Digital Private School

Admissions Policy

IBO Mission Statement

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Digital Private School Mission Statement

Vision: To be a prominent school that develops a global critical thinker, a lifelong learner.

Mission: To facilitate learning, innovation and technical know-how that will inspire students to be caring, curious, adaptable to change and appreciate global citizenship.

Aims: We offer a bilingual education through international programmes whilst protecting the Omani culture and values.

Core Values:

Digital Private School is a bilingual school (English and Arabic) that offers an international education. The language of instruction is English. However, the school encourages the students to respect their national identity, cultural and religious beliefs.

At Digital Private School, although the majority of the students are Omani, we welcome students of all nationalities to join our school. Our students will develop into being caring, creative, responsible lifelong learners who make significant contributions to their community, both internationally and locally.

The school admits students who meet the admissions criteria and where personal, emotional and academic needs of the student can be met by the programmes offered. Parents will find information on school fees, school uniform on the school's website or directly from the school's Admissions Office.

Procedures:

The admission application process begins in December where parents should complete the online application form and upload the necessary documents.

For KG 2 and Grade 1-10 students, the school will conduct entrance tests in January-February every year for admission in the next academic year. KG1 students will be interviewed during March and April for admission in the next academic year. Parents will be

informed in March if the application has been successful and their child/ren has been offered a place in the school.

The school will require existing parents to re-register their students every year by the end of March to secure their students' place for the next academic year.

The school will accept a maximum of 19 students to each class in the grade level. If the grade level is full, the student will be placed on the waiting list until a vacancy arises.

Minimum Age

The school has a minimum age requirement which is based on the MOE guidelines as follows:

Grade Level	Minimum Age on 1st September of every academic year	Maximum Age on 1st September
KG 1 PYP	3 years and 2 months	4 years and 5 months
KG 2 PYP	4 years and 2 months	5 years and 5 months
Grade 1 PYP	5 years and 2 months	7 years and 2 months
Grade 2 PYP	6 years and 2 months	8 years and 2 months
Grade 3 PYP	7 years and 2 months	9 years and 2 months
Grade 4 PYP	8 years and 2 months	10 years and 2 months
Grade 5 PYP	9 years and 2 months	11 years and 2 months
Grade 6 PYP	10 years and 2 months	12 years and 2 months
Grade 7 MYP	11 years and 2 months	13 years and 2 months
Grade 8 MYP	12 years and 2 months	14 years and 2 months
Grade 9 MYP	13 years and 2 months	15 years and 2 months
Grade 10 MYP	14 years and 2 months	16 years and 2 months

Entrance Tests

KG 1 students (30 minutes)

- Oral language assessment in English and Arabic (if mother tongue)
- Will undergo a social assessment which includes play-based activities to assess their readiness to start school
- Achieve a minimum of 50% in each part of the test

KG 2 students (30 minutes)

- Oral and Written assessment in English and Arabic (if mother tongue)
- Will undergo a social assessment which includes play-based activities
- Achieve a minimum of 50% in each part of the test

Grade 1 – 2 students (2 hours)

- Written assessment in English, Maths and Arabic (if mother tongue)

- Achieve a minimum of 50% in each part of the test
- The mother tongue student should achieve a minimum of 50% in Arabic

Grade 3-10 students (3 hours)

- Written assessment in English, Maths and Arabic (if mother tongue)
- Achieve a minimum of 50% in each part of the test
- The mother tongue student should achieve a minimum of 50% in Arabic

Admission is based on the following criteria:

- Passing the admission test.
- Vacancies in the classes, (limited number of students in each class)
- The Principal will give the final approval for a student to be accepted into the school.
- We have the right to ask the student, in some cases, to attend a personal interview with the Principal whenever needed.
- The student can be admitted in January if he/she has already completed the first semester at another school, the 1st semester report is available and he/she should conduct an admissions test. All admission requirements will be applied.
- In case a student transfers from another school, Digital Private School has the right to inquire about the reason of transition from the previous school, and to make sure that the transition is not for reasons of behaviour. The school will require a Behaviour Report from the previous school.
- Parent will be informed of the admissions result 10 working days after the test.

The hierarchy of entry criteria is as follows:

- Passing entry tests and demonstrating proficiency in English and Arabic language (if appropriate)
- Have a sibling in the school
- The child of a member of staff or the owners of the school
- The child of a graduate of MCBS
- Performance on the entrance test/ previous school records

In the case of two or more applicants equally satisfying the criteria, the place will be offered to the one whose original application was received first by the School.

Dates of admission tests

- Admission tests are usually conducted in January-February of each academic year and will be advertised in social media. KG1 interviews are conducted in March.
- Parents should fill in the online application form before the Entrance Tests.
- If there are no vacant places, a student will be placed on the waiting list if parents wish, but he/she will be admitted only after passing the tests, the availability of vacancies, and meeting all admission requirements.
- Registration fees for all stages are available in the Accounts Office at the school, or via telephone or the website.

Final admission procedures:

- Acceptance Letter to the parents from the Principal's Office
- Advance deposit of 500 RO in the Accounting Office within 2 weeks of receiving the acceptance letter.
- Student Information transferred from his/her previous school to Digital Private School through the MOE Portal.

Student's profile which includes:

- Copy of father's passport and ID Card, copy of mother's passport and ID Card and copy of student's passport and ID card
- Copy of student's birth certificate
- Official copy of school report for the last 2 years
- Student's Medical Card and vaccination card
- Medical examination (Grade 1 only)
- Photographs (4 photos)
- Any other reports related to the student
- Good conduct and behaviour report (Grade 5-10 students)

Notes:

- Omanis coming from outside the Sultanate shall bring a certificate from the Directorate General for Private Schools.
- Non-Omani and non-GCC are required to bring a copy of the student's passport that shows the length of stay of the student in the Sultanate.

Accounts Information:

Fees

- Registration Fee – 100 R.O. upon admission (non-refundable)
- Security Deposit (refundable) 250 R.O.
- Advance payment against Semester 1 fees
- Student re-registration must be completed by 31st March each year.
- Current tuition fee details available on our website and from the school.

Application Steps

1. Online Application Form to complete
2. Entrance Tests taken
3. Place is available and offered
4. Parents accept the place
5. Pay Registration Fee, Security Deposit and submit documents
6. Student is added to a class list

Policy written	Elisabeth Craig
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