



SAGESSE HIGH SCHOOL
MARY MOTHER OF WISDOM
AIN SAADEH - METN - LEBANON

Admissions Policy

AY 2024 – 2025

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Title: Admissions Policy

Purpose: The purpose of this document is to outline the admissions procedures and requirements for new applicants to the school.

Scope: School wide

Introduction

Sagesse High School (SHS) is committed to offering applicants equal educational opportunities to develop their skills and prepare them to become global citizens ready to face the challenges of the 21st century.

Sagesse High School enrolls students without regard to race, creed, color, gender, cultural or economic background, nationality or religious belief. The school reserves the right to place new applicants in the appropriate grade level and / or program based on the recommendations of the admissions committee.

Policy Statement

We recognize our moral responsibility to ensure applicants clear guidelines and procedures for admission at Sagesse High School. We are committed to provide each applicant with a comprehensive evaluative procedure of their application and to ensure confidentiality of the information provided on behalf of the applicant. The school reserves the right to refuse or cancel the application of a student.

The implementation is carried out by Faculty and Staff concerned; however, the final decision of who is admitted to the school rests with the Rector.

Principles

- The school will ensure that the best interests and confidentiality of applicants are taken into consideration when processing applications.
- All applicants, regardless of gender, ability, culture, race, language or religion have equal rights to admission.
- All faculty and staff involved in the admissions process will receive appropriate support from the administrative and academic boards of the school.

Aim

The policy is put in place to provide all parents, faculty, and staff with the necessary information to enable them to meet their statutory responsibilities.

Terminology

- “*Parent*” refers to birth parents and other adults in a parenting role, for example stepparents, legal guardians, and adoptive parents.
- “*Admissions Committee*” refers to the faculty and staff members who are involved in the decision making regarding the applicants.
 - 1- The Preschool Admissions Committee involves the Preschool head of division (HD) and the Preschool counselor.
 - 2- All other Division Admissions Committees involve the Head of Division concerned, the Special Education coordinator concerned (when necessary), coordinators, and teachers.
- “*Conditional Acceptance*” refers to the acceptance of applicants at the school based on academic, disciplinary, special needs, file completion, and/or other conditions. on which basis applicants may be accepted.

Roles and Responsibilities

The Admissions Office is the department responsible for processing all applications and issuing acceptance letters based on the recommendations of the relevant admissions committees. Applicants’ files are reviewed only by the admission officers and the members of the admissions committee involved.

Admission Timelines

KG1 to Grade 12 American Program (AP)/ Lebanese Program (LP)/International Baccalaureate Diploma Programme (IBDP):

Preschool admissions for the new academic year will be open from the first week of January 2024. Applications submitted after the 15th of June will be considered as late applications.

Grade 1- 12 admissions for the new academic year will be open from the first week of March 2024. Applications submitted after the 15th of June will be considered as late applications.

Entrance Exam Dates

- Preschool interviews: Weekly starting January 15
- Interviews with HDs: March 8 – June 1
- Placement exams 1: June 20 and 21

- Placement exams 2: July 8 and 9

Age Requirements

- KG1: Applicants must be three years old by January 31.
 KG2: Applicants must be four years old by January 31.
 KG3: Applicants must be five years old by January 31.
 Grade 1: Applicants must be six years old by January 31.

Grades 2 to 12 AP/ IBDP II/ Secondary 3 LP: Applicants must have successfully passed the previous grade level at their previous school.

Requirements for Application

The applicant has to present the below documents:

- Complete SHS Application Form
- Complete Medical Form with a copy of Vaccination Card for Preschool, Elementary and Intermediate Division applicants
- Complete the Special Needs Application section in the application form (if applicable) and all relevant assessment reports must be submitted
- A copy of a valid passport, Lebanese ID Card, Individual Civil Registry Record, (أخراج) قيد فردي, and Family Civil Registry Record (أخراج قيد عائلي)
- A copy of the last entry stamp on passport into Lebanon for all applicants from abroad
- A copy of proof of residency abroad
- Two passport-size photos
- A copy of the report card from the previous year
- For applicants to grades 4 and up, a recommendation letter from the principal of the previous school describing the applicant's academic performance and disciplinary conduct

For IBDP transfer applicants:

IBDP students transferring from an IB Diploma authorized school to the first (IBDP I) or second (IBDP II) year must submit the following additional documentation:

- The detailed report card from the previous year / part of the year clearly stating the student's status at his / her former school
- The Internal Assessment work for each subject the student was taking at his/her former school together with the appropriate completed and signed IB forms
- Proof of the Group 4 project if the student has already finished this requirement at his/her former school
- The Extended Essay (if applicable) together with the grade awarded for this essay by his/her supervisor at the former school if the student has already finished this requirement at his/her former school

- The TOK Essay (if applicable) together with the grade awarded for this essay if the student has already finished this requirement at his/her former school
- The CAS portfolio including the different activities that he/she performed at the previous school

Applicants are required to submit a non-refundable Admissions Fee of USD __100__ in cash.

Applications that have not been completed properly and submitted without the full list of required documents will not be accepted. Applicants will not receive the grades of the entrance exams nor an acceptance letter if the files are not complete.

Acceptance Priority

Students may be admitted to SHS provided that there are vacancies in the grade level or program they are applying to and that they have met the admission requirements. It is the school's policy not to accept the application of one child if there are other siblings in the family. All children must be moving to SHS, especially in the case of an SED applicant.

In instances of limited spots in a specific grade level or program, priority will be granted to the following applicants, provided they meet the admission requirements:

- Siblings of SHS students
- Siblings of SHS alumni
- Children of alumni
- Italian students applying to IBDP since SHS is recognized by the Italian government
- Children of Faculty and Staff

Waiting List

Applicants to SHS may be placed on the admission waiting list under the following circumstances:

- When there are no vacancies in a specific grade level or program at the time of application.
- If they submit a late application after the 15th of July.

Admission Procedure

- Submission of application form and required documents
- First screening to all applicants is done by the Admissions Officer
- Interview for Preschool applicants
- Interview with the HD in April as a second screening for Grades 1-12

- Internal assessment of the applicant’s file by the Admissions Committee
- Entrance Exams starting from Grade 1 applicants and above by the end of June
- If the student applying has any learning difficulties, the SED coordinator will attend a meeting with the HD
- Final review and confirmation of acceptance by the Rector

In screening for admission and acceptance

1. Preschool Division

Applicants will be assessed during a group observation conducted by the preschool admissions committee.

2. Lower & Upper Elementary Divisions (Grades 1 to 6 LP &AP)

Applicants will be interviewed by the Head of Division (HD) concerned.

Lebanese Program (LP) applicants have to sit for entrance exams in English, Math, Arabic and French. American Program (AP) applicants have to sit for entrance exams in English, Math and World Language Level. It may be necessary to test further if the results indicate difficulties¹.

3. Intermediate Division (Grades 7 to 9 LP & AP)

Applicants will be interviewed by the HD concerned.

Applicants have to sit for entrance exams in English and Math. In addition, students joining the Lebanese Program (LP) must sit for an entrance exam in Arabic.

In addition to English, Mathematics and Arabic, Grade 9 LP students must also sit for entrance exams in all the Sciences. Further testing may be required based on the assessment of the results, particularly if difficulties are indicated.

Applicants will have to fill a course selection sheet for World Languages signed by their parents. When accepted, applicants will be interviewed by the coordinator concerned and will sit for a diagnostic test to determine their language level when it is deemed necessary.

4. Secondary Division

Grades 10 to 12 American Program (AP)

Applicants will be interviewed by the HD concerned.

Applicants are required to take placement exams in English and Math, as well as in other subjects determined by the head of the division during the interview, based on the chosen course selection. Further testing may be necessary if the results indicate difficulties.

¹ Based on the provided applications and documents, the Special Education Department will decide on the next step in the student’s admissions and on the special requirements needed (Internal assessments or additional assessments/reports...)

Applicants will have to fill a course selection sheet for World Languages signed by their parents. When accepted, applicants will be interviewed by the coordinator concerned and will sit for a diagnostic test to determine their language level when it is deemed necessary.

Secondary 1 to 2 Lebanese Program (LP)

Applicants are required to undergo placement exams in English, Arabic, and Math, as well as in other subjects determined by the criteria outlined in the table below. Further testing may be necessary if the results indicate difficulties.

Subject Grade	Physics	Chemistry	Biology	Economics	Sociology
Secondary 1 (Sec 1)	✓	✓	✓		
Secondary 2 Sociology- Economics (Sec 2SE)	✓	✓	✓		
Secondary 2 Scientific (Sec 2SC)	✓	✓	✓		

For Sec 1 and Sec 2: Applicants will have to fill a course selection sheet for World Languages signed by their parents. When accepted, applicants will be interviewed by the coordinator concerned and will sit for a diagnostic test to determine their language level when it is deemed necessary.

International Baccalaureate Diploma Programme (IBDP):

First International Baccalaureate Diploma Year (IBDP I):

- Applicants will be interviewed by the HD concerned.
- Applicants are required to take placement exams in English and Math, as well as in other subjects determined by the head of the division during the interview, based on the chosen course selection. Further testing may be necessary if the results indicate difficulties.

Second International Baccalaureate Diploma Year (IBDP II):

- Applicants will be interviewed by the HD concerned prior to the scheduled entrance exams.
- Applicants have to sit for placement exams in English and Math and in other subjects as determined by the head of division during the interview and based on the courses

that were taken in IBDP1. It may be necessary to test further if the results indicate difficulties.

- Applicants will have to fill a course selection sheet for World Languages signed by their parents. When accepted, applicants will be interviewed by the HD concerned and will sit for a diagnostic test to determine their language level when it is deemed necessary.

Acceptance Procedure

Applicants are admitted to Sagesse High School when they meet the admissions criteria and if places are available. Applicants receive an acceptance letter from the admissions office informing them of the acceptance and the conditions of acceptance, if any.

All accepted students will be placed on an academic and disciplinary probation the first academic year.

The admissions office issues acceptance letters as follows:

Preschool Division:

Acceptance letters are issued two weeks after the date of the interview.

Lower & Upper Elementary, Intermediate and Secondary Divisions:

For June applicants, acceptance letters are issued during second week of July. For July applicants, acceptance letters are issued at the end of July.

Decision Making

The admissions committee evaluates the completed applications and the applicants' assessment results and is authorized to make decisions based on the division's admissions criteria. The final decision regarding admissions to the school is entrusted in the Rector.

Requirements for Registration

Parents are required to submit all the necessary documentation before the beginning of the academic year. Parents will be held responsible for any missing documents that could affect the official status of the student with the Lebanese Ministry of Education and Higher Education after enrollment.

All Applicants

- Within two weeks of receiving the acceptance letter, formal registration and payment of the non-refundable development fund fee are required.

- The non-refundable development fund fee for all grades is USD_1,500___ per family.

Local Applicants/Local Transfers

Applicants seeking admissions to the Lebanese Program from within Lebanon must provide:

- An original official attestation from their previous school stating the completion of their academic year with good conduct, certified by the Lebanese Ministry of Education and Higher Education
- For Grades Secondary 1 and 2, a passing grade certificate in the Lebanese official exam of Grade 9 (Brevet)

Applicants applying from within Lebanon to the American Program must provide:

- An original official attestation from their previous school stating the completion of their academic year with good conduct, certified by the Lebanese Ministry of Education and Higher Education
- A valid foreign passport
- A certified copy of the original UNESCO attestation, if previously obtained previously

International Applicants

- Applicants applying from outside Lebanon must certify the original report cards of the last 3 academic years from the country they are coming from. The report cards must be certified from the country's:
 - Ministry of Education/ Notary office
 - Ministry of Foreign Affairs
 - Lebanese Embassy or Consulate
- This is to be followed by a certification in Lebanon from the Ministry of Foreign Affairs for all grades.
- A certified copy of the original exemption from the Equivalence Committee from the Lebanese Ministry of Education and Higher Education at UNESCO building. For grades 8 to 12, the grades need to be presented to UNESCO to secure an equivalence certificate.
- Copy of a valid foreign passport
- Copy of Residency abroad

Special Education Department

The Special Education Department at Sagesse High School caters for the following services starting from Grade 1 up to Secondary 3, 12AP and IBDP2:

- Small group Special Education classes

- Speech Therapy sessions
- Psychomotor Therapy sessions
- Corrective English sessions
- Counseling sessions
- Test Assistance

Open House and Orientation Sessions

Each division organizes open house days/sessions, in September prior to the start of the academic year, for newly enrolled students. Parents and new students are expected to attend the open house to become acquainted with school premises and policies.

The Upper Elementary, Intermediate and Secondary divisions also hold orientation sessions per grade level, for parents and students, during the first week of the academic year. Parents are expected to attend the orientation session to be informed of the requirements of the courses and the expectations from students at each grade level.

Fees

Parents are to liaise with the Accounting Department regarding the breakdown of the tuition payments.

Financial Aid

Parents may apply for financial aid by calling the school for an appointment with the Social Aid Worker.