



Modern Montessori School

Admission Policy

Version.1.1

Governing Law

The governing law for all policies is the Ministry of Education rules and regulations – Jordan. In the event of any conflict that may arise between the contents of this manual and the interpretation of the prevailing law, ministerial or executive order, the latter shall prevail.

Mission

As one of the leading International schools in Jordan and the region, the Modern Montessori School (MMS) aims to provide a rich and stimulating environment where students can develop to their full potential. Understanding and appreciating the differences that make every student unique, each child is valued as an independent thinker and encouraged to make his or her own choices.

Our system of personalized education encourages every student to develop his or her own talent, to respect the differences in others and to be a responsible member of a community, thus achieving the finest possible holistic education. This aims to instill a pride in accomplishments, while providing the students with the confidence needed to use their abilities to the fullest and enabling them to define and achieve success in college, career and above all, in life.

Philosophy

We believe that each individual has limitless worth and potential, and this 'approach to life', as Dr. Maria Montessori put it, is at the heart of our approach to education. We believe that by providing students with a nurturing environment within which we cater for the personal and intellectual development of each child, we can allow each student to fulfill his/her potential. MMS is dedicated towards providing quality education for all students from all walks of life including those with different abilities who might need specialized help in order to succeed in school, at university and in life.

We aim to graduate independent thinkers who are self-motivated individuals ready and able to challenge themselves and play an integral part in their community. The MMS philosophy is to instill in our students a deeply rooted sense of pride in themselves and their cultural heritage, while at the same time promoting international-mindedness and a strongly held understanding of and respect for differences between cultures and individuals. We foster ethical behavior and enforce a strong *Academic Honesty Policy*. We aim to ensure that both our rigorous academic program and rich extra-curricular activities work together to provide students with a holistic experience. We believe that this can only succeed through a high level of co-operative planning, teaching and evaluation, designed to produce success in advancing the learning process of the students.

Admission Policies and Procedures

- **Mission of the Admissions committee**

It is the mission of the Admission Committee to recruit, inform and admit new, qualified students in to the Modern Montessori School in a professional and forthright manner, while maintaining the integrity of the school, its students and their families. We aim to ensure that prospective families understand the MMS mission, philosophy and community. We also strive to give them a good initial understanding of our educational programs.

- **Admissions Policy and Procedures**

- a. General

Applications for admission are accepted throughout the year. No official decision on an application is given until all the relevant documents have been received. Families seeking admission for their child(ren) are advised to apply as early as possible as certain classes fill up quickly. With the exception of the KG, it is MMS policy to release the acceptance decisions three times a year as follows:

- Late February
 - Late July
 - Late June

- b. Admissions Committee and Decision-Making Process

The Admissions Committee is comprised of the Head of School, an Admission Officer, the relevant Program Coordinator and the Year Coordinator. When appropriate, additional members of staff will also be consulted. In exceptional periods (such as school holidays), a final decision on an application may be made by three members of the Committee, rather than the four usually required.

Application files are reviewed by each member of the committee and comments/recommendations are circulated by email. In cases where it is deemed necessary, the Committee will meet to discuss issues relating to the application in question. From the time a decision is made, the Admission Committee aims to officially communicate a decision with the parents within two weeks, pending any further follow-up that may be required. All MMS students must have a legal guardian who resides in Jordan.

- c. Entrance Exams

It is MMS policy to conduct an entrance exam for all candidates applying for Primary, Middle and Senior school. The exam is designed to evaluate the overall knowledge and approaches of thinking. It will be conducted for all schools within the same period of time (windows will be open for 5 working days) as follows:

Early February, mid February, early June, mid June and early July.

All parents are advised to visit the MMS website for the dates of the entrance exams.
(www.montessori.edu.io)

The candidate is expected to set for three sessions (English, Mathematics and Arabic). The minimum score for each exam is 70%. The application will not be processed any further if the candidate failed to score the minimum grade (exceptions can be made for international students concerning the Arabic language exam).

The owner of all versions of the entrance exams is the admission committee. The committee has the full right to change the exam or do any needed justifiable amendments.

d. Required application materials

Before a student may be admitted to MMS, **all of the following must be submitted:**

1. An Entrance exam fee of JD50 (non-refundable).
2. The "Student Application Form". This should be completed and signed by the parent or legal guardian and accompanied by one passport-sized photograph.
3. Applicant Statement. This should be handwritten and signed by the applicant (Grades 4 to 12) - in English if possible and without assistance.
4. Two full years of school transcripts or reports. These should cover two complete years (the most recently completed academic year and the previous one) as well as the year in progress, if applicable.
5. Financial clearance statement from previous school.
6. School – Student – Parent contract

School reports/transcripts must be in English or Arabic, with official translations provided when originals are written in another language.

7. Applications for Grades 1-12 are expected to fill two recommendation forms:
 - Academic Recommendation Form
 - Personal/Social Recommendation Form

Confidential School Recommendations must be submitted directly to the Admission Office by the current school.

8. A photocopy of the applicant's official identity papers (National ID card, Passport). It is the parents' responsibility for expatriates candidates to ensure that their child(ren) have the appropriate visa(s) to allow them to study at MMS.
9. Medical Form (for all grades):
 - Part 1 – completed by the parents.
 - Part 2 – completed by a doctor upon examination of the applicant.

In cases where it is impossible to obtain a given application document, the Admissions Committee will make a recommendation to the Chief Education Officer who makes the final decision as to whether or not they have sufficient information in the documents presently available to make an informed decision on the candidate's admission. MMS staff members wishing to enroll their children at the school must follow the usual application procedure. Further information, including details of fee arrangements for staff members, can be found in the Staff Handbook.

e. Personal Interviews and School Visits

It is MMS Policy to conduct a personal interview for all candidates and their parents. In cases where it is impossible for the candidate and his/ her family to arrange a visit to the school, a Skype interview will be conducted instead. The school reserves the right to request to meet any applicant in person in cases where this is considered necessary.

f. Criteria for admission

Each candidate's application materials are carefully studied in order to assess suitability for admission. We look for candidates:

- Who are motivated/determined.
- Whose academic performance is average to excellent.
- Whose conduct is good overall, and who are respectful to others.
- Who are, and whose parents are, committed to the MMS vision, mission and philosophy.
- Who are internationally-minded.
- Who would benefit from the MMS curriculum and programs.
- Whose qualities would enrich the MMS community and be a positive contribution to it.

Previous experience with the IB programs can also be an advantage, but is not a pre-requisite for admission.

g. Conditional acceptance

If a student broadly corresponds to the MMS admissions criteria, but is currently having difficulty reaching his or her full potential, the student may be admitted, in certain cases, pending his or her (and his or her parents') agreement to engage in a program of additional support. This may include, for example: Individualized Personal and Social Education, Counseling, Learning Mentoring, and/or other kinds of learning support as appropriate. Such decisions remain, however, entirely at the discretion of the Admissions Committee.

The Admissions Committee has the right to accept or refuse any applicant based on their assessment of the applicant's suitability.

h. Grade Placement

In general, students will be placed according to their age on January 1st of their year of entry. Where it is considered to be of benefit to the student, he/she may be placed in a lower grade level than requested in coordination with his/ her parents. Only under exceptional circumstances in line with the Ministry of Education rules and regulations will a student be placed in a higher grade level than his/her age group. In cases of opposing recommendations, the CEO has the final say. Factors to be considered for such a placement include:

- The child's successful completion of the equivalent grade level elsewhere;
- A transcript or report cards from the previous year demonstrating exceptional academic performance and social skills.

If a student is placed in a grade level higher than his/her age group, the parents are clearly informed that this initial placement is tentative, and that the school may advise a change of grade level after the student's abilities have been thoroughly observed.

Any change of grade level would normally take place within the first two months after the student's entry into the school.

i. Requirements for specific grade levels & programs

- IB further Admission requirements:
 - Satisfactory academic performance in grades 9 & 10, with the minimum average of 70% (the only exception to this requirement will be granted to any students who are officially enrolled in the Learning Support Department).
 - Satisfactory behavior and attitude during the last two years.
 - The Admission Committee, in line with the school's policies, have the final decision of accepting the student in the IB Program based on a thorough review of the student's records
 - Must coordinate their choice of subjects with the **IB Coordinator and the Head of Senior School**, as they have the complete overview of the courses offered and the space available in each class.

j. Applicants with specific needs

The MMS has a Leading Learning Support Department (the LEAD) that encompasses its own staff, resources and area on the MMS campus. The number of students to whom it can be offered, however, is limited by the resources it has available at any given time. It is at the discretion of the admission committee to decide the percentage and distribution of learning support students between classes. Parents or Guardians of any applicant with a specific learning need must submit complete reports with the application. These might include individualized education programs (IEPs), psychological reports or speech and language reports. Any student with significant specific academic or physical needs for which the school does not have adequate resources will unfortunately not be admitted.

Students needing learning support may be admitted if it is believed that the school can offer appropriate support and that the children can be placed in the regular classroom. When reviewing the application of a student with specific needs, the Admissions Committee will take into consideration all students receiving learning support in that grade level, with additional consultation from the learning support specialists (LEADERS). As part of this process, the applicant will usually be interviewed, and the Admissions Committee reserves the right to request that a psycho-educational evaluation be conducted before a decision is made, if necessary. In the case where a specific need has not previously been identified, the school reserves the right to review the situation in order to assess the appropriateness of the student's presence in the MMS based on our capacity to address his/her needs.

k. Post-review procedure

When a decision has been taken on a candidate's application, the parents will be notified of the decision by email or telephone within 48 hours. Subsequently, the action taken varies depending on the decision taken regarding the student:

- **Acceptance:**
If an applicant is accepted, this will be followed by a formal email of acceptance accompanied by the Registration Contract.

The Registration Contract must be completed and returned to the Admissions Office within two weeks of receipt, along with enrollment fees, in order to officially reserve the space(s).

There may also be additional subject choice forms to complete, depending on the grade level and the program. If the offer of a place has not been accepted by the 2-week deadline, it can be offered to another family on the waiting list.

- **Denial:**

If an applicant is denied a place, a formal letter or email is sent to confirm this

- **Waiting lists:**

If an applicant is accepted but no space is available in the appropriate grade-level, he/she will be placed on a waiting list, and the parents will be sent a letter or email to confirm this. When a place becomes available in the appropriate class, it will be offered first to a student on the waiting list. The criteria used to decide which student on the waiting list is offered the place include:

- Children of Board Members
- Children of old Montessori Amman
- Children of MMS staff members
- The existing gender balance of the class
- The existing language balance of the class

The above criteria may also be applied in cases where several applicants are competing for a limited number of remaining spaces in a given grade level.

I. Registration

An accepted applicant's place in the school is guaranteed only after a completed Registration Contract (signed by the parents) and enrollment fees have been received by the school, and after the Registration Contract has been signed by the Head of School. The Finance department then sends an invoice to the family for the remainder of the tuition fees. At this point, responsibility for maintaining and updating the student's records (changes of contact details, etc.) passes to the School Registration Officer.

m. Re-registration process

Formal re-registration takes place in late January, once the fees and calendar have been approved and published. At this time, a Re-Registration Form and fee payment schedule are sent to the families of all our current MMS students.

In regards to the decision of re-registration, parents intending to re-register their child(ren) at the MMS for the following year must sign and return the re-registration contract, along with the deposit indicated on the form, by the given deadline. In order to ensure the proper student count for each grade level and allow for proper planning accordingly, failure to do so may result in the seat being given to another candidate.

Parents that choose not to re-register their child(ren) for the following academic year must also indicate so on the form and return it by the given deadline in order to properly allow for prospective students on our waiting list to be informed of their acceptance to the MMS

In certain cases, where there is a financial, academic or behavioral issue with a student, parents may not be invited to re-register their child(ren) until the situation has been resolved, and in some cases will be refused re-registration. The Admission Office is responsible for coordinating any necessary communication with the families concerned with the resolution of such issues.

As soon as the completed re-registration form is received and processed by the Admission Office, it will be passed on to the finance department for collecting seat reservations and other cheques.

n. Fees*

- **General**

Dates, installments and payment terms are published on the MMS website.

- **Alumni Discounts:**

The MMS offers a 10% discount in the tuition fees for any child of MMS alumni. Eligible parents would need to have spent a minimum of three years in the MMS as students.

- **Scholarships**:**

The school offers different types of scholarships for its students:

Scholarship	Description	Discount entitlement
Academic	Rank one classes 4-11	100%
Sports**	Being a member of a recognized first national team	25% as long as the membership is valid
	Gold – Silver Olympic Medal in an international competition	25%
INTEL & ISWEEP	Rank one	25%
	Rank two	20%
	Rank Three	15%

* All discounts and scholarships will be calculated on prorata basis. (The fees will be refunded by the end of the year)

** All discounts are based on tuition fees only

o. Follow-up procedures

- **For new students at the start of the school year**

General

Just prior to the start of the academic year, all new student and their families will be called for an orientation session that includes:

- Distribution of a welcoming kit.
- Distribution of the Student - Parent manual.
- A power point presentation about the Modern Montessori School.
- A power point presentation about MMS rules and regulations and expected code of conduct.
- A coffee break for questions and answers.

- **For new students arriving during the course of the year**

General

The Admissions department informs the relevant Head of School, who in-turn informs the year coordinator, of the arrival of new students with an e-mail providing the student's grade level, entry date and any relevant background details. The Year Coordinator is expected to provide new students who arrive during the year with a proper orientation.