



**GATEWAY**  
INTERNATIONAL MONTESSORI SCHOOL

# Admission Policy

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## Contents

<b>IB &amp; Gateway Mission Statement</b> .....	3
<b>IB Mission Statement</b> .....	3
<b>Gateway International Montessori School Mission Statement</b> .....	3
<b>The International Baccalaureate Learner Profile</b> .....	3
<b>Introduction</b> .....	4
Philosophy .....	4
<b>Admission Requirements and Procedures</b> .....	5
<b>Open Admissions Policy</b> .....	5
<b>Priority of Acceptance</b> .....	5
<b>Admission Requirements for students applying to the Middle Years Programme (MYP)</b> .....	7
<b>Admission Requirements for Gateway Existing Students applying to the International Baccalaureate Diploma Programme</b> .....	7
Existing Students do not Meet Requirements for the DP .....	8
<b>Admission requirements for students applying from other schools (non-Gateway Students)</b> .....	8
General Guidelines .....	9
Students may participate in the IB DP programme in two ways: .....	11
Students may not participate in the IB DP programme in this one way: .....	11
<b>IB DP Course Selection</b> .....	12
<b>Special Education</b> .....	12
<b>Communicating the Admissions Policy</b> .....	13
<b>Policy Review</b> .....	14
<b>The Policy as a Working Document</b> .....	14
<b>References</b> .....	15

## IB & Gateway Mission Statement

### IB Mission Statement

The International Baccalaureate 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.

### Gateway International Montessori School Mission Statement

To provide students with a solid academic, social, emotional, and spiritual foundation preparing them to be inquisitive, self-reliant, problem solvers and peacemakers who collaborate to celebrate their national and global heritage and who are rooted in a strong set of core values and ethics.

### The International Baccalaureate Learner Profile

The Learner Profile is an integral part of forming and developing this policy; thus, we encourage our school community to acquire and practice the IB Learner Profile attributes which are embedded in the IB philosophy and thus is reflected in its mission statement:

- **Inquirers** – we acquire the skills necessary to conduct inquiry and research and sustain our love of learning throughout life.
- **Knowledgeable** – we explore concepts, ideas, issues and perspectives that have local and global importance.
- **Thinkers** – we contribute to discussions in a meaningful way, we do not shy away from challenging questions and we think creatively and critically to reach answers and take responsible actions on complex problems.
- **Communicators** – we regularly deliver stimulating presentations and drive excellence in group assignments by collaborating effectively and by expressing ourselves creatively and with self-awareness.

- **Principled** – we act with integrity and honesty; and take responsibility for our own actions, as well as respecting the dignity and rights of people everywhere. **Open-minded** – we are accustomed to seeking and evaluating a range of points of view besides critically appreciating our own history and culture.
- **Caring** – we work hard to make a difference in others' lives through our commitment to our school, local and global communities throughout our lives.
- **Open-minded** – we are accustomed to seeking and evaluating a range of points of view besides critically appreciating our own history and culture.
- **Risk takers** – we are articulate in defending our beliefs, are open to exploring new ideas with determination and face challenges and changes with resilience and perseverance.
- **Balanced** – our endeavors are directed towards creating active participants in a wide range of activities that balance the different capabilities we possess- intellectual, physical, emotional and social, recognizing the importance of creating an independent citizen who can interact efficiently with the world in which we live.
- **Reflective** – we support our learning and personal development by critically reflecting on and evaluating our learning experiences, thus understanding our strengths and weaknesses

## Introduction

Gateway International Montessori School is a lifelong, inquiry-driven learning community that embraces the uniqueness of all and commits to an International education as stated above in its mission statement. We believe that diversity adds to the richness of the educational experience; thus, Gateway International Montessori School welcomes and hosts students from varying backgrounds: cultural, ethnic, religious, social and national.

## Philosophy

Gateway International Montessori School is explicitly committed to all academic standards of Montessori, American, and IB educational systems. Gateway is accredited as a K-12 American international school by Cognia. The Montessori educational model is applied in K-3, where the Montessori philosophy and teaching methodologies are integrated with the American system, as well as its commitment to Egypt's National Education requirements. Gateway International Montessori School

is preparing in its candidacy phase to be explicitly committed to full implementation of the IBO in the Middle Years Program (MYP) and the Diploma Program (DP).

Our admission policy is articulated to encourage the maintenance of diversity in our student body, as well as to ensure that students who are admitted to Gateway International Montessori School can benefit from our educational provision and be successful in terms of our structured objectives for learning. Since our school believes that admission shall not be denied because of nationality, race or creed, the school wishes to accept all qualified applicants and shall make every effort to provide facilities needed for the expected enrollment.

Whenever all qualified applicants cannot be accommodated, all students enrolled as of the end of the previous school year shall automatically be enrolled for the following year. New applicants shall then be considered for admission on the basis of the date the application is received in the office. If a waiting list is necessary, qualified applicants will be admitted on a "first come/first served" basis as space becomes available in accordance with the priority system. Thus, all students from within the school, from the local area, from other countries and other school systems, and SEN students are welcomed to Gateway International Montessori School.

Our school operates a policy on maximum class sizes. We recognize that a number of students are less likely to benefit from our model of education. Our policy and procedures are designed to identify these students in order to help parents and the school makes the best choices in line with the individual needs of these students.

## **Admission Requirements and Procedures**

### **Open Admissions Policy**

Gateway International Montessori School is a co-educational, secular school established to serve all Egyptians and residents of Egypt.

### **Priority of Acceptance**

- Old Gateway Students or Children of Old Gateway Students: The priority applies to those who had spent 5 or more years at Gateway International Montessori School and/or alumni who

formally graduated from Gateway International Montessori School.

- Siblings of all year groups and programmes
- Staff children receive priority if the staff member will have satisfactorily completed at least two years at the school upon date of admission of the child and has received a contract from the school for at least one academic year after admission.
- Date when the applicant filed his/her application in Gateway International Montessori School; Usually applying for admission to Gateway starts in the first half of December; thus, qualified applicants will be admitted on a "first come/first served" basis as space becomes available. Every year the school advertises in some of the School's Official Social Media Pages. Also, the starting date, fees, and requirements for admissions are posted on the School's website as well as sending a newsletter to all parents, informing them of the new academic year admission dates, fees and requirements.
- In Gateway the optimum class size is between 20-26 students per class.
- Any student on the waiting list, whose parents decide to delay the admission, that student's name will go to the bottom of the waiting list for the following year (i.e. the date of application for the delayed year will become the date that they requested the change). They will also lose any priority status that they may have been entitled to with the previous registration.
- The availability of places: Students may be admitted at any time during the academic year unless the time affects the completion of their courses.
- Entrance during the second semester: Parents of students who are admitted in the second semester must understand that it is possible their child might have to retake this year. This would depend on arrival time, academic performance, social and emotional well-being, English language development, or a combination of these factors. Parents will be advised in advance if this is being considered. It also depends on the student's transfer documents from his previous school and the ability of the student to prove his \her capabilities and to adapt to the new environment academically and socially.

- However, as mentioned previously Gateway International Montessori School reserves the right to deny admission or re-enrolment to any applicant if, in its opinion, there were reasons to believe that admission or re-enrolment would not be in the best interest of the applicant or the School. Examples of this include, but are not limited to:
  - Expulsion from their previous school for violent or aggressive behavior, or any behavior seen as a Serious Offence in our handbook.
  - A student not in possession of appropriate documentation to reside and study in Egypt.

### **Admission Requirements for students applying to the Middle Years Programme (MYP)**

- Academic and Behavioral Recommendation Letter from the stage coordinator;
- Satisfactory performance in the Upper Elementary;
- Meeting the expectations of language A and Math assessment for admission;
- In case of acceptance with reservation, the student will be committed to the support program discussed by the school management.

### **Admission Requirements for Gateway Existing Students applying to the International Baccalaureate Diploma Programme**

The two-year Diploma program provides students with a breadth and depth of rigorous academic study which prepares them for university. Generally, higher-level subjects reflect the student's area of special interest. Standard level subjects complement the higher level choices but do not generally require the same degree of specialized knowledge and understanding. Three additional program elements are Theory of Knowledge, Extended Essay, and participation in the CAS Program.

- Academic and Behavioral Recommendation Letter from his/her Section Coordinator;
- Recommendation Letters from two of his\her Core subject teachers (Math, English, Science, Social Studies);
- A GPA 3.0 level of B-, which is equivalent to a score of 80-82/100 is recommended;
- Successful time-management skills in assignments or any kind of responsibilities.
- A commendable discipline record and a minimal number of referrals for issues including tardiness and improper behavior.

- Successful self-evaluation interviews will be held in the 2<sup>nd</sup> trimester of 10th grade (Jury Admission Committee: IB DP Coordinator, Language A English Teachers, Core subject Teachers)
- A signed copy of the “Honesty Contract”, " Language Policy ", "General regulations: Diploma Programme", clauses 3.3 and 3.4 (which refers to academic honesty), and " Conduct for Exams and Procedures" by both student and parent.
- For successful enrollment in the IB Diploma Programme, the school highly recommends that students and parents attend our IB DP orientation sessions held at school. These orientation sessions are held for Grade 9 and Grade 10 students and parents. The High School Coordinator and administration will announce these sessions to students and send emails to parents.

### **Existing Students do not Meet the Requirements for the DP**

The status of students who want to apply to the Diploma Program but do not meet the above admissions criteria is discussed by the admissions commission at the date of application and at the end of the 10<sup>th</sup> grade.

Students who have fulfilled the admission requirements at the end of the 10th grade are interviewed again. The student who is successful in the interview at the end of the 10th grade can be conditionally accepted to the program if he/she will provide the missing admission qualifications until the IB program commences. In the interview, first, the attitude of the student for the Diploma Program, then the grades and language levels are considered.

Students who have lower points than 80% will be entitled to become a Diploma Programme student if they and their parents accept conditions like:

- extra support classes after school
- doing homework regularly
- taking part in teacher – parents meetings

### **Admission requirements for students applying from other schools (non-Gateway Students)**

Admission to the School will be determined by the Head of School based on information obtained from professional staff and is based on data submitted as required by the professional staff with respect to:



## General Guidelines

- The potential of the applicant to benefit from the educational services available.
- The capacity of the School to meet the educational needs of the applicant.
- The following admission documents must be provided and the specific conditions agreed upon and met before a student may be officially enrolled at Gateway International Montessori School are:
  - The application form must be completed in full.
  - A copy of the birth certificate of the student
  - The health information form must be completed and be available in the students' files as well as a copy with the doctor responsible, especially the health forms for students who have any health problem so that the school would be a secure and safe environment for the applicant where he/she would feel cared for. Gateway International Montessori School ensures the confidentiality of this health information entrusted to us by parents.
  - Records from previous school(s) must be on file in Gateway International Montessori School's Student Affairs Department; Also, a copy of the student's End of Year Report Card for the last two years and a confidential Reference and Report from his/her previous school are required.
  - The results of the admission tests. The Applicant must pass an admission test in his Language of Instruction (English) and Math with at least 70 % since the Language of Instruction is essential in his learning process and his learning progress.
  - An Interview with the Applicant: G4-11 will have an interview with the stage coordinator.
  - Gateway International Montessori School will not accept students into Year 12 unless they have come from another American or IBDP school and have studied courses compatible to those that Gateway offers.
  - A signed copy of the "Honesty Contract", "Language Policy ", "General regulations: Diploma Programme", **clauses 3.3 and 3.4** (which refers to academic honesty), and "Conduct for Exams and Procedures" by both student and parent: these forms are to be signed at the start of the academic year when students begin the Diploma Programme.

- All appropriate tuition fees must be paid in full. The school fees are paid throughout the academic year in four installments.
- The school wishes to accept all qualified applicants and shall make every effort to provide the facilities needed for the expected enrollment. Whenever all qualified applicants cannot be accommodated, all students enrolled at the end of the previous school year shall automatically be enrolled for the following year.
- All applicants should be prepared to cope with the bilingual nature of the educational program as in all the educational systems offered at Gateway, including the International Baccalaureate Diploma Programme, the student should at least possess one language: their language of Instruction (English) which might be their native tongue and know that they are required to learn a second language (Mandarin or Spanish) or possesses a second Language such as Spanish \ Mandarin.
- Also, in the Diploma Programme Arabic would be offered as a second choice in Language A for those who wish to study two languages in Group 1 Language A; also SSSTL (Student Self Study Taught Language) in Language A would be offered for those whose mother tongue or Language of instruction is not English or Arabic, but who wish to study their mother tongue in Language A besides their language of Instruction.
- New applicants shall then be considered for admission based on the date the application is received in the office. If a waiting list is necessary, qualified applicants will be admitted on a "first come/first served" basis as space becomes available.
- As mentioned previously, the school head's decision is final in all matters pertaining to admissions. In accepting students, the school depends on student admission priorities, set by its Boards of Trustees which are as follows:
- The school leadership provides periodical information sessions to provide students and parents with a more in-depth understanding of an IB student's day and responsibilities. These events highlight the student Learner Profile at work as well as communication skills, research skills, and organization skills to name a few.

- Upon Admission to the American high school diploma or Diploma Programme students will be guided in appropriate course selection, parents and students are introduced to Gateway Course Selection document and process. They are invited to attend a session on the process of the course selection, the subjects offered, and university counseling for studying at universities abroad and in Egypt. Grade 10 students are required to fill in and sign Gateway Course Selection document in consultation with his or her parent(s).
- For DP1 students graduating to DP2, the Gateway assessment policy and IB conditions for Diploma awarding are closely implemented. In case a student does not achieve the minimum requirements to graduate to DP2, the school committee meets to revise yearly work, action plan implementations, student progress, the student's four DP1 assessment reports and finally teachers' recommendations. All options are discussed and the parents and student are contacted for a meeting. The options may include continuing to DP2 but on probation or not continuing in the IB and moving to the American Diploma program.

**Students may participate in the IB DP programme in 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, teachers, school counsellor and the DP Coordinator in Diploma Year 2

**Students may not participate in the IB DP programme in this one way:**

- As a non-examination student

**Gateway students are expected to:**

- Work very hard
- Approach tasks with a sense of purpose
- Demonstrate self-discipline and responsibility
- Learn from fellow students as well as teachers

- Share with, and contribute to, the community

## IB DP Course Selection

IB Diploma students choose 6 subjects, at least 3 at higher level (4 is possible) and 3 at standard level (or at least 2), to study alongside the Theory of Knowledge, the Extended Essay and the Creativity, Activity and Service Program. All students work with the IBDP Coordinator, school counselor, and teacher recommendations on their course selections, depending on their preferences for their future university studies and the availability of courses in each of the six groups that the school offers. The decision to do so is made in conjunction with a student's parents, teachers, head of languages, school counselor, and the DP Coordinator.

No matter which option of the six subjects students choose, all students in Grades 11 and 12 must successfully complete CAS, TOK, and an Extended Essay in order to receive an IB Diploma.

## Special Education

For detailed information please refer to the School's Inclusion Policy (SEN), which details the possibilities of inclusion, for students requiring additional learning support

In Gateway International Montessori School, our programmes of study and schemes of work within the school take into account of a wide range of student abilities, aptitudes and interests. There are some students; however, who have particular educational needs which will necessitate additional provision. In Gateway we aim to enable each student to progress and be appropriately challenged and provide him/her with a broad, balanced and differentiated education and our purpose in giving attention to educational needs is to provide a system that enables the needs of all students to be addressed and to recognize the continuum of need and range of provision required. Thus, we adopt a SEN Policy based on inclusion and differentiation.

- Unfortunately, the school does not have the resources to administer a programme for children with severe learning disabilities (e.g. severe speech disability, severe autism, severe physical disability etc.)
- However, Gateway International Montessori School support students with moderate learning disabilities and also comprises gifted and talented students. Within the teaching resources

available, we aim to support the following groups of students who have been identified as having particular educational needs:

- Students with general learning difficulties particularly in reading, spelling and mathematics or who may be generally underachieving in a specific area of learning.
- Students with specific learning difficulties in spelling and reading.
- Students with specific physical or medical conditions.
- Students with mild behavioral or emotional difficulties.
- Students that require an advanced programme of study
- Families with children who are admitted to Gateway International Montessori School with special needs must present a recent psycho-educational assessment which has been conducted by a licensed school psychologist within the last two years.
- These results will determine the appropriateness of the child's enrolment in the school.
- We require that parents inform us of any previous testing.
- Previously identified special needs or previously received support must be communicated at the time of application. In some cases, parents may be asked to commit to providing extra support for their child, which may take the form of in-class support or out of school provision or both, and may include a financial contribution.
- If it later appears or becomes clear that the child had a previously diagnosed condition or that prior testing took place and the parents did not provide the documentation as stated, the family may be asked to withdraw the student. This would be at the recommendation of the Head of School.
- If the need for an educational evaluation and/or the introduction of additional support is identified after enrolment is completed the School will require full parental cooperation in order to provide a programme that is in the best educational interests of the student.

### **Communicating the Admissions Policy**

The IB Admissions Policy is available to all current and prospective students and families as part of the comprehensive Gateway website; this site serves as the Gateway "Handbook" for potential and current students. These policies are also communicated to students and parents through individual subject teachers, counselors, and stage and IB Coordinators at the start of each academic year.

## Policy Review

### **The Policy as a Working Document**

- ✚ The Gateway Admissions Policy is to be considered a working document that is reviewed and revised at least every five years in conjunction with the school’s IB self-study review cycle, or more frequently if changes in the school’s student population, or IB course offerings and/or sequencing dictate review and revision.
- ✚ Moreover, the school shall regularly review this policy on admissions to keep up with changes in the requirements of students and the changes to the school profile.
- ✚ It is the responsibility of the Heads of School, school principal, stage and IB Coordinators to form a steering committee comprising the following to review the Admission Policy:
  - Pedagogical Leadership Team
  - CAS/TOK/EE Coordinators
  - School Counselor
  - Admission Supervisor

## References

- Approaches to Teaching and Learning in the Diploma Programme (2014), International Baccalaureate Organization
- General regulations: Diploma Programme (2022), International Baccalaureate Organization
- IB Learner Profile (2013), International Baccalaureate Organization
- MYP: From Principles to Practice (2015), International Baccalaureate Organization
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- Rules for IB World Schools – Diploma Programme (2018), International Baccalaureate Organization
- What is an IB Education? (2019), International Baccalaureate Organization