



# **Hilal International Academy**

## **Admissions policy**

### **For IBDP Programme 2024-2025**

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## Preamble

This policy was developed in April,2024. Reviewed: September 2024, through collaboration by members of the school community including Principal, Vice principal, DP faculty members and IB coordinator DP, and next review will be in June,2026

The school is committed to ensuring a transparent, effective admissions process that is supportive of the school's vision and mission, also the needs of its entire community, while remaining fully compliant with all applicable Government regulatory requirements.

## IB Learner Profile Attributes

The **IB Learner Profile** outlines the key attributes that the International Baccalaureate (IB) seeks to develop in students. These attributes aim to create well-rounded, internationally-minded individuals who contribute positively to their communities and the world. The 10 IB Learner Profile attributes

1. **Inquirers:** Students develop a curiosity and love for learning, cultivating skills to inquire independently and enjoy research throughout their lives.
2. **Knowledgeable:** They explore concepts and ideas across various disciplines, developing a deep understanding of subjects and applying this knowledge to the world.
3. **Thinkers:** Students use critical and creative thinking to analyze complex problems and make reasoned, ethical decisions
4. **Communicators:** Effective communication is emphasized, with students learning to express themselves confidently and creatively in different languages and ways
5. **Principled:** They act with integrity and fairness, taking responsibility for their actions and respecting the rights of others
6. **Open-minded:** Students appreciate their own cultures and are open to the perspectives and traditions of others, demonstrating respect and consideration
7. **Caring:** They show empathy and compassion, demonstrating a personal commitment to service and making a positive impact on the community
8. **Risk-takers:** Students approach uncertainty with courage and forethought, working independently and exploring new ideas boldly
9. **Balanced:** They understand the importance of intellectual, physical, and emotional balance for well-being
10. **Reflective:** Students thoughtfully consider their experiences and learning, assessing their strengths and limitations to foster personal development

### **Hilal International Academy (HIA) – Mission Statement**

To provide a progressive education that enables learners to attain full potential as responsible, productive, creative and compassionate global citizens

### **Hilal International Academy- Vision**

To be a safe learning environment in which pupils are empowered to seek, acquire and demonstrate knowledge, skills and values that will serve them and their communities in the future

### **Our Core Values**

The school embrace the values to achieve its mission, vision and goals.

- Learner centeredness
- Maintaining Trust and Credibility
- A commitment to sharing and hearing all opinions respectfully.
- Embracing cultural diversity
- Maintaining Fairness
- Developing respect for others and self
- Students' holistic development and support
- Community engagement
- Collaboration
- Integrity

### **IB Mission statement**

The international Baccalaureate (IB) aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

### **Aims and objectives of the school.**

The rationale behind starting HIA is to provide a holistic approach to education that is unique and challenging to every child. All children are different and will settle in their own way and time. At Hilal International Academy, we believe that all this can be achieved through engaging into partnership with parents.

At Hilal International Academy we advocate for students who:

- Are committed to the IB vision, mission and philosophy
- Are driven and committed to making the necessary efforts to succeed
- Would benefit the community of HIA
- Have faith in and gain from the HIA IB programmes and ethos.
- Are internationally minded
- Be considerate and upbeat with other people.

To ensure that students have the best learning experience possible, good behavior is essential. At HIA, our goal is to offer a learning environment that is safe, secure, and encouraging so that teachers may impart excellent instruction and students can learn to the best of their abilities. This applies to students who apply for placement offers on our campuses. For pupils that wish to join us, Hilal International Academy maintains an open admissions policy.

### **Purpose of the policy**

The school's goals for student admission are outlined in this policy. It also explains the guidelines and procedures followed in the selection and admission of new students to various age groups. The school's mission and vision, which outline its objectives, are supported by the admissions process. To grant admission to all applicants who meet the requirements set forth by the institution for that particular grade. There are opportunities for parents to visit and discuss any special needs with our administrators prior to a child starting school.

### **Qualifications for Entrance**

#### **General Requirements for Entrance**

- We provide placements that are open to everyone. The order in which applications are processed is first come, first served.
- A student may be added to the waiting list if a grade is full. Siblings of current students are given priority if the grade applied for is at capacity.

### **Admission criteria for IB DP (Diploma Programme)**

Grades 11 & 12 Placement on a Diploma level course requires a student to meet the following criteria:

#### **MYP qualifying grades are as follows:**

- A minimum of **32** MYP Certificate points
- A pass in six MYP certificate courses at 4 or above, three of which must be in Mathematics, English and the Arts.
- A 5-point pass or above in the primary subject area selected for higher level (HL) study.
- At least a 4-point pass for standard level (SL) course acceptance.
- A minimum of 4 must be attained in the Personal Project.
- IB MYP external students should present an essay on Personal Project and Service Action.

The school may admit students to a Diploma course conditionally. Students who have not taken MYP courses will be admitted to IB Diploma courses if their academic achievement is judged to be the equivalent of our MYP entry requirements, based on validated documentary evidence from the previous school AND if the student has already satisfied or is likely to satisfy the admission requirements of the national system of higher education to which they will apply during Grade 12.

#### **Assessment:**

The school has decided to admit students from varied curricula. Every student undergoes an assessment that demonstrates their academic potential. The assessment will act as a tool to help the school to learn and understand the student's ability on Language, Mathematical Reasoning, Logical, Analytical and Application skills that form the foundations of further learning.

#### **Qualifying the Assessments:**

Every student qualifying, post assessments, will receive an invitation to the one-to-one counselling session, within a week.

#### **One to One Counselling (internal and external students):**

All applicants declared qualified for the program will undergo emotional and therapeutic counselling to determine their mental state and ability to take personal responsibility for their learning, as well as their level of oral English fluency. The primary purpose of the session is to consider the applicant's mental weaknesses, independent learning skills and commitment

towards the program to succeed not only in their individual subjects but also in the core components of CAS, theory of knowledge and the extended essay. During this session, students will also be advised on their suitability towards IB Diploma or the IB Course depending on the outcome of the session.

### **Learning Contracts:**

All applicants must sign a learning contract indicating their awareness of the rigorous nature of the programme and constituting their commitment to meeting its academic deadlines. All applicants must sign an academic honesty contract indicating their commitment to HIA's policy of academic honesty.

### **Meeting with the Principal:**

The Academic Team will then deliberate on the students' application, assessment results and the outcome of the counselling session. Within one week's time, the Office of Admissions will contact the student and family to schedule the final meeting with the Principal. A brief meeting is scheduled to offer the admission and welcome the child and parents to the HIA family.

### **Placement Offer:**

The admission offer is made once the meeting with the Principal is completed. The school makes every effort possible to make admission decisions available to parents within 30 days, if applicable. For students of determination, the admission process may take a little longer depending on the complexity of a particular student's needs and also based on the information shared at the time of application. HIA promotes inclusive practices and strives to meet the needs of all students. On occasions, this may mean that the school cannot offer a place to a particular student where, in the opinion of the Academic Team, the student concerned will not be able to develop or thrive in the academic and social environment of the school or the school's structure does not meet his / her educational or socio – emotional needs.

### **Verification of Documents:**

Once the offer is made, all documents submitted will be verified. Any missing document has to be submitted within a week's time.

### **Admission Confirmation:**

Students who are admitted and have accepted the offer will have to take up the placement offer within 14 days. The place must be secured by making the payment of the admission fee or else it may result in the place being offered to another candidate. On accepting the offer and completing the initial admission formalities. A formal intimation of admission confirmation is sent within a week of payment of fees. The admission fee is nonrefundable or transferable under any circumstances.

### **Admission Panel**

The IBDP committee constitutes of:

- Principal
- Vice principal
- Head section
- IBDP Coordinator
- HOD - Student Well Being
- Team of IB Teachers
- Career Guidance and University Counsellor

### **Criteria of Admission**

- ✓ Meeting all admission procedures, submission of relevant documents and qualifications
- ✓ Meeting with the admission requirements, clearing the HIA Entrance Exam and Counselling Session.
- ✓ Meeting all financial obligations

### **Additional Criteria for Admission of Student in DP mid-year in Grade 11 or at the start of Grade 12**

The student must be already pursuing the DP curriculum in another school.

Students can join anytime in Year 11. In Year 12 students can join only from the start of the academic year in September.

The student's subject choices in the previous school must be the ones that are offered at HIA.

Students must have procured 4 and above in the previous school in all the High Level (HL) subjects. Students must have procured 3 and above in previous school in all the Standard level (SL) subjects.

At HIA, we accommodate learners with varying special needs since we believe in inclusive education for all learners.

HIA caters for students who have identified learning needs, difficulties, or disabilities. At Hilal International Academy, we acknowledge that some learners may require extra assistance if they:

- Have a diagnosed disability ranging from mild to profound, as may be agreed with the admissions team and parents.
- Experience mild developmental delay that affects their ability to meet age-appropriate milestones.
- Have sensory impairments or physical disabilities.
- Face emotional, behavioral or physical disabilities.
- Exhibit a combination of any of the aforementioned needs.

Our admission team has the duty of recognizing children with Special Education Needs as fully participating members of a community of learners and that the school follows the ministry of education Social Model of disability (Rights Based Model of Disability). The school, being fully inclusive, follows an open policy; students are not refused admission based on their experience of special education or disability. All efforts are made to accommodate different learning needs as per Federal Law of Somalia (Article 30 of the 2012 provisional constitution) and the guidance given by ministry of education and national policy is strictly followed. For students with Special Educational Needs and Disabilities, the following measures are useful in assessing the level of individuals to ensure that appropriate provisions are available for each student.

- Parents/legal guardians are expected to disclose any Special Education Needs and Disability (SEND) which has been identified previously.
- The application should be accompanied by previous Inclusive Education Programs (IEPs) (If any)/Medical/Psychological assessments (If any).
- Failure to disclose any previously identified needs, including the deliberate withholding of information, may result in the cancellation of admissions.
- Students requiring significant support to access the school will be referred to external centers having Memorandum of understanding (MOU) with the school. Once assessed and confirmed by the center the child can be considered for admission.
- Parents are usually asked to view the services and arrangements the school offers before a mutual decision regarding a student's admission is taken and finalized.

- Parents are required to support and comply with the specific recommendations made by the school.
- Any new applicant identified as a SEND/Student of Determination (SOD) will be referred to the admissions Team, who will in consultation with the board study the reports, observe and assess the child to provide appropriate provisions.

### **English language requirements**

At Hilal International Academy, the language of curriculum instruction to students is English. However, the school offers English Language support to children whose first language is not English and who need support to access the curriculum. Hilal International Academy serves a diverse, multicultural, and multinational student body, catering to a range of unique needs. Students whose first language is not English may be admitted if their capability to access the curriculum with supplementary English Language Learner (ELL) support is recognized.

### **Diploma -Grade 11-12**

- DP curriculum orientation is conducted at the beginning of the admission process in person. Prospective parents and students register for the same. It allows the parents and the students to get introduced to the curriculum and the implementation of the curriculum in the school. A video recording of the presentation is shared with interested parents who have not been able to attend the session.
- Parent completes Hilal International Academy Application Form. Admissions team invites applicant's family for a school tour.
- Parents visit the school with the child and related documents on the scheduled date. During their visit, families will have the opportunity to meet with school staff, view the school facilities, learn about the curriculum and ask any questions they have.
- A recommendation letter from previous school needs to be submitted during the school visit.
- All applicants will be engaged in scheduled one-on-one interaction with the members of the DP team. The applicants are provided guidance and support by the Head of School IBDP/ DPC along with the University counsellor to choose DP subjects groups basing on student's interests and career paths during one-on-one meetings with Students and Parents.

- Subject Orientation for the admitted students is carried out before the start of the academic year to familiarize students and the parents with the choices of subject offered across different groups in the DP.
- Once admitted, the students are provided guidance and support by the Head of School IBDP/ DPC along with the Career counsellor to choose the subjects during one-on-one meetings with Students and Parents.
- Application forms and supporting documents (school reports, Cognitive Abilities Tests (CAT4) results and grade 10 results) are collated and submitted to the Academic Team for review.
- Provided that the application is complete, a place is available, and the child meets the school admissions criteria an Offer of Place will be made and sent to parents via email.
- If no places are available, successful applicants will be placed on a waitlist until a place becomes available.

#### **Documents to be submitted**

In the process of accepting the admission letter and fulfilling all enrollment procedures, the following documents should be submitted to the admissions office. These may include but not limited to the following;

- ❖ 2 passport size photograph of Mother, Father and child
- ❖ Medical Examination Report (all immunizations must be current and certified by a Physician)
- ❖ Original Birth Certificate
- ❖ Passport copy (for Foreign Students )
- ❖ Residence Proof
- ❖ Leaving Certificate (from the last school attended)
- ❖ Grade 9- and 10-Marks card and Certificate Attested Copy
- ❖ Psycho Educational Assessment/ Speech/ Occupational Therapy Report, if any.
- ❖ Recommendation Letters from two teachers of the last school attended.
- ❖ Application for their candidature and a brief explanation of their extracurricular and community service activity.

### **IB Diploma Programme Additional Charges**

- IB DP Textbooks for Grades 11 & 12 are not included in the school tuition fees.
- IB DP has additional registration and assessment fees charged by the IB and these must be borne by the parents. These fees depend on the additional courses selected and taken by each student.

### **Conditional offers**

The school reserves the right to make a conditional offer in a variety of circumstances. The nature of the condition and the financial consequences will be clearly stated in writing in advance and signed by the parents applying for admission, the relevant Section Head and the Principal.

### **Medical records for all students**

The school requires current and accurate information about your child's medical requirements. You must update the school, should any circumstances change. Children can only begin their educational journey with Hilal International Academy once the completed medical form has been received by the Admissions office.

### **Re-registration**

Students are eligible for re-registration for the next academic year unless there are significant behavioral issues or any outstanding fees balances. Re-registration will begin each March of the academic year.

### **New Applications for the Forthcoming Academic Year**

An application may be made at any point. Our Staff in the Admissions Office will guide you on the procedure regarding each grade.

### **Admission Withdrawal process**

The parents/ students who decide to withdraw at the end of the academic year must submit a written application 2 months prior to the DP Co-ordinator. This will also enable the school to process the required documents relevant to withdrawal of the student. Otherwise, the first semester fee will be charged and the school leaving certificate will be issued only after the school re-opens. The school leaving certificate will be issued, only if, a withdrawal form is

prepared which verifies aspects such as return of library books, outstanding fees, forwarding address and if there has been any damage to property, it should be replaced and so forth. Fees once paid for the semester will not be refunded. Fees paid in advance for the next semester will be refunded provided relevant documents are attached. Leaving Certificate will be issued only after all clearance formalities are completed including the clearance of dues. Leaving certificate will be issued within 30 working days after the student leaves the school.

**Admission Cancellation**

In case parents wish to cancel their child’s admission before scheduled last date of Admission for the academic year, a letter or email for cancellation must be sent. The Admission Fees paid is not refunded under any circumstances as the same is spent in the admission process. If the Student withdraws from the program prior to the start of the academic year, all tuition and term fees paid will be refunded only if and when all seats are occupied as per the form submitted by the school. In case the seat vacated cannot be filled by the school at the start of the academic year, the fees paid shall be forfeited in entirety by the parent and in case all vacated seats cannot be filled by the school i.e., the number of students withdrawing their admission exceeds the number of students replacing them, advance fees paid by the parents of the vacating students will be forfeited in entirety.

**Timing of offers and maintenance of waiting lists**

Application for next academic year (DP)	The process starts 6 months before the beginning of the academic year and continues till the first month of the academic year.
Application for current academic year for Y11 (DP).	Applicants are assessed on an on-going basis as applications are received. Offers to new students are made once all criteria are met for the respective section.

Application for current academic year for Y12 (DP)	Students can join only from the start of the academic year in September and must be coming from IBDP schools only offering subjects at school.
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### The DP Curriculum

The curriculum is made up of the DP core and six subject groups. The DP core aims to broaden students' educational experience and challenges them to apply their knowledge and skills. The three core elements are:

1. **Theory of Knowledge** - reflects on the nature of knowledge and on how we know what we claim to know.
2. **The Extended Essay** - is an independent, self-directed piece of research, finishing with a 4,000-word paper.
3. **Creativity, Action, Service** - students complete a project related to those three concepts.

**HIA proposes to offer the following subjects**

GROUP	Subject Groups	Options
I	Studies in language & literature Language A: Language and Literature	English Language and Literature (Mandatory) (HL or SL)
II	Language Acquisition	Arabic (SL)  Chinese B (HL/SL)
III	Individual and societies	History (HL/SL)  Business Management (HL)  Turkey in the 20th century (HL/SL)

IV	Sciences	Biology (HL/SL)
		Physics (HL/SL)
		Design Technology (HL/SL)
		Environment Systems and Societies (HL/SL) (MANDATORY)
V	Mathematics	Mathematics- Applications & Interpretations (HL/SL)
		Studies in mathematics (HL/SL)
VI	Arts	Visual Arts (HL/SL)
		Dance (HL/SL)

**Note:**

1. For a subject to be offered, minimum 10-15 students need to be registered. The school may use discretion to offer/ drop any subject.
2. If a student does not wish to offer Art; he or she must choose Environmental Systems and Societies..
3. For IBDP students who would wish to offer subjects other than those currently taught at school; the number must not be below 1- 2 students. If the number is reached to 2 or more then the school shall be obliged to hire a teacher (s) for a particular subject(s) to teach the learners.

### Choosing subjects in the Diploma Programme

Students choose courses from the following subject groups: Language and literature, language acquisition; individuals and societies; sciences; mathematics; and the arts. Students may opt to study an additional science, individuals and societies, or languages course, instead of a course in

the arts. This will be awarded after seeking prior approval and consent from IB. Students will take some subjects at higher level (HL) and some at standard level (SL). HL and SL courses differ in scope but are measured according to the same grade descriptors, with students expected to demonstrate a greater body of knowledge, understanding and skills at higher level. ***Each student takes at least three (but not more than four) subjects at higher level, and the remaining at standard level.***

**NOTE:** Literature and performance, Environmental systems and societies are interdisciplinary subjects that enable students to meet the diploma requirements for two groups, whilst study one subject. Students then select another subject to complete the requirement of six.

### **DP Grading Structure**

In DP, students receive grades ranging from **7** to **1**, with **7** being the highest and **1** being the lowest. A student's final diploma result score is the combination of all the scores received for each subject. A Diploma is awarded only if the student has gained minimum **26** points with **12** points in **SL** subjects and **14** points in **HL** subjects combined, this is subject to certain minimum levels of performance including successful completion of the three DP Core elements.

### **The DP Core**

Theory of **Knowledge (ToK)** and **Extended Essay (EE)** elements are awarded individual grades and collectively contribute up to **3 additional points** towards the Diploma score. **Creativity, Action and Service (CAS)**, does not contribute to the points total however, participation for 18 months during the 2-year IB Diploma Program is a mandatory requirement for the Diploma.

### **Higher Level (HL) and Standard Level (SL) Courses**

Irrespective of the subject level, the same number of points are awarded to Higher Level (HL) and Standard Level (SL) courses. This reflects IB's belief on the importance of achievement for the student across the broad range of academic disciplines. Students may elect to participate in the IB program in one of two ways:

- ❖ as an IB Diploma candidate
- ❖ as an IB Course candidate

Generally, it is recommended for most students to elect the full IB Diploma, but the decision for which path (and courses) to take will be made in consultation with a student's parents, the DP Coordinator and with the final approval from the Principal. Although the full IB Diploma

Program is one that everybody can benefit from, it is not necessarily one in which all students will automatically achieve success. The School will observe the Student's progress for the first six months and in some instances, a student may be advised to withdraw from the full diploma program and pursue individual courses instead, if the student finds it difficult to cope. The decision to do so is made in conjunction with student's parents and the DP Coordinator with final approval from the Principal. The Parents and Student will have to sign an Essential Agreement stating that they have understood and accepted the scope of the Course Program.

**Monitoring the Effectiveness of the Policy and Review Process**

This policy document will be reviewed as and when the Admissions Office deem it to be necessary and, in any case, not later than 2-3 years from the date of publication. The Advancement Officer will ensure its implementation through planning, meetings, and based on rules and regulations.

**Learning Contract for IBDP Students (To be filled by all IBDP students)**

**Student Information:**

Name.....

Grade Admitted: .....

Year.....

**IB Diploma Subject Choices:**

- 1. HL.....
- 2. HL.....
- 3. HL.....
- 4. SL.....
- 5. SL.....
- 6. SL.....

**Mentor/Coordinator**.....

## **Contract Overview:**

This learning contract outlines the mutual expectations and responsibilities between the student, teachers, and the school for the International Baccalaureate Diploma Programme (IBDP). It is designed to guide the student's academic progress and personal development, ensuring alignment with the goals of the IB learner profile.

## **Objectives:**

### **1. Academic Excellence:**

- Commit to independent study and regular completion of assignments in all subjects.
- Meet deadlines for internal assessments (IAs) and Extended Essay drafts.
- Attend CAS (Creativity, Activity, Service) activities regularly.

### **2. Personal Development:**

- Develop attributes such as being an inquirer, communicator, and thinker.
- Engage in reflective activities and manage personal growth through regular feedback.

### **3. Collaboration and Communication:**

- Maintain open communication with teachers, mentors, and the coordinator.
- Attend all scheduled meetings and participate actively in group work.

## **Responsibilities:**

### **1. Student Responsibilities:**

- Maintain academic integrity and adhere to the IB ethical guidelines.
- Stay updated with CAS, Extended Essay, and Theory of Knowledge requirements.
- Balance extracurricular activities and studies.

### **2. School/Teacher Responsibilities:**

- Provide support and resources for CAS, EE, and ToK.
- Offer regular feedback on performance and guidance on academic growth.
- Schedule regular mentor-student meetings.

**Evaluation:**

Progress will be reviewed at the end of each semester with the IBDP coordinator, covering academics, CAS, EE, TOK and personal development.

**Acknowledgement of Understanding:**

I acknowledge that I have read, understood, and agree to abide by the terms and conditions outlined in this learning contract. I understand that this contract is designed to support my success in the IB Diploma Programme and that failure to meet the expectations may result in consequences affecting my academic progress.

**Signatures:**

- Student.....
- IBDP Coordinator.....
- Date.....

**END**