

Admissions



Policy and Procedures

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Last Reviewed: **February 2021**
Next Review: **June 2023**



IB CONTINUUM
CONTINUUM DE L'IB
CONTINUO DEL IB

Wellspring Learning Community

Admissions Policy

Wellspring's Mission Statement

Wellspring Learning Community aims to establish an inquiry-based learning environment in which students from diverse backgrounds are given every opportunity to realize their social, emotional and academic capacities and talents. Our students will become confident, resourceful, creative, caring, responsible and thinking citizens prepared to use their education to contribute in meaningful ways toward improving society, both locally and internationally.

Admission Philosophy

Wellspring operates as a co-educational, non-sectarian institution that has no political or religious affiliations. Wellspring does not discriminate against applicants, students or staff on the basis of gender identity, race, nationality, ethnic origin, economic status or political affiliations. Wellspring values diversity.

Wellspring seeks applicants and families who will add positivity to the school. Applicants and families must be willing to support the school's mission and embrace Wellspring's guiding principles and school values.

The school promotes multilingualism and cultural awareness of the host country's language; therefore, all students from Nursery through Grade 10 are required to study the Arabic language and the culture of Lebanon. Lebanese students entering at Grade 11 or 12 are required to continue taking Arabic until the completion of IB DP (equivalence) or the Lebanese Baccalaureate Life Sciences.

The final selection of each applicant is based not only on the interview and academic results but on the diversity of talent, academic interests and the candidate's desire to succeed. Acceptance is also based on Wellspring's honest and transparent ability to be able to support the physical, emotional and long-term academic rigor of the applicant required by the school's IB curriculum.

Grade Level Placement

An applicant's grade level placement at Wellspring depends on the previous year's report card recommendation as to whether the student earned promotion or was asked to repeat. Wellspring also uses Annex Table 1 for guidance.

In a unique situation where a family may request that the applicant (not due to failure comments found on report card) repeats a grade level due to intensive Learning Diversity (LD), English Second Languages (ESL) services, or extended absences, the decision of retention may be honored by the school.

Wellspring will not "skip" or promote an applicant to a higher-grade level upon the request of the family or comments written in report cards. Requests of that nature must be presented to Lebanon's Ministry of Education and Higher Education by the parents for official written approval. Generally Wellspring will honor the Ministry's request once the admission's office receives an official document.

Country Wide Requirement for Learning Arabic

According to Lebanon's Ministry of Education and Higher Education (MEHE) students enrolled into a private local or international school whether Expatriate (Expat) foreigner or dual nationals are required to take Modern Standard Arabic (MSA) until the completion of Grade 10. Only with an MEHE Exemption can the applicant legally be moved into Arabic Acquisition (AAL) at the beginning of Grade Three.

Admissions Process

Admissions Process

- **Student Interviews-Campus Visit:**

Applications for admission are accepted throughout the year with interviews and entrance exams scheduled as needed. Annex Table 2 visualizes the steps towards admission.

The school uses a variety of assessment tools including school-developed instruments and online standardized tests and videos to assess the general grade level knowledge of each applicant.

An applicant whose English language proficiency level may not be able to support Wellspring's IB Programme will be asked to take the WIDA MODEL (Measure of Developing English Language) assessment as part of the entrance exams. The results will determine the student's English proficiency and to what extent the applicant will be required to join special ESL classes (with extra fees) to bring the applicant up to a standard leveled needed to be successful in accessing the IB Programme.

- **Virtual Interview Process for Overseas or Quarantined Applicants**

For applicants who are located in countries outside of Lebanon or are unable to sit for the grade-level "face to face" interview and standardized testing, Wellspring offers an online alternative. Applicants may be asked to sit for online standardized exams, submit digital samples of written work, sit for "face to face" remote interviews or present video clips as part of their online application. Applicants who have been accepted into Wellspring using the "Virtual Interview" process are generally accepted under "**Conditional Acceptance**" terms.

Why Conditional Acceptance?

"**Conditionally Accepted**" into Wellspring is a standard practice for applicants who have been accepted virtually via online interviews, videos or an applicant whose learning needs may surpass Wellspring's ability, facilities or human resources to offer appropriate services that support long term needs.

Conditional Acceptance means that the school reserves the right to request additional diagnostic assessments (other than entrance exams) during the first year of attendance. Additional academic data may be collected for foreign language proficiency, reading levels, math competency or learning diversity. The applicant may have medical records, psycho-educational reports or suspected challenges that indicate additional needs for Learning Diversity or observation at the beginning of the school year.

Admissions Procedures

Admission to Nursery, KG1, KG2

Admissions process for **Early Years applicants (Nursery, KG1 and KG2)** generally consists of an in-person student interview and meeting with parents.

- An applicant's verbal skills, gross motor, fine motor skills and social and emotional readiness will be assessed.
- Wellspring uses school constructed checklists along with standardized guidelines such as "**Brigance**" to assess the applicant's readiness to enter the Primary Years Programme.
- All Nursery and KG1 local and international applicants will engage in Modern Standard Arabic until KG2.

Please note that children applying to Nursery must be toilet-trained and weaned from bottle use by the first day of school in September.

Admission to Elementary Grades 1,2

Meet with interviewers who will assess the applicant's English, MSA Arabic skills and mathematics basic skills (including age-appropriate computation, problem solving, reasoning, and analysis).

- Beginning in KG2, only Expat or Dual Citizens will move into Arabic Acquisition AAL or Track B Arabic.
- Expats, Dual Nationals must begin to apply for the MEHE Exemption from Modern Standard Arabic and the permission to enroll into our IB PYP Programme by the end of Grade 2.

Admission to Elementary Grades 3,4,5

Take standardized online exams or pencil paper assessments for math and English. Modern Standard Arabic (MSA) literacy skills will be assessed by the Arabic subject leader.

- Expats, Dual Nationals are obliged at the beginning of Grade 3 to submit the MEHE Exemption from Modern Standard Arabic thus justifying the move to Arabic Acquisition Language (AAL) or Track B Arabic classes.
- Applicants who score below the school's expectations in the English entrance exams (paper/pencil or standardized) will be required to sit for a WIDA Assessment for specific identification of their needs.
- Lebanese applicants who are required to take national exams but are more than two years behind Wellspring's MSA grade level expectations may not be accepted. If accepted, parents will be required to provide additional external support in order to bring their child up to the acceptable MSA level for eventual preparation for the official Brevet Grade 9 exams at additional fees.
- Lebanese Applicants who are one year behind in their MSA level may be assigned mandatory reinforcement classes during Saturdays, afterschool or a school vacation. Individual sessions may also be offered via virtual learning.

Admission to Middle School-Grades 6-9

Applicants will be assessed (pencil/paper or on-line) for literacy skills (English, MSA, math numeracy skills including age -appropriate computation, problem solving, reasoning, and analysis.

- Expats, Dual Nationals are required to submit the MEHE Exemption from Modern Standard Arabic and move to Arabic Acquisition Language (AAL) or Track B classes before September.
- Lebanese applicants who are behind in MSA may be accepted into Grades 6 and 7 only if the skills and proficiency are no more than one year behind Wellspring's expectations.
- Lebanese applicants for Grades 8 and 9 Brevet must be at Wellspring's expected grade level proficiency in Modern Standard Arabic to be accepted.
- Acceptance into middle school may be granted on condition that the students attend an intensive remedial MSA, or math classes either at the school or externally with a private tutor which carries additional fees.
- Applicants who score below the school's expectations in the English entrance exams (paper/pencil or standardized) will be required to sit for a WIDA Assessment for specific identification of their needs. Extra support may carry additional fees.
- All students study a third language of either French or Spanish beginning in Grade 6. All applicants are required to sit for either a placement diagnostic test or interview. This may happen during the entrance exams or at the beginning of the school year.

Admission to High School-Grades 10, 11, 12

Applicants depending on their enrollment, will be assessed (pencil/paper or on-line) for literacy skills (English, MSA, math, chemistry, biology, physics and all other subjects studied in one of the Lebanese Life Sciences, IB DP or IB DP equivalent tracks for local Lebanese.

- Lebanese applicants who have successfully passed the local Grade 9 Brevet exams and want to move to MYP Grade 10 and DP (equivalence) in Grades 11 and 12, must provide an official government copy of their Brevet results along with three years of previous school transcripts before acceptance may be offered.
- Applicants for IB Full Diploma Grade 11 or Grade 12, may be asked to take subject tests as relevant to their course choices.
- IB Applicants may be required to take tests in Language A (English or MSA), Language B (MSA or French) depending on language choices, math, chemistry, physics and/ or biology.
- An applicant wishing to transfer into Grade 12 IB Diploma Programme from another local or international IB school will be assessed on a case-by-case basis to ensure that Wellspring can fully support the continuation of 2 -year cycle subject groups taken in Grade 11.
- Baccalaureate (BAC) Life Sciences or IB DP local Lebanese applicants seeking the equivalence for Grades 11 and 12 must be at Wellspring's expected grade level proficiency in MSA to be accepted.
- BAC Applicants for Life Sciences may be asked to take tests in English, MSA, math and sciences (physics, chemistry and biology).
- There may be additional entry requirements for any student applying for admission to Grades 10, 11 and 12. These will include, Official Brevet exam results, in the absence of prior

enrollment in an IB school, the requirement to attend a summer preparation program or a language class at additional fees.

- All students study a third language of either French or Spanish and new applicants are required to sit for either a placement diagnostic test or interview. This may happen during the entrance exams or at the beginning of the school year.

Services that Support Learning

New students or returning students may be required or encouraged to participate in services available from the Learning Diversity (LD) Department, the English as a Second Language (ESL) Department or individual academic support classes. Generally, these services carry additional fees outside of the regular school tuition if student participates on a regular, systematic basis.

Learning Diversity:

Applicants who present medical or psycho-educational reports that support the child's diagnosis or need for access arrangements may be required to receive services. Only with full disclosure will an applicant's file be considered for enrollment. All special cases and documentation are handled discreetly. Each interview is handled with the strictest confidentiality by the Head of School, Principal, Nurse or the Learning Diversity Coordinator.

English as a Second Language (ESL):

Wellspring accepts applicants for whom English is not their native language. Intensive ESL support carries additional fees not covered by the basic tuition fees.

- If the applicant requires additional school support prior to the start of a new academic school year, the family will be informed.
- The applicant may be asked to enroll in additional English language classes at a language center or during Wellspring's summer program.
- The applicant may be asked to enroll in the school's English language WIDA support program (ESL) once school begins in September.
- Applicants who have been determined to need intensive English language support (individual cases) may be temporarily excused (upon the discretion of the administration) from attending the 3rd language class or the host country Arabic classes until the required English proficiency has been reached.

Reference to Other Policies

This policy is best read in conjunction with the following Wellspring Learning Community documents:

- *Language Policy*
- *Assessment Policy*
- *Inclusion Policy*
- *Promotion Policy*

This policy was established in July 2017 by Wellspring's leadership team and will be reviewed on a triennial basis, unless there is a need for an immediate change in policy. This policy was last reviewed in February 2020 and again in May 2021. The proposed date for the next review and publication of this policy document is June 2023.

Annex A:

Admissions Tables

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Table 1. Grade Level Equivalence and Placement:

Level and Class at Wellspring		Age by September	Country Equivalences					
			France		United States		United Kingdom	
PYP	Nursery	3**	Maternelle	Petite Section	Preschool	Nursery	Early Years	Nursery
	KG1	4		Moyenne Section		Pre-K		Reception
	KG2	5		Grande Section		KG	KS1	Year 1
	Grade 1	6	Primaire	CP	Grade 1	Year 2		
	Grade 2	7		CE1	Grade 2	KS2	Year 3	
	Grade 3	8		CE2	Grade 3		Year 4	
	Grade 4	9		CM1	Grade 4		Year 5	
	Grade 5	10		CM2	Grade 5		Year 6	
MYP	Grade 6	11	Collège	Sixième	Middle School	Grade 6	KS3	Year 7
	Grade 7	12		Cinquième		Grade 7		Year 8
	Grade 8	13		Quatrième		Grade 8		Year 9
	Grade 9	14		Troisième	High School	Grade 9	KS4	Year 10
	Grade 10	15	Seconde	Grade 10		Year 11		
DP	Grade 11	16	Lycée	Première	High School	Grade 11	KS5	Year 12
	Grade 12	17		Terminale		Grade 12		Year 13

Table 2. Steps towards Admission:

Step 1 Online Application Form via Open Apply

The first step is the submission of a completed application form and relevant application materials online to Wellspring’s Open Apply page by the parent/guardian along with a \$160 (or Lebanese Lira equivalent) non-refundable application fee. Documents required include copies of passport/ID, photograph, and report cards.

Step 2 Application Review

Once these records have been uploaded to the Open Apply file, the application will be reviewed and the parent/guardian will be notified when the applicant has been granted an interview. Note that the interview appointment is not an indicator of acceptance.

Step 3 Interview and Entrance Exams

The student will sit for entrance exams and for an interview with his/her parents. At least one parent is required to accompany the child. For overseas families interested in applying, an interview is conducted via Skype, Zoom or other social media phone connections, and computerized testing may be arranged with the current school. A student may be asked to come for a second interview if records show a need for learning support, behavioral issues, or scores below expectations on entrance exams.

Step 4 Acceptance

Acceptance decisions, or updates on the status of an application are generally released within one week of the student interview. Acceptance decisions may be “Conditional” depending upon the results of the interview , submitted work, interviews or exam results.

Step 5 Payment of Fees

For all new students accepted before mid-June, a sum of \$4500 (or current Lebanese Lira equivalent) must be paid within five working days after receiving the initial acceptance letter. This payment reserves the child’s place up until the due date of the second installment payment in June. **Paying the \$4500 registration fee does not hold the spot at Wellspring indefinitely nor is the payment or any payments refundable.**

All new students accepted after mid-June will be required to submit the first installment of \$4500 plus the second installment payment in order to reserve a place for the upcoming academic year.

All installment payments are non-refundable. Late applicants accepted after the first day of school will be required to pay the first and second installments before entering school. For complete tuition fees, please see the Admission’s page on Wellspring Learning Community’s website: <http://www.wellspring.edu.lb/Admissions>

Figure 1. Admissions Process Flowchart:

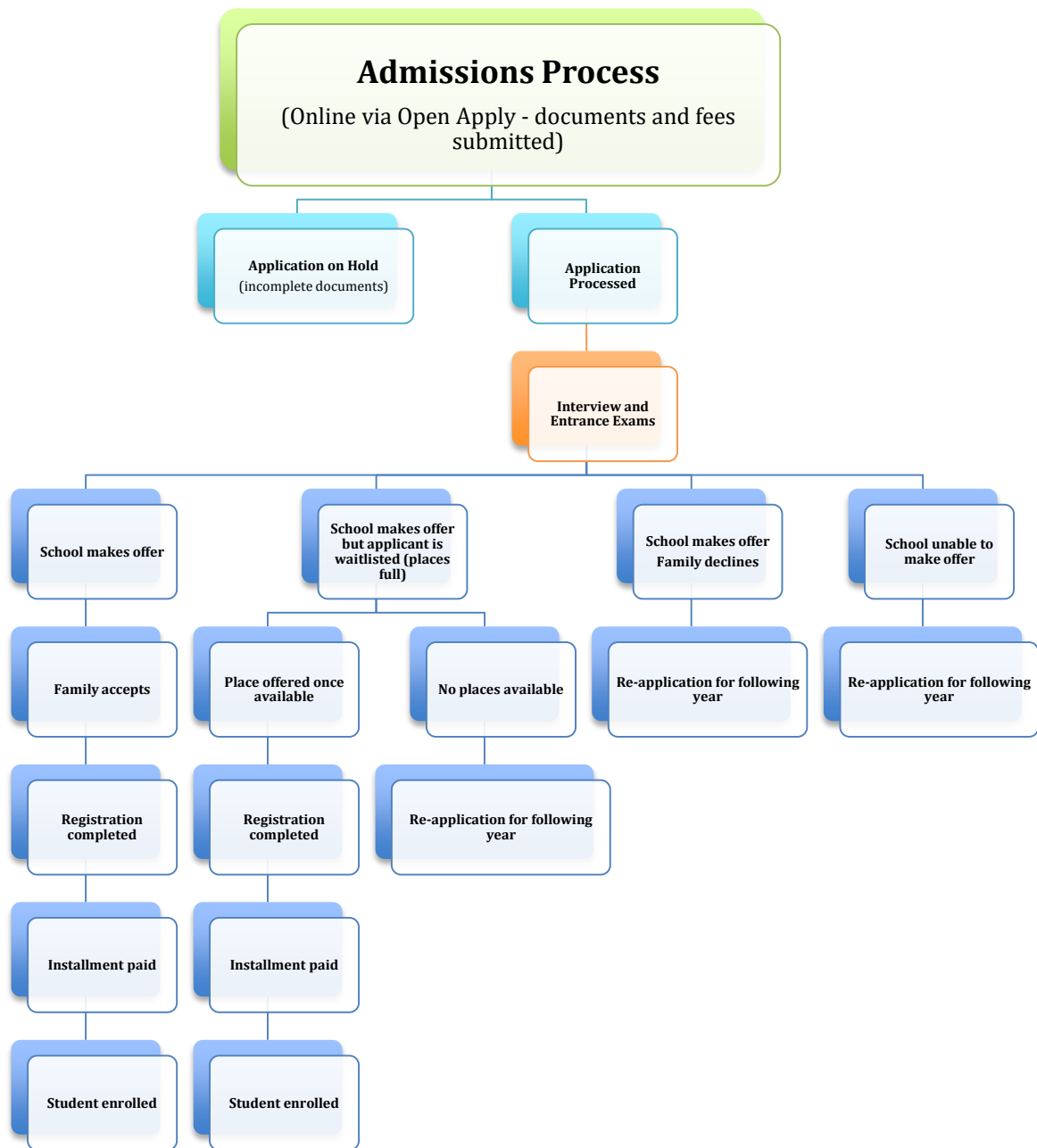


Table 3. Summary of Admissions and Diagnostic Tests:

Grade	Nationality		
	Lebanese Only	Dual (Lebanese and Expat)	Expat
N	BRIGANCE	BRIGANCE	BRIGANCE
KG1	BRIGANCE	BRIGANCE	BRIGANCE
KG2	BRIGANCE	BRIGANCE	BRIGANCE
G1	Math + English + MSA	Math + English + MSA	Math + English + MSA
G2	Math + English + MSA	Math + English + MSA	Math + English + MSA
G3	Math + English + MSA	Math + English + MSA	Math + English + MSA
G4	Math + English + MSA	Math + English + MSA	Math + English + MSA
G5	Math + English + MSA	Math + English + MSA	Math + English + MSA
G6	Math + English + MSA + (Fr/Sp)	Math + English + MSA + (Fr/Sp)	Math + English + MSA + (Fr/Sp)
G7	Math + English + MSA + (Fr/Sp)	Math + English + MSA + (Fr/Sp)	Math + English + MSA + (Fr/Sp)
G8	Math + English + MSA + (Fr/Sp)	Math + English + MSA + (Fr/Sp)	Math + English + MSA + (Fr/Sp)
G9	Math + English + MSA + (Fr/Sp)	Math + English + MSA + (Fr/Sp)	Math + English + MSA + (Fr/Sp)
G10	Math + English + MSA + (Fr/Sp)	Math + English + MSA (Fr/Sp)	Math + English + MSA + (Fr/Sp)
G11	Assessments for Life Science	Subject tests for DP	Subject tests for DP
G12	Assessments for Life Sciences	Subject tests for DP	Subject tests for DP

