

Modern Montessori School



Admissions Policy

Version 1.2

Admissions Policies and Procedures

I. Mission of the Admissions Committee

It is the mission of the Admissions Committee to recruit, inform and admit new and qualified students to MMS. This process is always carried out in the most professional and forthright manner, and consistently maintains the integrity of the school, its students and their families. The Admissions Committee aims to ensure that prospective families understand the MMS mission and philosophy as well as provides families with a clear initial understanding of our educational programs.

II. 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 an acceptance/denial within 72 hours.

B. Admissions Committee and Decision-Making Process

The Admissions Committee is comprised of an admissions officer and the relevant Head of School, Program Coordinator and Year Coordinator corresponding to the grade level that the candidate is applying to. 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.

Applications 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. Once a decision has been made, the Admissions Committee aims to officially communicate that decision to parents/guardians 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 and Interview

It is MMS policy to conduct an entrance exam for all candidates applying to the Primary, Middle and Senior Schools. The exam is designed to evaluate the overall knowledge and approaches to

thinking of the prospective student. The entrance exam is conducted for all schools within the same period of time as follows:

- Entrance exams will be held every Sunday, Tuesday, and Thursday from 10 a.m. to 12 p.m. from May-August.
- Interviews will be assigned to each candidate and his/her family 72 hours after the entrance exam. Notification of acceptance/denial will be released by the end of the working day on the 3rd day.

Parents/guardians are advised to visit the MMS website for the dates of the entrance exams.

(www.mms.edu.io)

The candidate will sit for three sessions- English, Mathematics and Arabic. The minimum score for each exam is 70%. Students who fail to meet this score will not be considered for admission to MMS. When deemed necessary by the Admissions Committee, exceptions can be made for international students concerning the Arabic language exam.

The Admissions Committee owns all versions of the entrance exam and has the full right to change or carry out any needed justifiable amendments to the exam.

D. Required Application Materials

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

1. A non-refundable Entrance Exam fee of 50 JOD.
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. School reports/transcripts must be in English or Arabic, with official translations provided when originals are written in another language.
5. Financial clearance statement from the previous school.
6. School – Student – Parent contract.

7. Applicants for Grades 1-12 must complete 2 recommendation forms:
 - a. Academic Recommendation Form
 - b. Personal/Social Recommendation Form

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

8. A photocopy of the applicant's official identity papers:
 - a. National ID card or
 - b. Passport

*For international and expatriate students- Parents/guardians are responsible for obtaining all mandatory paperwork and the appropriate visa to study in Jordan and at MMS.

9. Medical Form (for all grades):
 - a. Part 1 – completed by the parents/guardians.
 - b. Part 2 – completed by a doctor upon examination of the applicant.

In cases where it is impossible to obtain a document necessary for the application process, the Chief Education Officer will receive a recommendation from the Admissions Committee. The CEO will make a final decision based on whether or not the school has sufficient information in the documents presently available to make an informed decision on the candidate's admission.

MMS staff members wishing to enroll their child at the school must follow the same 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

MMS conducts a personal interview for all candidates and their parents/guardians. In cases where the candidate and his/her family cannot 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 and supporting documents are carefully reviewed to assess suitability for admission.

The ideal candidate for admission to MMS is:

- Motivated and determined.
- Academically average to excellent.
- Respectful to others and generally well behaved.
- Committed to the MMS vision, mission and philosophy.
- Internationally minded.
- Able to benefit from the MMS curriculum and programs.
- Potentially someone who would enrich the MMS community and be a positive contribution to it.

Previous experience with the IB program can also be an advantage but is not a prerequisite for admission.

G. Conditional Acceptance

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

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

H. Grade Placement

In general, students are 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 in coordination with his/her parents/guardians.

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 makes the final decision. Factors to be considered for such a placement include:

- The child's successful completion of the equivalent grade level elsewhere.
- A transcript or report card 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/guardians are 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

1. IB further Admissions requirements:

- a. Satisfactory academic performance in grades 9 & 10, with a 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.)
- b. Satisfactory behavior and attitude in the last two academic years.
- c. The Admissions Committee, in line with the school's policies, has the final decision of accepting the student into the IB Program based on a thorough review of the student's records.
- d. Students must coordinate their choice of subjects with the IB Coordinator and the Head of Senior School, as they have a complete overview of the courses offered and the space available in each class.

J. Applicants with Specific/Special Needs

MMS has a Leading Learning Support Department (LEAD) that encompasses its own staff, resources and area on the MMS campus. The number of students to whom it can be offered is limited by the resources it has available at any given time. It is at the discretion of the Admissions Committee to decide the percentage and distribution of learning support students between classes. Parents/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 child can be placed in a 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 to assess the appropriateness of the student's presence at MMS based on the school's capacity to address his/her needs.

K. Post-review Procedure

When a decision has been taken on a candidate's application, the parents/guardians will be notified of the decision by email or telephone within 72 hours. Subsequently, the action taken varies depending on the decision taken regarding the student:

1. Acceptance

- a. If an applicant is accepted, a formal letter of acceptance accompanied by the Registration Contract will be promptly sent to the parents/guardians of the applicant.
- b. 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 candidate's seat.
- c. Depending on the grade level and the program, there may also be additional subject choice forms to complete. 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.

2. Denial

A formal letter is sent to confirm an applicant has been denied admission.

3. Waiting lists

- a. 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/guardians will be sent a letter or email to confirm this.
- b. 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:

- i. Preference for children of Board members
- ii. Preference for children of old Montessori Amman
- iii. Preference for children of MMS staff members
- iv. The existing gender balance of the class
- v. 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.

L. Registration

An accepted applicant's place in the school is guaranteed only after the school has received the completed Registration Contract (signed by the parents/guardians) and enrollment fees, 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.

Parents/guardians intending to re-register their child(ren) at 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. This process must be strictly observed 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/guardians that choose not to re-register their child 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 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 until the situation has been resolved, and in some cases will be refused re-registration. The Admissions 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 Admissions Office, it will be passed on to the finance department for collecting seat reservations and other cheques.

N. Fees*

1. General

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

2. Alumni Discounts

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

3. Scholarships**

a. The school offers different types of scholarships for its students as provided in the chart below.

Scholarship	Description	Discount entitlement
Academic	Rank One in classes for grades 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%
World Achievements	Rank One	25%
	Rank Two	20%
	Rank Three	15%

* All discounts and scholarships will be calculated on a pro-rata basis. Fees will be refunded by the end of the year.

** All discounts are based on tuition fees only.

O. Follow-up Procedures

1. For new students at the start of the school year.
 - a. Just prior to the start of the academic year, all new students and their families will be asked to attend an orientation session that includes:
 - i. The distribution of a welcoming kit
 - ii. The distribution of the Student - Parent manual
 - iii. A PowerPoint presentation about the Modern Montessori School
 - iv. A PowerPoint presentation about MMS rules and regulations and expected code of conduct
 - v. A coffee break for questions and answers

2. For new students arriving during the course of the year.
 - a. 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.
 - b. The Year Coordinator is expected to provide new students who arrive during the year with proper orientation.