

Nadeen School Admissions Policy

Our Philosophy

Fostering creative thinking and enterprising learning is essential to empowering individuals to grow and thrive in an ever-changing world. By encouraging curiosity, risk-taking, and problem-solving, we cultivate a mindset that embraces innovation and adapts to new challenges. Supporting learners in this journey involves creating environments where exploration is encouraged, diverse perspectives are valued, and failure is seen as a step toward success. As we inspire the next generation of Mavericks, we equip them with the skills and resilience needed to pursue their passions with purpose, helping them not only excel individually but also contribute meaningfully to society with a cause that drives them. By nurturing their potential, we unlock a future where creativity and entrepreneurship become catalysts for positive change.

Our Vision

To be a place where minds can rise and soar,
Where learners dream and seek for more.
Where progress blends with roots held tight,
Guiding souls towards what's right.

Inspiring a community, where learners embrace their individuality: rooted in values that prepare them to disrupt positively and shape the world with purpose.

Our Purpose

In our growing Nadeen School Family, we empower each soul to say 'I can be me ... in my own way'. We nurture every learner's potential by fostering an environment of compassion, courage, and creativity through progressive education.

Review:

Written by:	Judith Lyons - Head of Admissions
Reviewed by:	James Batts - Principal
Reviewed on:	14th August 2025
Indicative Review Date:	14th August 2026

All policies will be reviewed as above or as and when needed

At Nadeen School, we embrace and celebrate the diversity of all learners. We recognise that every learner is unique, bringing with them a rich tapestry of experiences, cultures, languages, strengths, challenges, and educational backgrounds. In keeping with our commitment to inclusion, we have a personalised approach to admissions, ensuring that each application is considered holistically and without bias.

We thoughtfully evaluate each prospective learner's individual context, including their personal and educational history, strengths, needs, and available schooling options, while also considering our capacity to provide the appropriate support. We aim to ensure that all admissions decisions are made in the best interest of the learner, with compassion, respect, and a commitment to equitable access to learning.

How to apply for a place at Nadeen School

Families are encouraged to begin the admissions journey by visiting our website and completing the online application form. Alongside the form, applicants will find our Admissions Process document, which provides a clear overview of the steps involved. All application forms are submitted through our school platform, iSAMS, and are reviewed by our Admissions Team within three working days of receipt.

Once the application has been reviewed, a member of the Admissions Team will contact the family to guide them through the next steps, including the assessment process.

Important Note: To ensure the best outcomes for every learner, it is essential that all relevant information is fully disclosed during the admissions process. If it is found that key information, particularly relating to a learner's educational or support needs, has been withheld, the offer of a place may be withdrawn, even after enrolment. This policy ensures transparency and helps us provide the appropriate support from the outset.

Process of admission into Nadeen School

In the event there is a space available or imminently available for a learner, the following process will take place:

Entry Assessments

Nadeen prides itself on being the only outstanding rated school with an Inclusion department in Bahrain, and our admissions process is designed to ensure we can assess the needs of each learner. Should a learner require our dedicated Inclusion Team or their own 1:1 Learning Support Coach, this will be determined through the entry assessment.

The Inclusion Programme at Nadeen involves responsive and personalised interventions which are right for each individual learner at a particular point in time. The type, frequency, setting, and reasons for support are continually changing for each learner's unique needs and unique strengths. The inclusion program is integrated with classroom teaching and learning, in conjunction with our pastoral initiatives. The fluidity and specific nature of the support we provide enables each learner to be included and interact with every aspect of school life.

At Nadeen School, we ensure that all assessments are carried out in a calm, welcoming, and supportive environment. Our aim is to help each learner feel comfortable and at ease, with opportunities for informal

interaction such as a walk around the school or time to settle before any formal assessments begin. Assessments are tailored to the age and needs of each learner and may involve additional follow-up sessions or input from a member of our Inclusion Team, where appropriate. For families not currently in Bahrain, however, we always prioritise and encourage in-person visits, as they allow us to build a fuller understanding of each learner in context.

Foundation Stage: FS1 and FS2

Nursery and Reception learners are invited to visit the school for a 'Getting to know you' session, which covers language development, social skills, and readiness to be in school. Parents are welcome to stay with their learner during the assessment.

Please note that all FS1 children must be fully toilet trained (out of nappies and pull ups) prior to joining the school.

Year 1 and 2

The assessment is a range of age-appropriate learning opportunities that are designed to give us an indication of each child's interests and abilities. These can include phonics, maths and communication and language.

Years 3 -11

CAT4 assessments, English as a Second Language assessments, and creative writing activities.

Year Group Allocation

At Nadeen School, learners are placed in year groups according to their date of birth or last grade completed (as per the MOE regulations), in line with our admissions guidelines (please refer to our Admissions page for current cut-off dates). We believe in honouring each stage of a child's development and do not support accelerating learners beyond their age-appropriate year group. This reflects our commitment to holistic education, where emotional, social, and academic growth are equally valued.

In certain cases where a learner has been homeschooled or has had a unique educational journey, we take the time to carefully review the context. Each situation is considered individually to ensure that every learner is placed in the year group that best supports their well-being and long-term success."

Conditional offers

If your child is not in Bahrain, we will **conditionally** offer a place, and invoice in full accordingly, based on the information you have provided us on the application form and in the understanding that you have disclosed all relevant information pertaining to your child. When you are in Bahrain you will be asked to come into the school, as detailed above. We will formally offer a place once we can confirm that we can meet your child's needs. In the very rare event that we cannot meet their needs you will be provided with a full refund, minus the assessment fee and place holding fee.

If we receive your application during July, the learners may have to wait until mid-late August to conduct a Learning support/EAL assessment if required.

After the Entry Assessment



Your child's assessment will be reviewed within 2 working days and then presented to our Senior Leadership Team (and Inclusion team, if applicable) for review. You will be contacted via telephone or email with the outcome of your child's assessment and an offer of a place will be made if applicable. Children whose assessment outcomes fall within the age-expected range will be placed in an appropriate class/form. Once you confirm acceptance of the place offer, you will be billed for the place holding/registration fee, which is due within 3 working days. The remainder of the tuition and any other fees will be due according to the schedule in our published fee policy.

At Nadeen School, we are dedicated to understanding and supporting the individual learning needs of every learner. If, during our admissions assessments or early classroom observations, we identify that a learner may benefit from additional support, families will be promptly informed. A meeting with our Assistant Principal of Excellence and Achievement will be arranged to discuss the learner's specific needs, explore possible strategies, and collaborate on how best we can support their development within our inclusive environment.

In the rare event that the necessary support cannot be immediately provided due to limited availability within our Inclusion Department or in accordance with British Schools Overseas (BSO) regulations, the application may be placed on our Learning Support Waitlist. This ensures that we maintain the quality of our provision while safeguarding every learner's right to the education they deserve. Families will be supported throughout this process with care, transparency, and a clear focus on the best interests of the learner.

Admissions Procedure for Learners Requiring Additional Learning Support

At Nadeen School, we are dedicated to supporting learners with diverse needs through a thoughtful and inclusive admissions process. When a learner is identified as potentially requiring additional support, we follow a structured, compassionate approach to ensure the best possible fit.

Key considerations include:

- Availability of a place in the appropriate year group.
- Confirmation that we can effectively meet the learner's individual needs within our inclusive framework.
- Availability of space and resources within our Learning Support Programme.
- A review of the current learning profiles and needs within the class or year group the learner would join.

Learners may be identified as requiring additional support through:

- Observations of learning gaps or challenges during the admissions process or assessment.
- Reports from previous schools indicate past or ongoing support.
- Reports from qualified professionals, such as an accredited Educational Psychologist, outlining specific learning needs.

Admission is offered when we are confident that we can meaningfully and sustainably meet the learner's needs, without compromising the learning experience for the wider class. This ensures that all learners at Nadeen School thrive in a balanced, supportive, and inclusive learning environment.

Learning Support Provision and Associated Costs

At Nadeen School, we are committed to providing the necessary support to help every learner thrive. Where a

learner requires Learning Support classes or individualised support from our Inclusion Team, an additional termly fee will apply. These sessions are an integral part of the learner's personalised programme and are mandatory for continued enrolment, ensuring that appropriate support is consistently in place.

In some cases, the school may request additional external assessments or services, such as an Educational Psychologist report or Speech and Language Therapy, to gain a fuller understanding of a learner's needs. When these expert services are essential to inform and maintain a successful support plan, they are also required as a condition of enrolment or continued placement at the school.

If a learner requires a 1:1 Learning Support Coach, we will work closely with the family throughout the process. This includes assisting with candidate selection, conducting interviews, and supporting the development of a contract between the family and the employed coach. This collaborative approach ensures consistency of care and alignment with Nadeen's inclusive educational philosophy.

Waiting List Process

When year groups are full, learners may be placed on our waiting list. Admission from the waiting list is based on a range of criteria, including:

- Availability of places in the appropriate year group.
- The learner's level of English proficiency.
- Availability of support through our Learning Support Programme, if required.
- Availability of space in the Arabic Programme, if required.
- Whether the learner is a sibling of a current or former Nadeen learner.
- The family's access to suitable schooling options in Bahrain.
- The family's positive, proactive engagement with education and alignment with Nadeen School's values and ethos.

Placement on the waiting list does not guarantee admission, but we will remain in contact with families to advise of any openings that arise.

Applications will remain valid and on the waiting list for the duration of the desired enrolment (school academic) year, regardless of date of application and until such time that the parent either withdraws from the waiting list or the school receives no confirmation that they wish to remain on the list.

Priority on the list is given to, but not limited to, learners who have current siblings in the school; international families moving to Bahrain; and with reference to the other points detailed above. Priority placement is done on a case-by-case basis.

Attachments required with your application form:

Mandatory

1. Application fee payment screenshot.
2. Vaccination record (see Vaccinations below) – Please refer to this link to view the mandatory vaccinations - Nadeen School mandatory vaccinations
3. Most recent school report – learner - please upload your latest school report (if you are not

uploading a school report, please attach a letter explaining the reason). This must be translated into English by an authorised translation agency.

4. Passport photo page – child

- **IMPORTANT:** In the event your child has more than one passport you must submit the passport your child is or will be registered under in Bahrain (i.e. the nationality on the CPR card).

5. Profile photo – learner

6. Father/guardian passport

7. Mother/guardian passport

8. Agreement to Nadeen School Terms and Conditions (please submit the signed last page with the application form). The Terms and Conditions can be found on the Admissions section of the website.

Optional on application; mandatory on enrolment.

Leaving certificate from previous school (translated into English by an authorised Translation agency)

Most recent school report (if not already sent with the original application). This must be translated into English by an authorised Translation agency).

- CPR card or Saudi Iqama - learner
- CPR card or Saudi Iqama - mother /guardian
- CPR card or Saudi Iqama - father/guardian

Any supporting medical, educational, or professional reports – if applicable

NOTE: If the school discovers non-disclosure of relevant information pertaining to your child the place offer or place may be withdrawn even after enrolment.

Your application form will be reviewed within 3 working days of receipt of the application fee. Please note that incomplete applications will not be accepted, and **application forms will not be reviewed until the application fee has been confirmed as received.**

MOE requirements for relocating learners

The Bahrain Ministry of Education has the following entry requirements, prior to attending the first day of school, for children joining from outside of the Kingdom of Bahrain. Please read the MOE requirements [here](#).

For learners joining from another school in the Kingdom of Bahrain, parents should upload the learner's last school report and transfer certificate, both signed and stamped by the school, along with the Enrolment letter from Nadeen School and the child's CPR to the MOE portal at bahrain.bh to gain the transfer approval.

Vaccinations

As per the Child Protection Act No. 30 dated 2012, vaccination is mandatory for all children. A fine of BD 1000 will be charged by the MOH for non-compliance with this regulation.

Non-vaccinated due to medical issue: If your child has a medical issue which prevents them from being vaccinated, you will need to provide a medical certificate which states the medical issue. The medical certificate

should be signed and stamped by a proper specialist. Once the medical certificate is issued, it needs to be forwarded to the school nurse who will confirm, along with the Ministry of Health, if the certificate is eligible and meets requirements.

Non-vaccinated due to parent choice: if your child is not vaccinated due to parent choice then the school is required to take the following steps:

The parents will need to write a formal letter to the school stating the parents' full name(s), contact details, child's full name, passport number, CPR number (if available), nationality, and that they are currently unvaccinated due to parent choice.

This letter will be handed to the school's Government Liaison Officer who will forward the information to the Ministry of Education (MoE) Private Directorate.

The MoE will contact the parents directly and then advise the school if the child can be registered at the school – until approval is given the admissions process will be paused.

Not vaccinated according to the Bahrain schedule: please upload the vaccinations that your child already has and make an appointment at your local health centre or private hospital to arrange for the missing vaccines to be administered. Please inform the school nurse when the remaining vaccines have been given

Registered Nationality and Arabic Language Programme

At Nadeen School, learners are registered according to the nationality stated on the passport linked to their CPR/Smart Card. In accordance with Bahrain's Ministry of Education regulations, learners holding an Arab passport will be enrolled in the Arabic as a Native Language programme starting from Year 1. As part of the admissions process, Arab national learners applying from Year 1 onwards are required to complete an additional Arabic assessment to determine appropriate placement.

Learners with non-Arab passports will be enrolled in our Arabic Culture programme, which focuses on conversational Arabic and cultural understanding, also beginning in Year 1.

Please note: Once a learner is enrolled, the registered nationality and corresponding Arabic programme cannot be changed. The only exception to this is if a learner is granted Bahraini nationality after enrolment, in which case their programme will be updated accordingly.

Registered Religion and Islamic Studies

Learners registered as followers of the Muslim faith will be enrolled in Islamic Studies classes from Year 2 onwards, as required by the Bahrain Ministry of Education. These lessons support the development of religious understanding in alignment with the learner's faith and cultural context. Please note if the child's nationality is Bahraini according to their CPR, they will be required to enrol in the Islamic studies programme, unless a relevant certificate or an exemption letter from the Ministry of Education is provided.

Image consent



Photos and images for school use, and those that appear throughout media, are a source of pride for the children, their parents, and the school. Response over recent years from parents has been overwhelmingly positive with regards to our responsible and mindful use of images of the children in social media, school publications, and the press. However, we live in an age in which digital technology has vastly increased the use, and potential misuse, of images of children. Please read this carefully -[Image consent form.pdf](#)

Payment options:

Please attach a screenshot of your payment of BD100 application fee to your application form. You may choose one of the following payment methods:

By Benefit Pay: Please use the Nadeen School IBAN code in place of a mobile number. The IBAN code to use is BH12BBKU00100000473799. Insert the name of your child in “Transaction Description.” If you wish to use this method on an ongoing basis, we suggest you save our details in the Beneficiary List on the Benefit Pay app. Please email a copy of the transaction to fees@nadeenschool.com once processed.

By Bank Transfer:

Account Name:

NADEEN SCHOOL DILMUNIA

Account No.: 100000473799

IBAN: BH12BBKU00100000473

SWIFT CODE: BBKUBHBM

Bank:

BANK OF BAHRAIN AND KUWAIT (BBK)

Address:

43 Government Avenue, PO Box 597, Manama, Bahrain

Please note: It is imperative that you follow the steps listed below:

- Create the transfer using above bank information
- **BE SURE TO INCLUDE CHILD'S FULL NAME AS PAYMENT REFERENCE (where possible). Once you have transferred the amount, please upload the screenshot of the payment into the application form submitted.**
- **As you may not be able to note your child's name as reference it is important that once you have transferred the full amount, please email: fees@nadeenschool.com with a copy of the transfer. This will assist us in identifying your payment.**

By cash or cheque: Application Fee to be paid in full by Bahraini Dinar cash or Bahraini Dinar cheque drawn from a local Bahraini bank. Cheques for the application fee should be made payable to Nadeen School. A cheque or cash can be remitted by Direct Deposit at any branch of BBK. Please ensure you mark the deposit slip with your child's name and upload the screenshot of the payment into the application form submitted.

Nadeen School's full Terms and Conditions can be accessed on the Admissions page on the website and the full version must be signed by all parents of children enrolled in Nadeen School.

- By enrolling in Nadeen School parents agree and are aware that their child will follow the full English National Curriculum as followed by the school. Parents also agree to ensure that their children abide by the school's academic, attendance and behaviour policies. Parents are aware that August 31st of any year is the cut-off date to decide their child's correct class.
- Parents will ensure that their children are fully vaccinated according to Bahrain Ministry of Health regulations and will update their child's records following the schedule for the duration of their child's time at Nadeen School.
- Parents will settle all fees according to the school's Fee Policy.
- On occasion the school will require parents to purchase specific mandatory equipment for the child
 - a. **Current note for learners in Years 4 and upwards** - You will be required to purchase an Acer Chromebook through the school for your child to use in class. You will be invoiced directly for this device through the accounts department (approx. BD220 as of April 2025).
- Parents understand that full disclosure of any matter pertaining to their child is required to obtain and retain their child's seat.
- Parents understand that there is an extra charge per term if their child requires Learning Support classes, and that attending these classes **in school** will be **mandatory to retain their seat at the school**. In addition, any external support services, or reports (for example, Educational Psychologist Report or Speech and Language Therapy) the school requires will also be **mandatory to retain the child's seat**.
- Parents understand that all decisions made by the school are always with the children's best interests as a priority