



MySchool

Admission Policy

November 2021

Updated September 2023

MySchool Vision & Mission

Vision:

We go beyond the classic approaches of Education. We offer the most innovative and the latest International Curriculums. We are deep-rooted in our values. We develop critical thinkers and responsible citizens in a peaceful world.

Mission:

MySchool aims to develop a learner who believes in the hopes of the homeland, meets the aspirations of the progress, and bears in mind the international changes. A learner who is deep-rooted in values; familiar with all the methods enabling to be an inquirer and a lifelong learner.

The IB Mission Statement:

The International Baccalaureate® aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right. (IB)

The aim of the admission Policy:

The aims of this document listed as follows:



- To outline and strengthen the position of the MySchool community in regard to the IB and inclusive education policy.
- To balance the levels of academic abilities
- To learn about student levels and begin preparing to welcome students based on their needs.
- To ensure that the learning support requirements of students are identified early, assessed, and provided for.
- To clarify information families need to share
- To clarify documents/information school needs to gather
- To define roles and responsibilities in regards to admission process

The Purpose of the admission Policy:

This policy is a working document developed by the MySchool community based on the IB published documents on access and inclusion policy as well as the school system. It is aimed to describe the conditions for participation in the school's PYP programme.

Admission process at MSI

Our Admission Policy has been tried to be inclusive considering our resources and material. We support learners with learning differences when feasible and appropriate. We will accommodate the needs of applicants unless there is a reason to believe that the admission would not be in the best interest of the applicant or the school.

1. The new academic vacancies are reported on the school's social media and website.
2. An interview and meeting with the parents will be arranged accordingly.
3. A school tour is provided upon request.
4. A placement test is conducted.
5. Enrollment takes place.
6. SEN procedures (according to the school's Learning Diversity & Inclusion Policy) are in effect if necessary.

Provision of Subjects: Grade 1 to 12 (PYP1-DP)

Programme	Subjects	Language of Instruction
PYP	Math, Sciences, English, ICT	English
	Arabic, Islamic (MOE), Social Studies (MOE), PSPE, Art, Music	Arabic
	Mandarin	Mandarin
	French	French
MYP	Math, Sciences, English Language and Literature, ICT	English

	<p>Arabic Language and Literature, Islamic (MOE), Social Studies (MOE), PSPE, Art, Music</p> <p>Mandarin</p> <p>French</p>	<p>Arabic</p> <p>Mandarin</p> <p>French</p>
DP	<p>English Language and Literature, Sciences (Chemistry, Biology, Physics, Computer Science), Mathematics (Analysis and Approaches, Applications and Interpretation), Business Management</p> <p>Arabic Language and Literature, Islamic (MOE), Social Studies (MOE)</p>	<p>English</p> <p>Arabic</p>
GED	<p>English Language and Literature, Sciences (Chemistry, Biology, Physics), Mathematics (Core and Extended), Business Management, PE</p> <p>Arabic Language and Literature, Islamic,</p>	<p>English</p> <p>Arabic</p>

	Social Studies, Visual Arts	
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Provision of Subjects: Grade 9 to 12 (MYP 3-DP/GED)

During these years, the school admission aims at including as a larger variety of students as possible. The science-related subjects are as follows:

- Grades 9 and 10 (MYP 4 & 5): Integrated Sciences, and
- Grades 11 and 12 (DP/GED): Biology, Physics, Chemistry.

Business Management is also provided.

Students in the IB educational programmes can choose some of their subjects from Grade 9 (MYP 4) onwards (see Appendix 1). In grades 11 and 12, they can choose which educational path they want to follow (see the next section).

Educational Pathways for Grades 11 and 12

All the students can choose one of these pathways. Please note that in Oman, DP certificates can be converted into a GED Certificate based on Appendix 2.

Full DP	DP Course Certificate	GED
6 subjects based on Appendix 1. Additional subjects can be chosen based on the local and college/university-bound requirements.	Any number of subjects at any level (SL or HL) can be taken. To find out the requirements for converting DP courses certificates to Omani GED, please see Appendix 2.	Based on MOE requirements that are updated annually.

The distribution of the lessons in the DP provides students with the largest span of choices to meet both local and IB requirements. (See Appendix 3 and Appendix 4.)

DP and GED

In the Sultanate of Oman, both DP course and full certificates can be converted into GED and are eligible for scholarships based on the latest Ministry of Higher Education guidelines [here](#). Appendix 5 illustrates the mark schemes for conventions.

Who is responsible for implementing the admission Policy?

Student Affairs Department:

- Regulating the admission of new students and follow-up on their registration
- Organizing students' records and files
- Organizing and following-up school discipline, rules and MoE regulations
- Informing the PYP coordinator about new registrations
- Preparing the placement test hard copies


Teachers' responsibility

- To conduct the placement test with students in the time of registration
- To mark the test paper
- To mention their professional opinion about the student's academic level
- To plan based on the student's level to meet their needs

Responsibilities of the Programme Coordinator:

- To keep the placement tests updated
- To supervise the tests conductions and review papers
- To conduct the tests in the absence of the teacher
- To review the test paper results for professional opinion
- To guide teachers in response to any barriers spotted in the registration stage

Parents' Responsibility:

- 
- To share any information regarding their child in relation to any special educational needs, difficulties and medical reports that might affect their child's learning progress and life in the school
 - To fill in the Application Form
 - To provide any required medical reports that might be of importance and could hinder or affect her/his academic progress and or well-being.
 - To updating the school on any social issues that their child might be encountering and that might affect her/his mental and emotional aspect
 - To provide approval to administer/apply any assessments, evaluation and or screening requested by the school's coordinator, whether internally and or by an outsourced certified center.



Subjects Continuum from MYP to DP

Dearest students and parents/caregivers of MSI grades 9 and 10,

Since we have always tried to provide our beloved students with a coherent and connected syllabus that reinforces their future life and career paths, here we cordially invite you to choose the subjects for grades 9/10, 11, and 12. **Please consider the students' future profession and college/university major. Please note that in the DP, SL stands for standard level, and HL stands for high level. The ratio of these is either 3 SL to 3 HL or 2 SL to 4 HL. In case of additional subjects, any level can be chosen. The choice of these levels is left at the discretion of the school.**

Subject-Group	Discipline(s) in Grades 9/10 (MYP 4/5)	Discipline(s) in Grades 11 and 12 (DP)	Additional Subjects for Grades 11 and 12 (based on college and university requirements)
Individuals and Societies	<ul style="list-style-type: none"> • Business management • Social studies • Islamic 	Choose 1 only. You Can only choose 2 if you have not chosen 2 subjects (have chosen only 1) in Sciences or have not chosen visual arts. <input type="checkbox"/> Business management <input type="checkbox"/> Economics (SL and HL, available after authorization)	<input type="checkbox"/> Business management <input type="checkbox"/> Economics (SL and HL, available after authorization)
Mathematics	<ul style="list-style-type: none"> • Mathematics 	Choose 1 only. <input type="checkbox"/> Applications and interpretation (SL or HL) <input type="checkbox"/> Analysis and approaches (SL and HL)	
Languages	<ul style="list-style-type: none"> • Arabic language and literature 	<ul style="list-style-type: none"> • Language A: Arabic language and literature 	

	<input type="checkbox"/> English language and literature <input type="checkbox"/> Language acquisition: English (Don't choose if you have chosen English language and literature.) <input type="checkbox"/> Language acquisition: French (Don't choose if you have chosen Mandarin.) <input type="checkbox"/> Language acquisition: Mandarin (Don't choose if you have chosen French.)	(SL or HL) <input type="checkbox"/> Language A: English language and literature (SL or HL) <input type="checkbox"/> Language B: English (Don't choose if you have chosen Language A: English language and literature.) (SL or HL)	
Sciences	• Integrated Sciences	You can choose 2 subjects here if you have not chosen visual arts; otherwise, choose 1 only. <input type="checkbox"/> Physics (SL or HL) <input type="checkbox"/> Chemistry (SL or HL) <input type="checkbox"/> Biology (SL or HL) <input type="checkbox"/> Design technology (SL and HL, available after authorization) <input type="checkbox"/> Computer science (SL and HL, available after authorization) <input type="checkbox"/> Sports, exercise, and health science (SL and HL, available after authorization)	<input type="checkbox"/> Physics (SL or HL) <input type="checkbox"/> Chemistry (SL or HL) <input type="checkbox"/> Biology (SL or HL) <input type="checkbox"/> Design technology (SL and HL, available after authorization) <input type="checkbox"/> Computer science (SL and HL, available after authorization) <input type="checkbox"/> Sports, exercise, and health science (SL and HL, available after authorization)



Arts	<ul style="list-style-type: none"> Visual arts Music 	Choose 1 only if you have chosen only 1 subject from Sciences and only 1 from Individuals and Societies. <input type="checkbox"/> Visual arts (SL or HL) <input type="checkbox"/> Music (SL or HL, available after authorization)	<input type="checkbox"/> Visual arts (SL or HL) <input type="checkbox"/> Music (SL or HL, available after authorization)
Design	<ul style="list-style-type: none"> Design 	See Sciences.	See Sciences.
Physical and Health Education	<ul style="list-style-type: none"> PHE 	See Sciences.	See Sciences.

I, the parent/caregiver of the student confirm the above-mentioned choices of subjects and disciplines.

Date:

Signature:

Appendix 2

Conditions of equivalence of the International Baccalaureate Diploma:

- Submission of the IB diploma.
- The diploma is equalized to the general education diploma of the Sultanate of Oman.
- provided that the student has completed at least 12 years of study.
- Omani students sitting for the examination inside Oman must study and pass Islamic Educations and Social Studies subjects

Conditions of equalization of the International Baccalaureate Certificate

- Submission of the IB Course Certificate.
- The IB Course Certificate is equalized to the General Education Diploma provided that the student completes study of 6 subjects of which 2 of them are of high level (HL) with not less than 3 points for each, and must obtain a total of not less than 21 points.
- The IB Course Certificate is equalized to the General Education Diploma provided that the student has completed at least 12 years of study.
- Omani students sitting for the examination inside Oman must study and pass Islamic Education and Social Studies subjects.

*These conditions shall be applicable starting from the school year 2023/2024.

Appendix 3

Lesson grid

MySchool, Al Hail South, Al Seeb, Muscat

	SiELaL	SiALaL	Bio	Phy	Chem	CS	ToK	DCPR	Isl	SS	MAA	BM	MAaI	RaC
Year 1	3	3	5	5	5	5	2		3	2	5	5	5	2
Year 2	3	3	5	5	5	5	2		3	2	5	5	5	2

Timetable generated: 2/9/2023

aSc Timetables

- The two-year program spans 66 weeks. The schedule has been designed with all the students attempting for the full DP in mind.
- Each week consists of 5 sessions (50 minutes each) for HL and 3 sessions (50 minutes each) for SL disciplines. As such, there will be 165 and 275 hours of instruction for SL and HL disciplines respectively.
- TOK will be 132 hours in total.
- All students can take 3 HL and 3 SL disciplines based on their university requirements (medicine, engineering, computational majors, and finance and management) while attempting for the full diploma.
- The MOE requirements for Islamic and Social Studies have been accommodated to the greatest extent.
- Biology and Computer Science will not be provided simultaneously.
- In case of HL Chemistry, two Business Management sessions will be merged with the Research and Studying sessions, and one will be held in one of the Social Studies sessions every other week.
- Students free periods will be dedicated to research and studying.

Appendix 4

Year 1

MySchool, Al Hail South, Al Seeb, Muscat

	1. 7:30 - 8:20	2. 8:20 - 9:10	3. 9:10 - 10:00	1st Break 10:00 - 10:25	4. 10:25 - 11:15	5. 11:15 - 12:05	2nd Break 12:05 - 12:30	6. 12:30 - 13:20	7. 13:20 - 14:00
Mo	Phy FZL	MAA JNC MAaI MRT	Isl ABD		BM MAN Chem ANN	Chem ANN BM MAN		Bio HAY CS DLN	Bio HAY CS DLN
Tu	SiELaL MHD	SiALaL YOS	MAA JNC MAaI MRT		Phy FZL	Chem ANN		Bio HAY CS DLN	Isl ABD
We	SiELaL MHD	SiALaL YOS	MAA JNC MAaI MRT		Phy FZL	Chem ANN		Bio HAY CS DLN	SS ESR
Th	SiALaL YOS	MAA JNC MAaI MRT	Phy FZL		Chem ANN	Bio HAY CS DLN		SS ESR BM MAN	BM MAN RaC Tasneem
Fr	Phy FZL	SiELaL MHD	Isl ABD		ToK MAN	ToK MAN		MAaI MRT MAA JNC	BM MAN RaC Tasneem

Timetable generated: 2/9/2023

aSc Timetables

Year 2

MySchool, Al Hail South, Al Seeb, Muscat

	1. 7:30 - 8:20	2. 8:20 - 9:10	3. 9:10 - 10:00	1st Break 10:00 - 10:25	4. 10:25 - 11:15	5. 11:15 - 12:05	2nd Break 12:05 - 12:30	6. 12:30 - 13:20	7. 13:20 - 14:00
Mo	MAA JNC	Phy FZL	Phy FZL		Bio HAY	Bio HAY		Chem ANN	SS ESR
	MAaI MRT				CS DLN	CS DLN		BM MAN	BM MAN
Tu	SiALaL YOS	SiELaL MHD	Phy FZL		MAA JNC	Bio HAY		Chem ANN	Chem ANN
					MAaI MRT	CS DLN		BM MAN	
We	SiALaL YOS	SiELaL MHD	Phy FZL		MAA JNC	Bio HAY		Chem ANN	MAA JNC
					MAaI MRT	CS DLN			MAaI MRT
Th	ToK MAN	ToK MAN	Chem ANN		Isl ABD	SiALaL YOS		Isl ABD	Bio HAY
									CS DLN
Fr	BM MAN	BM MAN	SS ESR		MAaI MRT	SiELaL MHD		Phy FZL	Isl ABD
	RaC Tasneem	RaC Tasneem			MAA JNC				

Timetable generated: 2/9/2023

aSc Timetables

Appendix 5

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THE SCHEDULE FOR PROCESSING APPLICATIONS FOR INTERNATIONAL QUALIFICATIONS STUDENTS FOR THE ACADEMIC YEAR 2023/2024

IB		GCE		Proposed Scores
High Level	Standard Level	A Level	AS level	
7		A*		100
6	7	A		97
				94
5	6	B	A	91
				88
4	5	C	B	85
			C	82
3	4	D		79
				76
2	3			73
		E	D	70
1	2			67
				64
	1		E	61

Table (3)

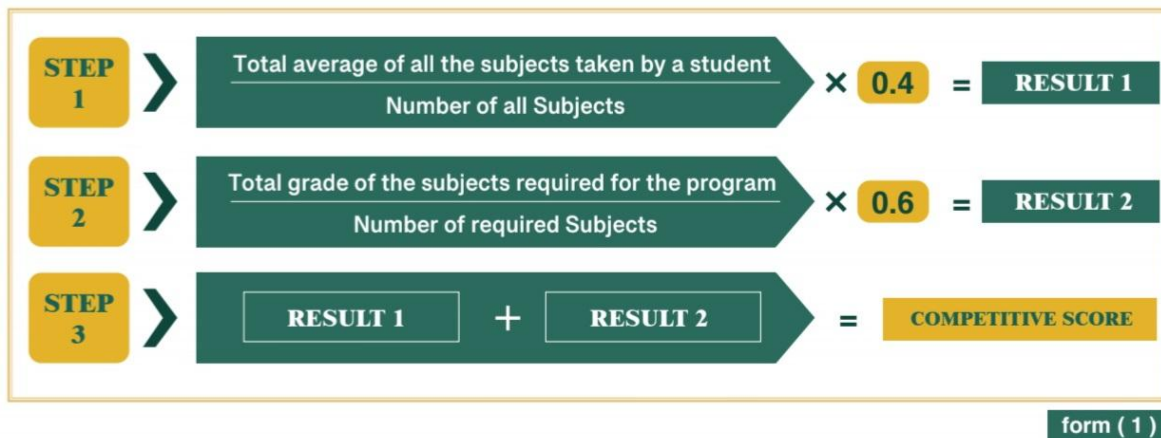
ABOUT THE CONVERSION TABLE FOR IBD/IBC AND A-LEVEL QUALIFICATION HOLDERS

Using this conversion table, which has been put together by the Oman Ministry of Education (Mo) and higher education institutions, you can calculate how to convert A-level and IB results into percentages as used by the HEAC electronic system to screen, shortlist and competitively select recipients from all scholarship applicants based on their competitive scores.

- This is a conversion table and NOT a form of benchmarking, and might be subject to future changes.
- Higher education institutions and other concerned entities (including the concerned scholarship departments) reserve the right to set eligibility criteria for entry to courses as they deem appropriate for international qualifications. These entities do NOT depend on this conversion table when developing the criteria for entry to the eligible courses, but according to what they expect from a student based on the student's academic background and as per the grading systems that apply to what are treated as international qualifications by MoE.
- International qualification holders must obtain an equivalent certificate from Mo to be able to competitively apply for scholarships, seats and grants.
- The HEAC also converts the following grade and points:
 - Grade A* for A-level students.
 - (TOK) for IB students.
- **The student must upload their transcript (grades) and the MoE equivalency certificate, in addition to a copy of the civil ID card, to the electronic admission portal as per the HEAC admissions timeline.**

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References

IB (2014) Program Standards and Practices

IB (2019) Program Standards and Practices

IB(2018) Access and Inclusion Policy