



Downe House Muscat

ADMISSIONS POLICY

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Introduction

It is our intention to make Downe House Muscat a welcoming and accessible school to children and families from all sections of the community who have made the choice to educate their child in our international private school.

Our aim is:

- i. to provide a warm reception and access to excellent information about the school to all prospective parents and their children;
- ii. to support families throughout the Admissions process and as their child is admitted to the school;
- iii. to ensure that every pupil admitted to Downe House Muscat can access, the full breadth and depth of the curriculum, both academic and co-curricular; and

- iv. to admit children who will benefit from a Downe House Muscat education.

Principles

The admission of a pupil to the school will always be a fair and consistent process based on all the information that is available. An age-appropriate assessment on entry provides important data but we also ask that parents submit up to date, detailed reports from their child's current school/nursery. We appreciate that these might not be available for the youngest children who have not attended school/nursery. Therefore, and in every case, our admissions process will ensure that we get to know your child well before being admitted to Downe House Muscat.

The following guiding principles are applied to each application received:

- i. Has the applicant successfully completed the application form in full, submitted the relevant documents and completed the age-appropriate entrance assessment?
- ii. Does the applicant have one or more siblings already enrolled at, or applying to, Downe House Muscat
- iii. Does the applicant demonstrate additional talents or skills that can be developed further at the school, including but not limited to academic, sporting, musical, artistic, linguistic and leadership?
- iv. Will the child be able to access the curriculum and benefit from a Downe House Muscat education?

Minimum Age Requirement

An applicant must be the required age for the applied grade as set by the Ministry of Education. If a parent wishes their child to join a different grade, they must seek an exemption from the Ministry in advance.

Transition

Pupils enrolled at the school are expected to graduate to the next year group at the end of each academic year.

Responsibilities

Admissions duties are the responsibility of the Admissions Department who report to the Principal. Any queries regarding entrance or admission should be referred to the Admissions Department in the first instance.

Enquiries and Applications

Enquiry

- i. All parents who contact the school in-person, by phone or via the online enquiry form should expect to receive a welcoming reception and a prompt response normally on the same day.
- ii. Parents will be encouraged to make an appointment with the Admissions Department and attend a school tour/parent information meeting. Virtual meetings will be arranged for overseas families.

Application

- i. Parents are invited to submit an Application Form to the school.
- ii. Applications can be accepted:
 - Via the school's online Application Form
 - By submitting all relevant documents to a member of the Admissions Team at the school.

A one-off, non-refundable application fee of 150 OMR per child is payable at the time of submitting your application. The application fee can be paid in cash, cheque or via bank transfer.

- iii. Parents are required to submit copies of the following documents at the same time as making the application either in person to a member of the admissions team or via email to admissions@downehousemuscat.com

Documents Required:

- Students Passport copy
 - Parents Passport copy
 - Fathers ID copy
 - Copy of child's birth certificate
 - Immunization record
 - Copy of last 2 school reports (translated if not in English)
 - Copy of relevant medical and educational psychologist's reports, as applicable
 - MOE Portal information, if transferring from another school in Oman.
- iv. Reports from a child's existing school will be obtained and read prior to the interview. In some cases, a confidential phone call to the existing school may be required to obtain further information.
 - v. In cases when a pupil cannot be seen in school, pupils will be expected to complete assessments and entrance papers online. Reports from their current school will be obtained and a confidential telephone call to their existing school will be made to assess whether a place can be offered.

Admissions Assessment and Interview

Introduction

An age-appropriate admissions assessment and interview is arranged once parents have submitted their application and when a space is available.

This is an opportunity for the Principal and other staff to meet the parents and the child/children and allows the school to assess whether they will benefit from a Downe House Muscat education.

A one-off Assessment Fee of 200 OMR is payable prior to your child undertaking the assessment. The Assessment Fee is refundable only if your child is not offered a place at Downe House Muscat.

The Age-Related Admissions Assessment

KG1 to Grade 4

Pupils applying for KG1 to Grade 2 will take part in an in-person assessment with a teacher or a member of the admissions team. This involves completing age-appropriate tasks and observing how the child interacts with adults and peers.

Children entering KG must be fully toilet trained before the start of the academic year.

Grade 5 and above

All pupils applying from Grade 5 upwards are required to complete an online CAT4 assessment, which provides insight into a child's abilities across verbal, non-verbal, spatial and quantitative reasoning. Based on the assessment results and our meeting with the child, we may recommend additional learning support or an EAL assessment with the Head of Learning Support to ensure the school can fully meet the student's needs.

Sixth Form Entry (Grade 11)

Entry to Grade 11 A Level requires a minimum of five (5) GCSEs at Grade 6 or above, or an equivalent qualification. Entry to Grade 11 GED requires a minimum of four (4) GCSE passes, or an equivalent qualification from another curriculum.

Grade 10 and Grade 12 Entry

Applications for Grade 10 and Grade 12 are considered on a case-by-case basis; however, the school does not typically admit pupils directly into these year groups.

English as an Additional Language

Pupils must have strong English in order for them to benefit fully from a Downe House Muscat education. Tuition in English as an Additional Language (EAL) will be a condition of an offer of a place at the school for pupils who are assessed on entry as requiring additional English language support and will be arranged at the parents' expense. The school retains the right to require a pupil to attend EAL lessons where (in our opinion) we consider, that the pupil does not have sufficient fluency of the English language to gain full access to the curriculum offered by the school.

Learning Support

Downe House Muscat will consider applications from pupils with mild to moderate learning difficulties. Prospective parents are expected to discuss their child's learning needs and share any assessments or current individual learning plan with the admissions team and our Head of Learning Support as appropriate and before making an application to the school.

Additional learning support will be arranged at the parents' expense if the child is admitted to the school and it is felt they will be able to access the curriculum and benefit from a Downe House Muscat education.

Offer

Following the admissions assessment, your application form, assessment results and documentation including previous school reports when available, will be reviewed by the school. This will result in one of the following:

- a. An offer will be made for your child to be admitted to the School and the date of their admission will be confirmed.

or

- b. You will receive a conditional offer for your child to be admitted to the School and the date of their admission will be confirmed.

or

- c. You will be contacted by a member of the Admissions Team to discuss your application in more detail.

In the event of a pupil not being offered a place, or being offered a conditional place, the reasons in relation to ability to fully access the curriculum and co-curriculum and thrive at Downe House Muscat will always be given and any conditions of the offer clearly articulated. The decision to offer a place is made by the Principal and their decision is final.

A member of the Admissions Team will contact parents once the offer has been made to answer any final questions and assist with completing the Acceptance Form as required.

To secure your child's place, a deposit equal to 40% of the first term's fees must be paid within 7 days of the offer; this amount will be deducted from the first term's fees.

Accepting the Offer

To accept and secure the offer of a place at the School, parents must complete, sign and return the Acceptance Form to a member of the Admissions Team and pay the non-refundable Acceptance Fee within seven (7) calendar days of the date of the offer letter.

Acceptance of a place at Downe House Muscat is subject to parents agreeing to the School's Terms and Conditions which will be made available to parents during the admissions process.