



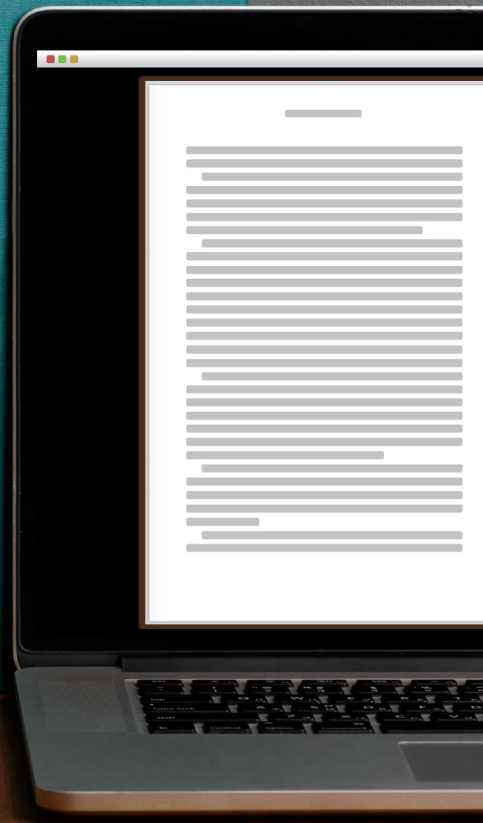
Eastwood Schools  
Est. in 1973

# Admissions Policy\*

An EIS Guide

2022-2023

\*Policy was last reviewed on September 2022



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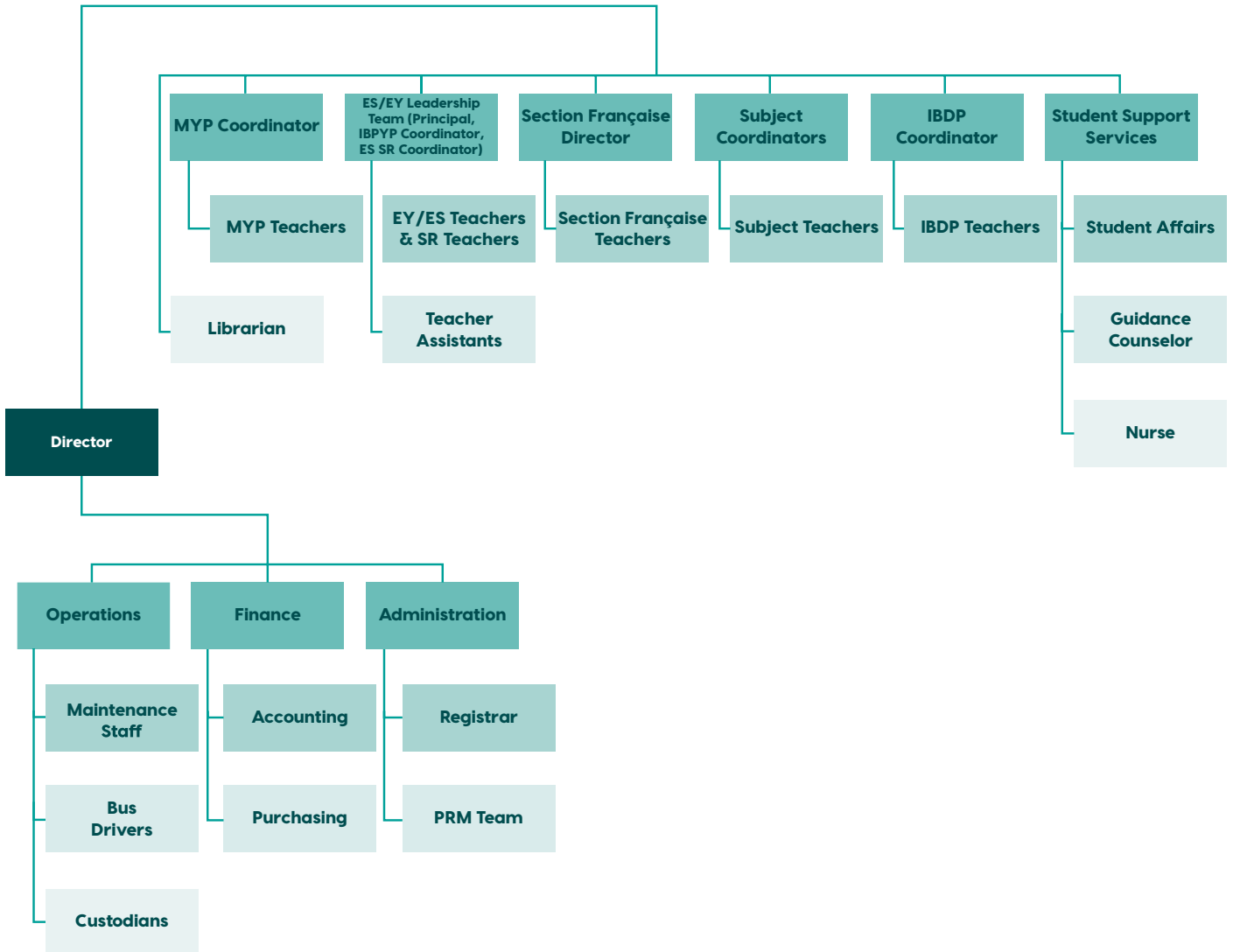
CIS MEMBER



## MISSION + VISION

Eastwood International School commits to positively impacting the world by teaching students to be driven by a balance of mind, body and soul, and to couple knowledge with compassion, ambition with integrity, and achievement with service.

# ORG CHART



### **PHILOSOPHY OF ADMISSION AT EIS: EQUAL EDUCATIONAL PHILOSOPHY**

As an international school, EIS welcomes students from all nationalities, gender identities, academic abilities, religions, races and ethnic origins.

At the heart of its admission philosophy, EIS believes in providing high standard international education for school children throughout and consequently the school has adopted an open enrolment policy that accepts students throughout the year given that they meet the admission requirements set by the school. EIS also believes in the right of every child for a comprehensive education regardless of his/her abilities, aptitudes, educational needs, learning styles and academic or linguistic background. This philosophy is translated into the delivery of a unique English as a Second Language Program for students who haven't had schooling via the standard English language. Also, the school has a comprehensive Arabic Language Program aligned with the requirements of the IB and the Lebanese National curriculum (For further information, refer to the school's Language policies). Moreover, EIS has a dedicated and well trained Learning Diversity Department to serve students from K-12 that have diverse learning needs and difficulties. The department includes full time staff such as special educators and speech and occupational therapists. In this regard, the admission policy and team aims to guide parents and guardians in the admission processes via a thorough orientation divided into many sessions.

# EIS POLICIES 2022

## ADMISSION POLICY

### ELIGIBILITY FOR STUDENTS' ADMISSION

EIS finds pride itself by believing, practicing and promoting inclusive education. The school believes in providing equal and meanwhile individualised opportunities for every student to learn and flourish. Moreover, in order to ensure their success, EIS encourages all potential applicants and their parents/guardians to indicate a strong wish to believe and invest in the school's mission, vision and educational objectives. In this regard, all students are expected to demonstrate a proven ability to succeed in the school's various programs such as the Lebanese and IB (PYP, MYP, DP) programs. The eligibility also includes the language proficiency of the students in the language of instruction whether it's English or French.

### THE ACADEMIC AND ADMINISTRATIVE STRUCTURE OF EIS IS DIVIDED AS FOLLOWS:

- **EARLY YEARS, PRIMARY YEARS PROGRAM (NURSERY – KG2)**

managed by the Early Years Principal

- **ELEMENTARY SCHOOL, PRIMARY YEARS PROGRAM (G1 – G5)**

managed by the Elementary Principal

- **FRENCH SCHOOL, PRIMARY YEARS PROGRAM (NURSERY – G4)**

managed by the French Principal

- **MIDDLE & HIGH SCHOOL, MIDDLE YEARS PROGRAM & DIPLOMA PROGRAM (G 6 – G 12)**

managed by the Associate Director

Students wishing to apply to either stage, should be age eligible. Below is a breakdown of the expected grade level and age appropriateness for every applicant. The below table is adopted by having in mind the cognitive, emotional and social development of the students.

<b>ENTERING GRADE</b>	<b>AGE BY SEPT. 30</b>
NURSERY	3
KG1	4
KG 2	5
GRADE 1	6
GRADE 2	7
GRADE 3	8
GRADE 4	9
GRADE 5	10
GRADE 6	11
GRADE 7	12
GRADE 8	13
GRADE 9	14
GRADE 10	15
GRADE 11	16
GRADE 12	17

# EIS POLICIES 2022

## ADMISSION POLICY

### LANGUAGE TEACHING AT EIS

The medium of instruction for all the school's academic programs in the English speaking sections is English language. In the French section, the language of instruction is French. In addition, the school provides 2 additional languages as language of acquisition and literature for each of the English and French speaking sections. These 2 languages are Arabic and French.

In PYP, both English and French sections, Arabic is taught as a host language for students from nursery to grade 5 that is streamed into 2 different phases (A & B). The enrollment in each phase is determined by a thorough assessment that is carried out twice per year.

Similarly, the school offers English language support to non-native English speakers through the English as a Second Language department. The ESL department relies on interviews with the prospective student as well as the results of diagnostic tests to determine the amount of English language support the student may require.

In the MYP, the Arabic language curriculum is planned and designed both as Language of acquisition and language literature which is aligned with the program expectations of MYP. The students are streamed in either of the 2 programs based on their language literacy skills examined through a diagnostic assessment. The French language in the MYP is delivered as language acquisition coursework and follows the requirements of the IB-MYP program with regards to the framework and instructional periods.

In the DP for group 1 and group 2 courses that pertains to the language curriculum of the program, EIS provides English as language A, English Language B, Arabic Language A, Arabic ab Initio and French ab Initio. DP students choose their courses in group A & B based on their previous and current achievement levels in the MYP in addition to the requirements of the Lebanese nationals who wish to join the DP.

## ADMISSION POLICY

### **PROMOTION EXPECTATIONS & READMISSION**

EIS aims to ensure continued success for individual students from Nursery to grade 12. EIS expects the permanent support of the parents and guardians to help students meet the grade level expectations. In line, EIS believes in educating children to work diligently and patiently to show learning progression. Also, we expect that students at each grade level demonstrate satisfactory progress to be promoted with an established and proven set of skills and knowledge as indicated in the reporting and assessment systems. While these reporting are carried out on a regular basis, students who are not coping with the requirements of the program will be further supported through learning interventions and supporting systems. In a few cases where students progress deemed unsatisfactory, the school will officially notify the parents for remedial action to be taken jointly. Cases where students fail to meet the specific promotion requirement of each grade level, the academic promotion committee might advise the students to discontinue their education at EIS and consequently support the family to find alternative education for their children. (For further details on the promotion requirement of EIS, consult the published Parents' Handbook).

All returning students who leave EIS or are required to do so will follow the regular admission procedures of new applicant. This necessitates that students who are reapplying will have to sit and pass the academic exams of the school (these exams are reviewed) and present a recommendation letter from their previous schools. Based on the decision of the admission office, the student can be granted admission to EIS.

## ADMISSION POLICY

### ADMISSION OF STUDENTS WITH SPECIAL NEEDS

At EIS, we believe and practice inclusive education and learning for students from diverse academic backgrounds. However, in some cases, only students with mild learning difficulties are accepted. This measure is to ensure that the academic and cognitive abilities of the student are not extremely far from his/her peers which will allow him/her to reach his/her full potential in an inclusive setting. These difficulties/disabilities include: ADHD, specific learning difficulties, dysgraphia, dyscalculia, dyslexia, dysphasia and auditory and visual memory difficulties, mild social, emotional and behavioral difficulties. During the process, the admission team takes account of the following:

1. Eastwood International School accepts students with mild learning difficulties
2. The necessity of parents/guardians to hand in all prior documents and assessments
3. The assessments' dates should not exceed two years from the evaluation date
4. The need for school administration to assess the educational needs of the applicant in order to verify the possibility of providing the necessary support. Each child will be considered on an individual basis
5. The severity and degree of difficulty/disability
6. The level of support needed from special services and any special considerations the student may require
7. The number of special needs students currently enrolled in an assigned class
8. The school's resources needed to cater for the learning difficulty, class size, and accessibility of school facilities
9. The child's individualized education plan (IEP) if one exists, and the school's ability to meet the IEP
10. Other school's feedback and report
11. Reports and assessments from professionals
12. Interview with parents/caregiver
13. Informal assessment and observations done during the trial period of two to five days
14. Reference from previous school



## ADMISSION POLICY

### ADMISSION DECISION

Once a parent provides all the needed document and an admission exam is administered, the admission officer decides on the outcome of the application and informs the parents in a written format either by issuing acceptance, conditionally accepting a student or rejecting the application depending on the outcome of the admission exams, student's previous schooling and conduct and the availability of seats. The decision is either:

**A. ACCEPTANCE:** The admission office informs the parents about the decision through an official letter indicating the decision. Once admitted the parent and the students receive thorough orientation about the school and its programs.

**B. CONDITIONAL ACCEPTANCE:** Based on the admission exams and the application file, some students might be admitted with certain conditions such as academic probation or behavioral contract. The decision about the conditional acceptance is informed and explained to the parents and the students formally in a separate meeting.

**C. REJECTION:** In cases where a student fails to meet the admission requirements of the school which is based on the outcome of the interview, admission exams and previous schooling records (such as transcripts), the school will not accept a student and will inform the parents accordingly. Equally, based on the availability of the space, the school might be obligated to cap the number of students in each class and section. Finally, any attempt to forge an official document including interview or application questions can lead to a decision not to accept a student at EIS.

All of the admission exams are administered on the school campus. In order to make an informed decision with regards to the students' placement, the school provides a thorough list of the major concepts and skills that are expected to be covered in the admission exams. The student review these set of skills and concepts prior to sitting for exams.

## ADMISSION POLICY

### **GENERAL QUESTIONS RELATED TO ADMISSION TO EIS**

Below are some specific information pertaining to the admission process at EIS. New applicants can always inquire about the school's admission procedure through the office.

#### **1. STUDENTS APPLYING FROM DIFFERENT SCHOOLS WITH DIFFERENT ACADEMIC PROGRAMS.**

Students from different schooling systems are appraised based on their results from their previous school in addition to their performance on EIS's entrance exams. Should the admissions committee find that they will be able to meet the standards on their own or with the support of other departments at school, then they are eligible for either conditional or unconditional admission.

#### **2. STUDENTS TRANSCRIPTS AND ACADEMIC STANDING OF NEW STUDENTS FROM OTHER SCHOOLS. HOW DO WE LOOK AT THIS?**

As part of the application process, parents are asked to submit reports from previous schools in addition to the school's comprehensive application form. Should these reports contain anomalies, then the admission director contacts the previous school for follow up.

#### **3. DOES EIS ADMINISTER ADMISSION EXAM FOR ALL ITS ACADEMIC PROGRAMS (LEBANESE AND IB).**

Admission exams are administered to every student from Grades 1 - 12. If they are applying to the Early Years department, then an assessment is administered in place of exams. For students following the Lebanese National curriculum, the entrance exam subjects are Arabic, English, and Math. For students exempt from the national curriculum, admission exams are in Math and English.

#### **4. WHO DECIDES ON WHO WILL BE ADMITTED?**

Admission decisions are made by the director of admissions, with feedback from the IB and academic coordinators and respective principal.

#### **5. STUDENTS WITH SPECIAL NEEDS. SPECIAL SERVICES FOR STUDENTS WHO MIGHT BE ELIGIBLE TO RECEIVE THE SUPPORT OF LEARNING DIVERSITY DEPARTMENT.**

Admission to the Learning Diversity Department is contingent on many factors. First and foremost, the school relies on a comprehensive psychological assessment carried out by an independent third party. This assessment contains various sub-tests and provides the school and parents with an overall roadmap of the students' weaknesses and strengths. If their academic level (for modifications) is similar to those of the school's current students, then the applicant is asked to come and spend a two day trial at school during the academic year. This, along with a parent interview and all reports are considered when deciding on admission for a student in the SR department.

# EIS POLICIES 2022

## ADMISSION POLICY

### 6. DOES EIS HAVE A WAITING POOL?

Students are placed on a waiting list should the class they are applying to be at capacity. Should a space become available, the wait list candidates are contacted to offer an admission. Priority for admission goes to students who have siblings at EIS.

### DOCUMENTS NEEDED FOR ADMISSION:

1. The completed Online-Application-Form (Found on the school's website)
2. An entrance examination for candidates for grades 1 to 12
3. Early Years candidates are invited to come to school with their parents for an interview.
4. Completed Online Medical Form (Photocopy of Vaccination Card is compulsory for early age students).
5. A signed Apple Release Form
6. For students from Nursery - Grade 6, a copy of their vaccination booklet
7. Official transcripts\* from the last three years including the current year or progress reports for Early Years candidates (if applicable). Students applying to High School must provide the school with 2 teachers recommendation letters and a disciplinary report.
8. Results of all standardized and/or individualized tests.
9. Two passport size photos (4 for students in Early Years)
10. One photocopy of a valid passport and Lebanese ID card (if applicant is Lebanese).
11. A personal and family interview. High School students are required to send a motivation letter to the admission department.
12. Students coming from Lebanese schools must provide an official document from the school, certified by the Ministry of Education, attesting to their successful completion of the previous academic year.
13. Students applying from outside of Lebanon, regardless of nationality, must provide a "permission" document from the Lebanese Ministry of Education.
14. A non-refundable application processing and testing Fee of \$100 or LBP 150,000.
15. A bus form (if applicable).



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