

OPIS Admissions Policy

Mission and Structure of the Admissions Department

At OurPlanet International School we aim to recruit, inform and admit new students, maintaining the identity of the school, and the integrity of students and their families.

It is the responsibility of the Admissions department to ensure that prospective families understand the school's mission, philosophy and community. We also strive to give them a good initial understanding of the IB programme.

The Admissions Department comprises the Admissions Officer, the Head of School, the Curriculum Coordinators (PYP and MYP) and the Arabic teachers. Admissions decisions are made by the Admissions Department.

Admissions Policy and Procedures

Applications for admission are accepted throughout the year. Families seeking admission for their student(s) are advised to apply as early as possible, as there are limited spaces per class. All new families are encouraged to visit the school's website to understand more about the school and the IB.

Admissions Department and Decision-Making Process

The Admissions Department is composed of the Admissions Department consisting of the Admissions Officer, the appointed and assigned Coordinators. In exceptional circumstances the Head of School makes the final decision. In case of additional information needed to proceed with the admissions process, the applicant might be required to undergo a further assessment conducted by our external consultant. This has an external cost and it does not guarantee a placement. The decision is made by the Admissions Department.

Documentation Required for Application

Before a student may be admitted to OPIS, all of the following must be submitted:

Application form submitted online through the school's website. This should be accompanied by a copy of the student's passport/birth certificate/ID Resident card and two full years of school transcripts or reports (for PYP2 and above).

School Tours

OPIS offers school tours and these can be arranged after the first contact with the school (application form or request for information). The tours aim to provide information about the school's identity, curriculum and facilities. Following the tour, all families receive an email from the Admissions Officer, informing them about the next step for admissions – the interview.

Applicant Interview

After the tour families are able to make an informed decision if the school is a good fit for their expectations and proceed with the application booking the applicant's interview. The school should meet all applicants prior admission and an individual interview is booked through email and arranged according to the Admissions Officer and the family and candidate's convenience. All student applicants sit admission assessments that address in English and Mathematics prior knowledge. For students coming from an Arabic speaking country, an Arabic assessment will also be required.

Criteria for Admission

Each candidate's application materials are carefully studied in order to assess suitability for admission. We look for candidates:

- whose conduct is good overall, and who are respectful to others
- who are, and whose parents are, committed to the OPIS vision, mission and philosophy
- who are internationally-minded
- whose learning, physical, social and emotional needs can be supported by OPIS resources
- whose qualities would enrich the OPIS community and be a positive contribution to it.

Fluency in English is not a requirement for admission. However, each case must be analysed individually, considering the context of the prospective entry class and group and the resources that the school is able to provide.

Attention is given to the balance within a class regarding gender, language, specific needs, etc., especially when classes are close to full.

All applicants for EY1 need to be fully toilet trained before commencing school at OPIS. These also need to be able to feed him-herself reasonably independently.

The Admissions Department has the right to accept or refuse any applicant based on their assessment of the applicant's suitability.

Overseas Admission

In overseas admission cases, when there is the impossibility of interviewing the applicant in person prior admission, the school reserves the right to have an online meeting to meet the student virtually and have a better understanding of his/her academic and professional profile.

Grade Placement

In general, students will be placed according to their age as per the Ministry of Education (MoE) [requirements](#). Previous school certificates will also determine the student's placement. Where it is considered to be of benefit to the student, he/she may be placed in a lower grade than requested and as long as it is within the MoE age brackets. Placements outside the MoE age brackets or in a higher grade than his/her age group will require personal MoE exemption.

Documentation Required for Enrolment

All candidates need to provide the following documentation:

For Omani and GCC Nationals:

- Copy of Birth Certificate (student)
- Copy of Passport (student and parents)
- Copy of Identity Cards (student and parents)
- 2 passport size photo (student)
- 1 passport size photo (1 each parent)
- Copy of up-to-date Vaccination Record (student)
- Consent Form signed and completed
- Medical Form signed and completed
- Emergency contact details completed
- Signed and dated Terms and Conditions

For students already in the Ministry of Education Portal, the Portal Certificate is required to be uploaded from their previous school. If the student is not registered in the portal already, students from PYP2 and above have to provide previous two school reports attested by the MoE Educational Supervision and Assessment Department.

For Overseas Parents:

- Copy of Birth Certificate (student)
- Copy of Passport (student and parents)
- Copy of Resident Visa (student and parents)
- Copy of Identity Cards (student and parents)
- 2 passport size photo (student)

- 1 passport size photo (1 each parent)
- Copy of up-to-date Vaccination Record (student)
- Consent Form signed and completed
- Medical Form signed and completed
- Emergency contact details completed
- Signed and dated Terms and Conditions
- Diplomats only – diplomat’s card (student and parents)
- For PYP2 candidates and above, previous two school reports attested in the country of origin and by the Educational Supervision Office in Oman.

Post-Review Procedure

When a decision has been taken on a candidate’s application, parents will be notified of the decision by email. Subsequently, the action taken varies depending on the decision taken regarding the student:

- **Acceptance:** If an applicant is accepted, this will be followed by a formal email of acceptance accompanied by the School Fees information, Consent form, Terms and Conditions, Emergency Contact form, Medical History form and a list of the required enrolment documentation to be submitted by the applicant. It is also asked for the enrolment Fee payment in order to secure a place for the candidate.
- **Trial Period:** A period of time (a day or several days) is offered to a family when the Admissions Department needs to assess their suitability for both the potential student and the school community. After this trial, there will be a consultation and a decision made.
- **Non-acceptance:** If an applicant is denied a place, a formal email is sent to confirm this.
- **Waiting lists:** If an applicant is accepted but no space is available in the appropriate class, he/she will be placed on a waiting list, and the parents will be sent an email to confirm this. When a place becomes available in the appropriate class, it will be offered to a student on the waiting list. Criteria used to decide which student on the waiting list is offered the place include:
 - Siblings already attending, accepted in or applying to the school
 - The existing gender balance of the class
 - The existing language balance of the class
 - Date of admission

Students who are enrolled in the school and then leave can re-enter the school at a later date with an incurring 50% Enrolment Fee, providing that the re-entry occurs within 1 year of the departure from the school.

Enrolment

An accepted applicant's space at school is guaranteed only after submission of required documentation and after confirmation of Enrolment Fee payment.

Re-Enrolment Process

Every January and once fees and calendar are approved and published, the Admissions Department gathers preliminary information about parents' intentions for the following year. A link is sent to parents asking them to confirm (or not) their children for re-enrolment. The parents are also given a deadline to pay the re-enrolment fee, which will be deducted from the following year's tuition fees. Closer to the deadline, phone-calls are made to parents who are still undecided or still pending in giving an answer to the school. Failure to do so may result in the place being given to another candidate.

Fees

The enrolment, administration, capital asset, building levy and tuition fees are set out in the Fee Schedule each year. Fees are payable twice a year before 1st of September and 31st of January, although parents may ask for special arrangements with the Head of School who will have to present it to the Board for approval.

Follow-up Procedures

Prior to the start of the academic year, all new students receive an email with information such as Uniform Shop, Class teacher's name and the school calendar. It is the teacher's responsibility to follow up with any further information needed to prepare for the students' start at school.

For new students arriving during the course of the year the Admissions Department informs the homeroom teacher, subject teachers and all administration staff of the arrival of new students with an e-mail providing the student's grade, entry date and any relevant background details. It is the teacher's responsibility to follow up with any further information needed to prepare for the students' start at school. The information about the new admission will be shared with the PTA class representative by the homeroom teacher.

Policy Development and Review

Policy reviewed in August 2021 by Admissions Department and Senior Leadership Team and shared with academic staff for acknowledgment and feedback.

Policy reviewed and updated in January 2024 by Head of School, OPIS Senior Leadership Team.