The following documents should be scanned and uploaded together with the application form:

- A recent passport size photo of your child.
- Saudi National Students:
  - A copy of the family card (or child´s National ID when available).
- Saudi National Parents:
  - A copy of the parent´s National ID
- Non-Saudi national students:

- A copy of the child's Iqama (passport is valid if the family is still in application process for residency) and the birth certificate.

◊ Non-Saudi national parents:

- A copy of both parents' Iqamas, (passport if valid if the family is still in application process for residency).

◊ A copy of the child's school reports for the last two academic years, which must contain appropriate assessment information and reference to the curriculum, grade/year in which the student has studied, attendance and the type of school, for example private, independent, public school system.

◊ When the documents are not in English, a notarized translation in English must be provided.

◊ When a student comes from abroad, an equivalence request of general education certificate obtained from outside the country with its equivalence in Saudi formal education must be submitted to the Ministry of Education.

◊ Childhood immunization records and medical fitness report for school entry/transfer.

◊ A copy of any assessments relating to Additional Educational Support Needs (e.g. Educational Psychologist reports, Speech and Language Therapy), if applicable.

◊ A school reference letter submitted in the online application form, from the leaving school.

B. **Organization of an assessment interview with representatives of the Admissions team**

While places are available, selected applicants will be invited to undertake an assessment interview. Due to the high demand and limited number of spaces, not all applicants who apply to our school are invited for an interview and assessment.

The assessment interview is aimed at establishing a conversation with parents and students to evaluate if and how the school and family will benefit the candidate's educational experience. Academic levels are tested starting from Grade 1 applicants. For pre-school applicants, the assessment interview includes requesting information regarding the applicant's developmental stage, language skills and autonomy through an interview with the parents and observation to assess school-readiness.

As the student progresses in Primary, the importance of the mastery of English becomes more important. The assessment interview will still be looking at acquired skills and prior knowledge but also at the student's language profile.

**C. Final decision on the application by the School Admissions Committee**

The School Admissions Committee that includes the Counselor, the Principal, the Academic Coordinators, and representatives from the Admissions team makes the final decision on admissions, at which point the family is informed of the collective decision; this decision may be acceptance and offer of a place, a waiting list offer or non-acceptance of application.

## Acceptance and Placement Offer

If a place can be offered to the applicant, the family will receive written notification through the child's profile on the online portal with indication on how to proceed with the next steps towards enrollment. The place offer will be subject to the payment of the corresponding fees within a stated timeline of **five natural days**. If the payment is not completed by the identified deadline, the offered place will not be reserved.

Students not in possession of their valid National ID or resident permit (Iqama) number will **not be allowed to attend classes** following a ruling by the Ministry of Education. Those parents wishing to reserve their school place whilst the Residency Permit is in process should pay the appropriate term fees.

## Waiting List

If the child has completed the process successfully, and there are no vacancies to be offered, the application will become part of the school waiting list, that will be reviewed when a vacancy occurs.

Students in the waiting list, or those not offered a place, are welcomed to re-apply for the following academic year through the online portal.

## Non-acceptance of application

The school reserves the right to not accept an application if it considers that:

- ◊ the school is not the appropriate environment for the applicant's development
- ◊ there are elements in the applicant's scholastic background that could potentially harm any progress in the new school community, or the school cannot provide the support the applicant needs
- ◊ required documentation as per admissions procedures is not provided or considered to be falsified.

It is a condition of any offer that parents/guardians have given all relevant information regarding the applicant, including details of academic, behavioral or social problems. Where it is discovered that information has been withheld, the applicant's placement may be withdrawn.

## Special Educational Needs (SEN)

In the event that it is determined, during the admissions process, that a student requires additional support—whether academic, physical, or behavioral— Turtle Bay and Daraah International Schools offer specialized SEN services at an additional cost. The specific level of support required will be determined by the SEN department.

Level 1 Support: 10,000 SAR per academic year
Level 2 Support: 15,000 SAR per academic year

Should it be determined that a student requires full-time assistance, a paraprofessional may be assigned to ensure that all of the student's academic, health, and behavioral needs are met. The cost and responsibilities associated with this support will be borne by the family. However, the school will retain the authority to vet and approve the qualifications of the paraprofessional.

## Admission to the IB Diploma Programme

The IB Diploma Programme is a two-year international curriculum that fulfills the requirements for university entrance and the learner's tertiary stage of their education. Learners can transfer into the IB Programme from other IB world schools and/or other school systems.

Admission to the SEK Global Campus for online Diploma studies can be done from the following link: https://www.sek.es/en/sek-international-schools/international-baccalaureate-online/

## Development and Revision of this policy

The School Principal, Academic Coordinator and the pedagogical leadership team has overseen this policy's development. As indicated below, all members of staff will be involved in the revision of this policy.

The School Principal, School Counselor and Academic Coordinator, the pedagogical leadership team, the community and personal project coordinators, and the librarian(s) will be drafting the policy on the basis of indications provided by IB documents and annual policy review processes. Teachers will be asked to provide feedback on the draft, and the policy will be updated accordingly if the input is consistent with IB guidelines and the school vision.