



## Registration Policy & Procedure

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*Strong Students Strong Community*

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## Table of Content

Section 1: Enrollment Process for New Students	Page 4
Section 2: Registration of Returning Students	Page 7
Section 3: Fees and Refunds	Page 9
Section 4: Report Cards, Transcripts & Diploma Policies	Page 9
Section 5: Part Time Student Registration	Page 10

## Al Raja School Registration Policies and Procedures

Distributed to: Principal  
Vice Principals  
Administration Manager  
Registrar  
Accountant

Revisions: This document will also be reviewed annually by the Admissions Committee. Updates proposed by the Committee will be submitted to the principal for final approval. Any staff may propose revisions, which will be considered by the Committee.

Purpose: The purpose of this document is to ensure consistency and fairness in registration and hold practices.

### Table of Contents

Section 1	Enrollment of New Students
Section 2	Registration of Returning Students
Section 3	Fees and Payments
Section 4	Report Cards, Transcripts, and Diplomas
Appendix	Entrance Packet Application Verification Form Returning Student Registration Registration Calendar

# Registrar Procedures

## SECTION 1: Enrollment Process For New Students

### 1. POLICIES

#### A. Nature of Applicants

1. Applicants must be age appropriate for entry to the grade level for which they are applying and not more than two years older than the age for entry to that grade level. The school will not accept applications for children who do not meet the age requirements.
2. Year of Birth/Age to be completed by December 31 in the year of entry as per the Registration calendar.
3. Currently attending the previous grade level of that applied for with the expectation of being promoted to the next grade level.
4. Students enrolled in a school with the British System will register at the correct grade level. Students coming from Year 3 must register in Grade 3. Students coming from Year 4 must register for Grade 4. Schools meeting this criteria are identified by the Ministry of Education.
5. Applicants for grades 7-12 must have maintained a minimum G.P.A. of a C or 70% average.
6. Applicants will not be admitted after the first two weeks of the school year have begun, except for exceptional circumstances. This includes closure of another school, the family has just moved to Bahrain, or other similar circumstances deemed appropriate by the Principal and Vice Principals.
7. Up to 25 students will be registered in any given class to give one seat of flexibility to the grade level.

#### B. Communication: ensuring proper communication is outlined below is the responsibility of the registrar.

1. Registration Letter: parents will be notified with a letter sent home regarding registration, including a form to send back that they have received the letter. The Registrar will prepare the letter and send it home through the Supervisors.
2. Newsletter: parents will be notified in the newsletter the month before registration begins. This is typically in January, and the registrar will send the necessary information to the person sending the newsletter.
3. E mail: parents will be notified in a special email one week before registration for returning students begins.

### 2. New Student Application procedure

#### A. Application Packet: Packets will be prepared by the registrar 4 weeks prior to registration. All materials will be available online.

1. "Why Attend Al Raja School"
2. Summary of Registration Policies and Procedures
3. Application
4. Verification Form
5. Test Topics
6. Tuition Fee Schedule

- B. Submission of Application Materials:**
1. Completed application form
  2. 2 current passport photos
  3. Copy of the applicant's CPR card and passport
  4. Copy of the Father's and Mother's CPR card
  5. A copy of the previous school year's report card, and the latest report card for the current school year
  6. Verification Form for applicants applying for Grade 6 and above (to be submitted by the previous school)
  7. A non-refundable application fee. Payment must be made to accept the application. Application fee is not deducted from the registration fee.
  8. Once the paperwork has been submitted, the applicant will be invited to take an entrance interview/exam on the next available testing date. The school does not invite applications for grades 11 & 12 (except under exceptional cases).
- C.** Once the application has been submitted, the registrar will update the **Admissions Record** with all relevant details.
- D. Complete Entrance Exams and/or Interviews**
1. Applicants for KG1 and KG2 will conduct an interview with a faculty member.
  2. Applicants for grades 1 - 10 will be given entrance exams in Math, English & Arabic. (No retests are given)
  3. Once the exam is completed, the registrar will update the **Admissions Record** with the exam scores.
  4. Applicants for grades 6-9 will meet with the supervisor to ensure that they are prepared to enter the Al Raja School community and meet our behavior expectations.
  5. Applicants for grade 10-12 and his/her parents will meet with the school's social counselor and/or High School Vice Principal in order to ensure that the applicant has met the prerequisites for the high school diploma and ensure they are prepared to enter Al Raja School.
- E. Decision**
1. Once all materials have been submitted, the Principal and Vice Principals will make the decision on acceptance. Decisions are made based on:
    - a. Scores on the entrance exams
    - b. Interview results
    - c. Previous schools' records
  2. Decisions are recorded by the Principal in consultation with the Vice Principal on the **Admissions Record**.
  3. The school does not accept students with severe learning, emotional, physical, or mental disabilities.
  4. Parents will be notified by telephone of the results after one week of testing of whether the applicant is accepted or not. The Administration's decision is final. The school may revoke its acceptance at any time should it become aware that information has been withheld or falsely presented to the school.
  5. Acceptance is provisional on the condition that the applicant successfully completes the current school year. The report card must be submitted to the registrar's as soon as the report card is received.
  6. We will request a Good Conduct Letter and/or withdrawal letter from the previous school.

7. Al Raja School may request the completion of a Referral Form from the previous school, should we not receive a good conduct letter / withdrawal letter.

**F. Transfer Certificate**

1. Students who are accepted will have their transfer approved by the Ministry of Education. All documents will be collected and submitted to the Ministry by the Registrar.

**G. Payment of Fees**

1. Once parents have been notified by the registrar's office that their child has been offered a space, they have two weeks to pay the non-refundable registration fee.
2. *If parents fail to pay the registration fee, the applicant's place may be given to another applicant on the waiting list.*
3. Once the parent has paid the fees, the Registrar will update the Registration Document on the Shared Drive.

**H. Enrollment**

1. After the transfer certificate has been enrolled, the Registrar will email the Vice Principal and the Supervisor that the student has been enrolled in the school. The Registrar will also pass the file to the Arabic Secretary so a new file can be created in the database.
2. The Vice Principal will ensure that the students are enrolled in the correct classes.
3. The file will be transferred to the secretary who will open a new student file and enter all relevant data into the school database.

**I. Other Information**

1. Some applications will be considered during the middle of the school year based on the circumstances of the applicant. If this is the case, the following must be done:
  - a. Make all required tuition payments prior to starting. Students starting at the second semester will be required to pay the prorated fees.
  - b. Purchase books prior to starting
  - c. Start school within one week of making the tuition payments

**J. Waiting List**

1. In the case that the applicant has met all the entry requirements, but there are no spaces in the school, the applicant will be put on the waiting list.
2. If a space opens up, the parent will be called, and they will have two weeks to make the registration and first payment. The parent will be told the date that their registration period expires.
3. If the parent fails to make the first payment within two weeks, their seat will be given to the next applicant on the waiting list.

**3. Mid-Year Applicants**

- A.** The school does not normally accept students after the first two weeks of school. However, exceptional cases may be considered in cases where a student has recently moved to Bahrain.
- B.** Students who apply for the school outside the normal registration period will have the following schedule:
  1. Week 1                      Application
  2. Week 2                      Testing
  3. Week 3                      Results/Registration
  4. Week 4                      Results/Registration

- C. Students will follow the same procedure above. In addition
  - 1. Parents have 2 weeks to make the first payment for the school year.
  - 2. If parents do not make the first payment within two weeks, the seat will be given to the next person on the waiting list, if there is one.
  - 3. If a student is placed on the waiting list, the parents will be called if a seat opens up. Once a parent has been called, they have two weeks to make the payment.
  - 4. If they do not make the payment in the first two weeks, the seat will be given to the next person on the waiting list.

## **SECTION 2: Registration of Returning Students**

- 1. Communication: communication is the responsibility of the Registrar.
  - A. Before registration for the following school year begins, parents will be notified via letter sent home, to be signed by parents, that registration will be held. This letter will need to be signed and returned to the school verifying that the parent has read the letter.
  - B. Supervisors are responsible for ensuring signed slips are collected from all students.
  - C. Parents will have four weeks to register their children. If they fail to register their children during these four weeks, the seat may be given to new students who have applied to the school.
- 2. Registration
  - A. Parents will be given two weeks (week 2 & 3) to make the first payment.
  - B. When making the first payment, they will need to sign the registration form.
  - C. If the first payment is not made in the next two weeks, parents will be asked to pay a late payment fee. However, there will be a grace period up till week 4. After week 4, parents will be asked to pay for each student registered late, up to 3 students in the same family.
  - D. During week 6, seats may be given to students on the waiting list.
  - E. Once payment is made, the Registrar will update the Registration document with the payment date, amount, and the student's registration status.
  - F. If a student withdraws after making the payment, the Registrar will update the registration document accordingly.
- 3. Students on Hold
  - A. The hold list will be updated by the Vice Principals and shared with the registrar the first week of the 2<sup>nd</sup> semester. The Registrar can register students when they are taken off of hold on the hold list.
  - B. Academic Hold:
    - 1. Students who have not previously repeated a grade level and who are failing one or more core subjects at the end of the first semester will be put on academic hold.
    - 2. These students will be required to meet with the teacher of the class they failed, the vice principal, and the parents to set out a plan for improving the student's results.
    - 3. The student's results will be re-evaluated at the end of the third quarter.

- a. Students who have met the academic targets will be removed from academic hold.
  - b. Students who have not shown improvement will be kept on hold for the 4<sup>th</sup> Quarter. A final decision will be made then.
4. Failures (Grades 3-8):
- a. Students who have failed one core subject will be required to complete a summer course and take an entrance exam in August before school begins. Promotion to the next grade will depend on the results of the exam and/or the summer course.
  - b. Students who have failed two or more core subjects at the end of the year will be required to repeat the grade level.
  - c. Students who have failed two subjects and have already repeated the year once will not be allowed to repeat again. They will be required to find another school to attend the following year.
5. Exceptions: exceptions may be made at the approval of the principal. Exceptions must be documented with a written explanation in the students' file. Exceptions are made only when the grade the student receives does not reflect the students' actual skills and abilities. Example: a student comes from a household where there is physical abuse. The student does not always complete work, but demonstrates academic ability commensurate with their grade level.
- C. Behavioral Hold:**
- 1. Students who have continual behavior problems will be put on hold from registration as given by the Vice Principal.
  - 2. Behavior Plan
    - a. Parents and the student will be required to meet with the vice principal and supervisor to write a behavior plan for the student.
    - b. Once the student has met the behavioral expectations of the plan, and shows that he/she can meet the behavior expectations of the school, the student will be allowed to register. Progress is reviewed at the end of the 4<sup>th</sup> quarter.
    - c. If behavior has not improved, they will remain on behavioral hold.
    - d. The student's seat will not be given away before a final decision is made.
    - e. The decision to be taken off of hold will be made by the Principal in consultation with the Vice Principal and Supervisor.
- D. When students are taken off hold**
- 1. The Vice Principal will send an email to the Registrar of the names of students taken off hold.
  - 2. The Registrar will forward the email to relevant staff and will update the status in the Registration Document online.
  - 3. When students come to register, the late fee will not be charged for the student or any siblings that are registered at the same time.

**E. Registration Schedule**

Week	New KG1	Returning Students	New KG-12
1	Application		
2	Application	First Payment	
3	Testing	First Payment	Application
4	Results/Registration	First Payment	Application
5	Results/Registration	First Payment	Testing
6		Seat Lost	Results/Registration
7			Results/Registration



- F. **A. Withdrawals:** Parents who withdraw their students must fill out the withdrawal form which can be obtained from the registrar.
- G. **1.** Before withdrawing the student from the school, the Vice Principal should be informed via email.
- H. **2.** If students are withdrawing in the middle of the year, they should pay a prorated tuition fee up to the current date. No documentation will be given until the fee is paid. No refunds will be given on fees already paid.

### **SECTION 3 - REFUNDS AND FEES**

#### **1. Policy**

- A. Tuition fees paid are non-refundable.
  
- B. Some parents are unsure where they will be for the following year as they may be moving. If this is the case, parents who have made the first payment may receive a refund on their first payment *if there is another student to take the seat*. If there is no one on the waiting list, the first payment is not refundable.
  
- C. Non-payment of Fees
  - 1. Parents who are late in their tuition fees will not receive the report cards until all pending fees are paid.
  - 2. The following procedures for notification will be followed as per the calendar:
    - a. Notification via SMS of pending fees
    - b. Notification via letter signed by the Principal of pending fees
    - c. The registrar will restrict Parents' and students' access to the grade book on the parent portal.
  - 3. The students will not be allowed to go on international trips if they are more than 30 days behind on fees.
  - 4. Students are not allowed to attend classes until book fees have been paid. After book sales, the Registrar should send an email to the Supervisors with a list of students who have not made book payments, so they can be held from class.
  - 5. If a student is 60 days behind on the fees, PlusPortal access should be removed for the student and parent. The Principal, Vice Principal, and Supervisor should be informed via email.
  - 6. If a student is 90 days behind fees, the student will be held from classes until all payments are made. The Principal, Vice Principal, and Supervisor should be informed via email.
  - 7. If a student is withdrawn from the school and fees are not paid, the registrar will make two phone calls to the parent. If fees are not paid within one week of the second phone call, the school will contract with a collection agency to collect the fees from the parent.

#### **2. Procedure**

- A. Reminders of fee payments: The registrar will remind the relevant staff to send messages as reminders.

### **SECTION 4: Report Cards, Transcripts, and Diploma Policies**

#### **1. Policy**

##### **A. Report Cards**

- 1. Report Cards will be distributed after each quarter (3-12) or trimester (KG-2). Report cards will be withheld if there are outstanding fees or overdue library materials.

- B. Transcripts
    1. Grade 12 students requesting transcripts for Grades 9, 10 and 11 may request copies after the completion of the 1<sup>st</sup> semester.
    2. Students will receive 5 copies free of charge. Additional copies will be BD500 files.
  - C. Diplomas
    1. Diplomas are issued at the graduation ceremony.
    2. Students who have not completed the requirements will not receive the diploma. The diploma will be issued once all requirements have been met.
2. Procedure for Report Cards
- A. Report Cards/Transcripts
    1. Report Cards will be distributed no more than 7 school days after the end of the quarter.
    2. The Registrar is responsible for downloading grades from Gradebook and printing the report cards.
    3. The Registrar will bring any issues with report cards to the IT Coordinator or relevant Vice Principal.
  - B. Reissuing of Diplomas to Graduates
    1. The request must be submitted by the alumni in person, with photo identification (CPR or Passport)
    2. If requesting for a replacement diploma with a new name, copies of relevant court records must be included.
    3. The replacement diploma will bear the signatures of current school officials and will have the words “Issued to Replace Original” printed in the bottom margin along with the date of issuance.
    4. 1-2 weeks must be given for processing and the alumni must pick it up in person. Diplomas will not be given to a third person without written authorization.

## **SECTION 5: Part Time Student Registration**

1. Policy
  - a. In some cases, students may register as part time students, taking fewer courses than full time students. This is limited to:
    - i. Students who are already in a homeschool environment
    - ii. Students whose parents work at the American Mission Hospital, and whose first language is not English
  - b. Part time students are not eligible for a high school diploma.
  - c. Priority is given to full time students over part time students.
2. Procedure
  - a. The parent will complete the normal application.
  - b. The parent will complete the Part Time Registration Form (PTRF), along with the normal registration form, and give it to the Registrar.
    - i. Part 1 is completed with the Vice Principal and parent
    - ii. Part 2 is completed by the Registrar. To calculate the prorated tuition, the registrar will use the “Pro-Rated Tuition Calculation Sheet” in the Registrar Folder on Google Drive.
  - c. The Registrar will give a copy of the PTRF the total to be billed to the Accountant.
  - d. Parents will be given a copy of the PTRF, and Part Time Registration Letter.
  - e. The Vice Principal will be given a copy of the PTRF to ensure proper registration.
  - f. Part time students will be billed for books in August, based on the courses they are taking. The School’s cost of books will be deducted from the total book price.