



Policy Name:	IAA Admissions Policy
Effective From:	May 18, 2021
Last Updated:	April 21, 2021

### General Policy

The International Academy-Amman (IAA) accepts students regardless of gender, race, religion and/or nationality as long as they are of the required age and can satisfy all admissions requirements.

IAA will admit students who, with available support and guidance, have the potential to be successful within the school and broader community

IAA reserves the right not to disclose to any applicant/parents and/or guardians reasons for non-acceptance.

### Admission Requirements and Placement of Students

IAA shall consider for admission any student who is at least three years old (Pre-K) and not older than seventeen year old (for Grade 12) on September 1st of any academic year providing they meet the admission requirements set forth by IAA for that academic year, and IAA is in a position to meet their educational and social needs. IAA is open to students residing in Jordan providing that the Academy is in a position to meet their educational and social needs. Non-Jordanian students should have a valid residency or are in the process of issuing one.

Admission into IAA and placement in classes is based on successful completion of all application procedures, submission of all required documentation and successful completion of entrance tests (appropriate to the grade level) and interview. Students are admitted on the basis of the test results /interview only and availability of places.

IAA does not use sibling preferential admissions. All offers of place are made on merit.

### Admission Procedures

Applications must be submitted using the IAA Online Application Portal. IAA shall only consider a student for admission after receiving all required documentation. Late submissions are only possible if places remain available after the closing date. In such cases, it is on a first come first served basis as long as entrance tests have been successfully completed to the Academy's standards.

Depending on the grade the student is applying for and/or data available on report cards, the current/previous school will be asked to fill confidential reference forms and to submit them directly to Admissions.



## Admissions Testing/ Screening

All students regardless of age or grade must sit an admission test or screening after receipt of application. Making application for admission to IAA is not a guarantee of an entrance test/screening. Students are invited for testing/screening after their files have been reviewed. All students invited for testing/screening are notified in advance and must pay any testing fees prior to the admissions tests/screenings.

Students will be entered for testing for a grade according to their chronological age unless school records indicate otherwise; however, normally students will not be admitted into a grade above or below their age group.

Students who are tested for entry into a grade according to chronological age cannot be retested for a grade above or below that which originally applied for.

IAA reserves the right to not disclose to any applicant/parent and/or guardian the results of any and all admissions testing. These are deemed to be confidential to IAA only.

## Availability of Places

Places are dependent on availability. IAA reserves the right to close admissions if a class is full. IAA can decide to create a waiting list- however, this is only for the upcoming year should a place become available between close of admissions and the beginning of the next academic year. No waiting lists are maintained after the beginning of the academic year, but IAA will contact interested families if a place becomes available.

When a place becomes available, the strongest applicant will be notified.

Once offered a place, fees must be paid by the due date. IAA reserves the right to allocate places to another student if fees have not been paid by the due date.

## Re-Admission of Students

IAA shall not accept any student who was asked to leave the Academy for academic reasons before three academic years from the time they were asked to leave. Students who were asked to leave for behavioral reasons cannot reapply before two academic years, and will require the approval of the Board.

In both cases, reapplying students would have to meet IAA admissions requirements, make application and pay testing/screening and registration fees. IAA will only consider readmission if the student successfully passes the entrance requirements and if places are available.

Students who leave IAA due to reasons other than outlined above must fulfill all the requirements of any student seeking admission including adherence to the processes and procedures and time line for admissions. They shall not be given preferential consideration.

Positions will be held for students who are out of country for less than six months but only if fees have been paid in advance and evidence of school attendance for that period is provided. Reapplying students who have been out of



الأكاديمية الدولية - عمان

THE INTERNATIONAL ACADEMY - AMMAN

country for more than six months will have no guarantee of place and must follow normal reapplication procedures with the exception that they will not be liable for re-registration fees (but will be liable for application and testing/screening fees).

### **Late Admission and Early Withdrawals**

The Director may admit new students after the academic year has commenced based on his/her consultation with the respective Heads regarding available space, ability of the prospective student to catch up with the materials they have missed.

The parents or legal guardians of students may withdraw their children from IAA following the commencement of the academic year. Tuition fees and other fees paid by the parents or legal guardians are subject to IAA's refund policy.

### **Cancelled Enrollment and Withdrawal**

Parents/ Guardians wishing to withdraw their children from IAA and/or cancel their enrollment must fill out a withdrawal form at the Admissions Department, mentioning the reasons for withdrawal and/or cancellation.

### **Student Transfers**

Students transferring to other schools are provided with the Ministry of Education Student Transfer Certificate and Annual Results, in addition to an official copy of their school records. Students transferring to local schools must provide the Admissions Department with an acceptance letter from the school they are transferring to.

Any student wishing to have their transcript sent to another school must provide a written request including the address of the school to which it is to be sent. No official transcripts can be sent directly to parents.

Requests by others schools for student references are treated confidentially and will be forwarded to the new school by IAA and not handed to the student concerned or parent and/or family representative.

### **Mid-Year Admissions**

It is preferred that students enroll at the beginning of the school year; however, IAA recognizes that sometimes students may need mid-year admittance. In such cases, IAA will admit the student if they have passed the required entry tests, submitted completed applications and if places are available.

IAA does not accept mid year applications from students transferring from schools within Jordan. Students relocating to Jordan may apply at any time of year following the normal application procedures. If places become vacant during the year IAA will identify and contact the suitable candidate. All mid year entrants are required to undertake an admissions test/screening unless they have already completed successful testing/ screening.



### Acceptance of Records From Other Schools

IAA shall accept records from other schools provided they fulfill the following conditions:

- The records carry the official seal and signature of the school the student attended
- The records are provided by a school either recognized by an accrediting agency or a governmental body
- The records are complete in terms of information provided for the entire previous period in which the student attended school

### Preferential Conditions for Admission

The Director may request the Board to admit a student who has not met its admission criteria. The Director shall provide reasonable cause for his/her request to allow the Board to judge the merits and disadvantages of the case.

### Assignment of Students to Classes

Heads of School are responsible for assigning students to the various sections based on: balance of enrollment numbers, socialization considerations, special academic needs of the student, or any good cause deemed by the Head to serve the best interests of the student. Students will not be assigned according to parent and/or student requests.

### Inclusion

IAA does not discriminate on the basis of gender, race, religion and/ or nationality. IAA will admit students who, with available support and guidance, have the potential to be successful in the school and broader community.

IAA aims to address and respond to the diversity of needs of all students through reducing barriers to learning and supporting individual student needs. IAA will facilitate learning environments where the school community embodies the Pillar of Acceptance and welcomes the challenge and benefits of diversity. To that extent, in the 2021-2022 academic year, IAA is accepting a certain percentage of new students in Pre-K to Grade 3 with identified learning support needs.

In our efforts to support a diverse student population, IAA will admit learners for whom Arabic is an Additional Language (AAL) and a limited number of students requiring English Support in Primary. Placement will correspond with the IAA Language Policy.

### IAA and Ministry of Education

IAA adheres to the Ministry of Education rules and regulations for Admissions, promotion, retention and/or termination.



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THE INTERNATIONAL ACADEMY - AMMAN

### **Return of Admissions Documents and Fees**

IAA will not normally refund any and all fees paid for admissions application, testing/screening, registration, supplies, transportation, tuition, and all other fees.

### **Amendments to Admissions Policy**

IAA reserves the right to amend the Admissions Policy at any time during the academic year and/or waive policy inclusions. Amendments to and waiving of policy inclusions requires the permission of the IAA Board.