



Royal Grammar School Guildford, Muscat

Admissions Policy and Procedures **Academic Year 2023-24**

Operated under the supervision of the Ministry of Education of Oman.

Purpose

We aim to become the school of choice for the compassionate and ethical leaders of tomorrow, who have the will to act for collective wellbeing and sustainable development.

We offer a challenging, holistic British international curriculum, to the local and international communities in Oman, with unique elements that nurture each student's individual passions and talents, allowing them to realise their aspirations and dreams, and to become productive global citizens who actively contribute to the communities where they live, study and work.

Introduction

Since 2008, the Sama Educational Company (Sama) has offered a top-quality education to the international and local communities in Kuwait. With five schools, five nurseries, and a learning institute across Kuwait, our enduring commitment is to the development of excellent learning and teaching in line with our mission, beliefs, and educational principles that nurture character, academic rigour, and committed global citizens.

The Royal Grammar School Guildford (RGSG) is proud to bring over 500 years of tradition, heritage, and academic excellence in England, to the local and international communities of Oman. RGSG provides an outstanding British curriculum education based upon traditional values of decency and respect, supported by exceptional pastoral care and a wide range of extra-curricular opportunities.

Sama and RGSG have combined their experience and expertise to develop the Royal Grammar School Guildford, Muscat (RGSG Muscat) with an innovative approach to learning that develops every aspect of the character and talents of each individual student, at each stage of their growth, using the expertise of our leaders and educators, first-class facilities, rich educational resources, cutting-edge technology, and specially designed school environments.

Very importantly, we have also ensured that RGSG Muscat is a learning environment in which the cultural values of Oman are valued and practiced.

In September 2023, RGSG Muscat will welcome students from Foundation Stage (KG) (age 3 years) to Grade 5 (age 9/10+ years).

Choosing a school for your child implies a long-term commitment between the school, the student, and the family. The admissions process for RGSG Muscat provides an opportunity for parents and the school to get to know each other and determine whether RGSG Muscat is the right choice for your child.

Commitments

RGSG Muscat is committed to the principles of equity and fairness in its admissions process. We are committed to inclusion and diversity in our school and admit students who we determine will thrive in, and benefit educationally and socially from attending, RGSG Muscat. We seek students who will make a positive contribution to the life of our community of learners.

We seek families who are committed to the RGSG Muscat Values and Purpose, who value the international nature of our holistic curriculum, and who are willing to participate fully in all aspects of our diverse, balanced, exciting, and challenging programmes.

To fulfil the school's purpose of providing education in a British international environment, and through English and Arabic languages, we may consider factors such as an applicant's prior educational, cultural, and linguistic background.

Age criteria for accepting students

RGSG Muscat follows the Ministry of Education age criteria for acceptance.

- For Foundation Stage 1, students must have turned 3-years-old in June of the enrolling academic year
- For Foundation Stage 2, students must have turned 4-years-old in June of the enrolling academic year
- For Grade 1, students must have turned 5-years-old in June of the enrolling academic year and not exceed 7 years old.
- For Grade 2 to Grade 12 students are accepted in the school as per the current level registered in the Ministry of Education Portal.
- Overseas student grade levels will be determined by Certificate Equivalency Department at the Ministry of Education.

Residency conditions

Admissions are open to Omani nationals and foreign residents. All students admitted to RGSG Muscat should reside either with their parents or with a legal guardian, that either or both parents have approved, and that also have a Civil ID or resident permit.

Placement of students

Some applicants may come from countries or schools with a different academic system. We endeavour to admit the student to the grade level that the Admissions team considers to be the most appropriate and in the best interests of the student's learning and wellbeing, ensuring no gaps in their educational progress, and that complies with local regulations.

For students transferring from another school in Oman, previous schooling and the equivalent grade/year level are followed as per the Ministry of Education regulations.

Students who require additional language or learning support

We seek students whose academic and wellbeing needs can be met by our programmes and the student support services we have available at the time of admission.

Students requiring language or learning support may be admitted when support resources are available for the student's language or learning needs, at the time of admission, that will enable them to thrive. We are able to admit students requiring language or learning support, up to our capacity for providing that support. Once that capacity has been reached, we are unable to admit students until capacity becomes available.

RGSG Muscat offers its curriculum mainly in English, with some lessons in Arabic aligned with our commitment to nurturing the language and culture of Oman. The school provides support to students for whom English is a second or foreign language.

Preference

Preference may be given to siblings of RGSG Muscat students if they also comply with RGSG Muscat's admissions criteria.

Timeline

Applications for admission will be accepted from 1st March 2023, for the academic year 2023-2024.

Registering interest for the academic year 2024-2025 can also be done from 1st March 2023.

More information is available on our admissions portal on the website <https://rgsgm.com/admissions.html>

The school will accept applications for admissions throughout the school year and will admit students at the beginning of a term in either September or January if they meet all the local regulations for admission.

The Admissions Team is here to help you and will provide information about the school and its programmes. They will also explain the admissions requirements and provide support at every step of the process.

Steps of the process

1. Choose RGSG Muscat on the Ministry of Education Portal

The parent/guardian should choose RGSG Muscat on the Ministry of Education Parent Portal .

2. Completion of the online application form.

The parent/guardian should complete the Application Form online <https://rgsgm.com/admissions.html> , and all requested documents should be scanned and uploaded. In some circumstances, we may accept hard copy applications. Help in completing the application form is available from the admissions team.

3. Payment of the Application Fee

The Applicant's parent/guardian should pay the Application Fee according to the instructions in the Fee Schedule and Procedures <https://rgsgm.com/fee-schedule-and-procedures.html>

4. Required Documents

There are several documents required to complete the application and registration process. We recommend that you go through the checklist below and ensure you have the necessary documents ready for your application or for final registration. We prefer that you upload them with your online application, but you may also submit them to our admissions office.

Document Checklist

Stage 1 – required to submit an application.

- A completed application form for each applicant.
- A passport-size photo of each applicant on a plain white background.
- Omani students: A copy of the applicant's National ID and birth certificate; and a copy of the parents' National ID.
- Non-Omani students: A copy of the applicant's passport or Civil ID, and birth certificate; and a copy of the passport or Civil ID of the parents.

Stage 2 – required before admission to the school

- A signed Acknowledgement Form to accept the fees schedule and procedures, and the terms and conditions.
- For students transferring from a school within Oman, the transfer letter/transfer number from the previous school **printed** from the Ministry of Education portal.
- Previous school reports or transcripts for the previous two years (for students for whom this school is not their first).
- Acceptance and Evaluation/Equivalency letters from the Ministry of Education for overseas students.

Optional - May be requested by the school

- A copy of the applicant's health card and/or medical form, including vaccination status.
- A copy of any assessments relating to Special Educational Needs (e.g. Educational Psychologist reports, Speech and Language Therapy), if applicable.

5. Evaluation session

Applicants will be invited to participate in a scheduled evaluation session. This session includes a conversation with parents and students to evaluate if and how the student will benefit from the educational experience offered by RGSG Muscat. For Foundation 1, Foundation 2, and Grade 1, the evaluation session includes play activities and observations of interactions. For other Grades, the evaluation session will include an assessment of general skills, knowledge and understanding, and the student's language profile.

6. Decision

The Admission decision is made by the Admissions Committee, and a corresponding communication will be sent to the parents/guardians. The decision may be:

(i) Offer of a place

The confirmation of a place will be subject to the payment of the Enrolment Fee and Endowment Fee, according to the instructions in the offer letter. An invoice will also be issued for the Tuition Fee for the first term. If the payment is not completed by the agreed deadlines, the place may be lost. Students not in possession of their valid Civil ID or resident permit may not be allowed to join the school according to local regulations. Parents wishing to reserve their school place until the residency process is completed may pay the appropriate term fees.

It is a condition of any offer that parents/guardians have given all the information relevant to the application, including details of academic, behavioural, or social matters. Where it is discovered that information has been withheld, the offer may be withdrawn.

(ii) Waiting pool

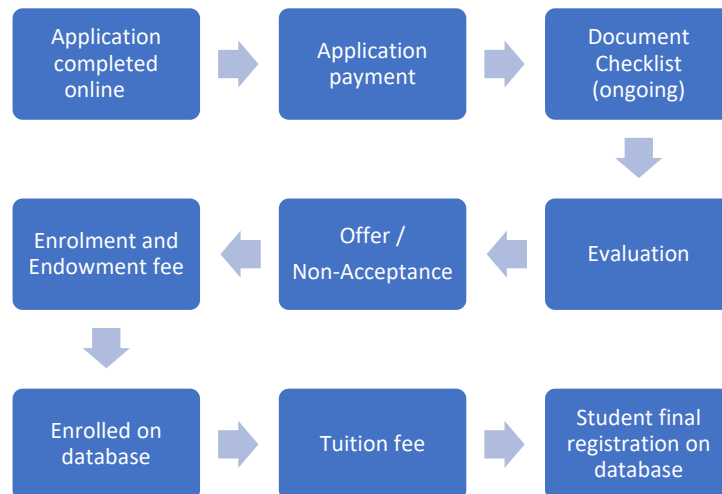
If the applicant has completed the process successfully, and there are no vacancies in the corresponding Grade, then the application will become part of the school Waiting Pool, which will be reviewed each time a vacancy occurs.

(iii) Non-acceptance

The school reserves the right not to accept an application if it considers that:

- the school is not the appropriate learning environment for the student or the family, according to the commitments above.
- the school would be unable to provide the language or learning support needs of the student.
- the required documentation is not provided.

Summary of Process



Withdrawal

To help the school manage its enrolments efficiently, it is important that parents give the Admissions department at least one term's written notice of withdrawal of a student.

RGSG Muscat reserves the right to request withdrawal of a student if any of the following conditions apply:

- the student's learning needs cannot be met with the available resources
- the student has an ongoing negative impact on class learning or the wider school community
- the student's attendance record is having an impact on their learning or the learning of others

If a student is required to withdraw from RGSG Muscat due to any of the above reasons, a tuition refund will be applicable on a pro-rata basis.

Contact details and office location

For further information, please contact:

- **Telephone Enquiries**
(+968) 2427 4949 or (+968) 9012 1414
- **General Enquiries or Information**
Ahoud Rashid, Head of Administration, ahoud.rashid@rgsgm.com
- **Admission Enquiries**
Eman Al Khayari, Head of Admissions, admissions@rgsgm.com

Office location

Floor 3, Rm 302

October Building

Al Barakat Street

Al Seeb

(Click [RGSG Muscat - Office](#) for the office location.)