

Ramallah Friends School

Admission & Withdrawal Policy

Introduction

This policy guides the admissions process for the Ramallah Friends School for Lower KG to Grade 11 at the Ramallah Friends School (RFS). The admissions process is guided and defined by our Quaker values, as shown below:

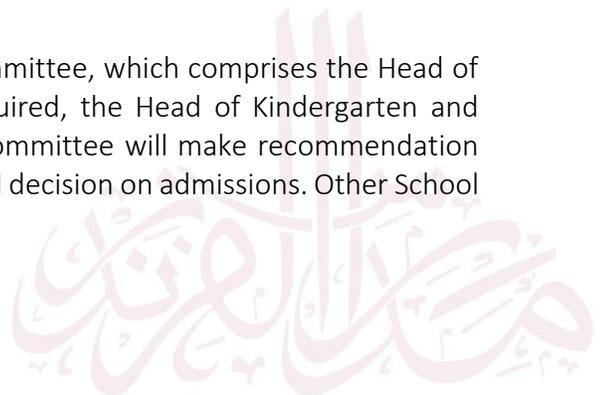
- We commit to being transparent and accountable to our admissions policy. We expect that parents will openly share all information relevant to their child's application. **(Integrity)**
- We commit to creating a diverse student body that is reflective of both our history and the larger community. **(Community)**
- We commit to creating an inclusive student body, where possible given the nature of our academic program that is characterized by gender equity. We strive to create equitable opportunities for children who may otherwise not be able to benefit from the education we provide. **(Equality)**
- We expect our students and their parents to become active members of our school community and to uphold our Quaker values. **(Stewardship)**

The admissions process will take place as publicly announced and as defined by this policy. Applications will only be accepted during the admissions period, except for Grade 11 applications, which are accepted on a rolling basis until the set deadline.

The number of new students accepted each year is dependent on the availability of places, up to the maximum number of students for each grade, as defined by the Board of Trustees. The primary intake of students is in the first three grades (Lower Kindergarten, Upper Kindergarten, and Grade 1). A limited number of places may be available for children in Grades 2 through 11. The last two academic years (Grades 11 and 12) are part of a two-year IB program, and therefore RFS can only accept students into Grade 11.

Recommendations from RFS community members on behalf of the applicant are welcomed as part of the application process. Recommendations must be in written form and submitted with the application during the admissions period. Each applicant can submit up to three recommendation letters with the admissions application.

The admissions process is managed by the Admissions Committee, which comprises the Head of School, the Principal of the relevant Campus and, as required, the Head of Kindergarten and Deputy Principal of the relevant section. The Admission Committee will make recommendation for admissions to the Head of School, who will make the final decision on admissions. Other School



relevant personnel will also be involved to ensure a thorough approach to student applications. All applications are reviewed carefully and scored based on criteria described below. For the Lower Kindergarten, Upper Kindergarten, and Grade 1, if there are more applicants (of similar categories and with similar assessments) than the number of vacancies available, the Admissions Committee will use a lottery system to select qualified applicants.

We will notify all applicants of the Admission Committee's decisions. These decisions are final and shall not be contested by the applicant's family or any other member of the RFS community.

For children moving from a different school, we adhere to the transfer requirements of the Ministry of Education.

Parents are required to submit a medical form upon acceptance.

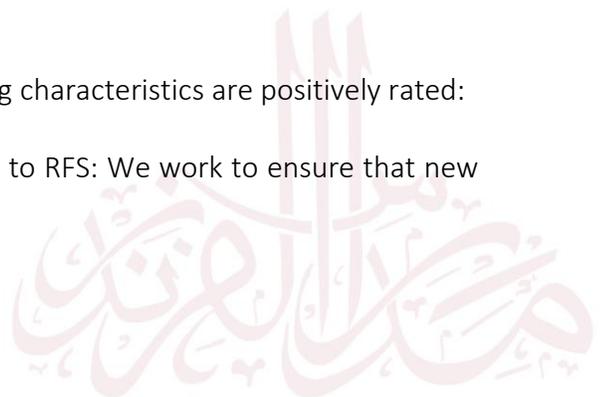
After receiving their admissions letter, students can be considered officially enrolled and registered after parents have complied with relevant registration requirements including: -

- Payment of the registration fee and complying with the school tuition payment plan.
- Agreement in writing to abide with school rules and policies
- (For transfer students) providing relevant transfer documents (including proof that they have no outstanding financial obligations at the previous school)
- Meeting all admissions requirements.

1. General criteria for admissions:

We review applications based on the following general criteria:

- Characteristics of the family: Criteria include: 1) educational and parenting philosophy; 2) commitment and indicated future involvement in the child's education; 3) commitment to RFS values. We prioritize applicants whose families uphold our Quaker values and commit to participating in our school community. Therefore, the school will orient the parents on the RFS values as part of the application process, and, during the admissions process, we will meet with parents of applicants to learn more about their understanding and support for these values, mission and ethos of the school.
- Characteristics of the applicant: The following characteristics are positively rated:
- Being the first child from the family to apply to RFS: We work to ensure that new families are able to join our school.



- Being related to a member of the RFS community: This includes applicants who are a sibling of a current student or a child of a staff member (with more than one-year employment) or RFS graduate.
- Having applied before: This includes children who have applied in previous years.
- Coming from under-represented groups: We strive to ensure diversity and inclusivity in its student body. Our admissions are designed to create/maintain gender equity. This also includes applicants from other groups underrepresented in our student body.
- Being ready for school: For Lower Kindergarten, Upper Kindergarten, and Grade 1, we will also review the applicant's readiness for school, in addition to the above criteria.
- Being a high-achieving student: For Grades 2-11, we will also review the applicant's academic performance, in addition to the above criteria.

2. Learning Support:

We strive to provide opportunities for children with learning needs that are not met elsewhere, as possible within our resources. If an applicant has a diagnosed learning difficulty, parents are required to declare any information as part of the admissions process, including providing a professional diagnostic report from an institution acceptable to the school.

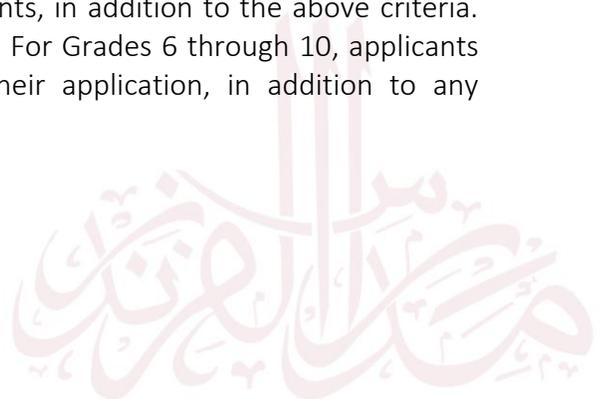
3. Special considerations:

Kindergarten:

Applicants to kindergarten must meet the age requirements and be generally "ready for school". In addition to meeting applicant parents, we will invite applicants into the kindergarten for observation by relevant, qualified professionals so that we can ascertain whether the children are ready for school, using appropriate observational techniques.

Grades 2-11

A limited number of places may be available for children in Grades 2 through 11. Due to the limited number of places, we will prioritize high performing students, in addition to the above criteria. This will be determined based on the school's assessment. For Grades 6 through 10, applicants are required to provide recommendations as part of their application, in addition to any recommendations from RFS community member.



Exceptions to the Admissions Policy

The Executive Committee will be responsible for reviewing requests for any time-sensitive exceptions to the admissions policy. (This does not apply to decisions by the Admissions Committee, which are final as defined by this policy.) Recommendations will then be submitted by the Executive Committee for consideration by the Board of Trustees.

Developed by: Academic Committee

Approved by: RFS Board of Trustees

Date approved: 30 March 2020

Date to be reviewed: October 2021

Student Withdrawal Refund Policy:

- **Withdrawal prior to the beginning of the school year:**

All fees and payments remitted to the school by a student, except the non-refundable registration fee for new students, shall be refunded if the student withdraws their application and/or seat prior to beginning of the school year.

- **Withdrawal during the first month:**

In the event of a student's withdrawal within the first 30-days of the school year, only 75% of the total tuition will be refunded, except all fees remitted to the school such as for books or software. Students who have not completed their financial obligations prior to withdrawal will still be responsible for 25% of the annual tuition as well as all other fees.

- **Withdrawal between the beginning of the second month and the beginning of the second semester:**

In the event of a student's withdrawal in the period between the beginning of the second month of the school year through the beginning of the second semester of the academic year, only 50% of the annual tuition will be refunded, except all fees remitted to the school such as for books or software. Students who have not completed their financial obligations prior to withdrawal will still be responsible for 50% of the annual tuition as well as all other fees.

- **Withdrawal after the beginning of the second semester:**

In the event of a student's withdrawal following the beginning of the second semester of the academic year, no fees and tuition remitted to the school shall be refunded, and the student shall be responsible for honoring the remainder of their financial obligations to the school. Exemptions and waivers to this policy will be examined by the Head of School on a case-by-case basis.





- **Temporary withdrawal:**

Students and families who are seeking a temporary withdrawal must seek the administration's approval prior to withdrawing. The duration of the temporary withdrawal may be up to one year. This withdrawal is considered temporary only if the student maintains active student status by completing tuition payments for that year. Students who do not maintain active status will be considered permanently withdrawn and must make a formal application for readmission. This application will be given priority over other applicants if capacity allow for it.

A student requesting to return to RFS after being on a temporary withdrawal for longer than one year must make a formal application for readmission. This application will be given priority over other applicants if capacity allow for it. Unique circumstance requiring an absence longer than one year must be discussed and approved by the Head of School.

