



المدرسة الملكية الكندية-القاهرة  
Royal Canadian School-Cairo

# ADMISSIONS POLICY AND PROCEDURES



## A note for Parents

Dear RCS Parents,

At RCS, our school policies are rooted in the IB philosophies, standards and practices. We aim to model the principles of the IB learner profile and the IB mission in each of our policies. They are in line with the guidelines set by the International Baccalaureate (IB) and cover the following areas:

**Admissions:** Outlines the procedures and criteria for student enrollment at RCS.

**Inclusion:** Emphasizes our commitment to embracing and appreciating students from diverse backgrounds, with varying identities, learning abilities, and language skills.

**Language:** Defines our approach to language education and usage within the school community.  
**Assessment:** Details our assessment methods and practices to ensure fair and accurate evaluations of students' knowledge and skills.

**Academic Integrity:** Highlights the importance of upholding ethical standards and the consequences for any violations.

At RCS, we take immense pride in our diverse global community. By enrolling your child(ren) at our school, you are agreeing to respect and celebrate the diversity of our student population, as well as support and advocate for inclusion. Each policy document provides a thorough understanding of the underlying philosophy, outlines students' rights and community responsibilities, showcases how the policy aligns with the IB learner profile, and includes links to related policies. The appendices contain the procedures and processes associated with each policy, and hyperlinks are embedded for easy access to additional reading material on RCS and IB documents.

We are committed to working together, both at home and at school, to ensure that our students receive an exceptional education that meets the rigorous standards of the International Baccalaureate. Through our partnership, students will not only be aware of their rights to this education but also understand their responsibility in enabling the rights of others.

Thank you for taking the time to thoroughly review these policies. If you have any further questions or require clarification, please don't hesitate to ask.

Warmest regards, RCS



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## Our Guiding Principles

The IB states, “Inclusion is an ongoing process that aims to increase access and engagement in learning for all students by identifying and removing barriers. This can only be successfully achieved in a culture of collaboration, mutual respect, support and problem solving. Inclusion is the learner profile in action, an outcome of dynamic learning communities.”

### IB Mission

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.

### RCS Vision

RCS Cairo aims to cultivate future leaders who demonstrate the global understandings, empathy and skills to solve 21st century challenges and make their world a better place.

### RCS Mission Statement

RCS will nurture intellectual curiosity, academic excellence, environmental awareness and pride in community, host country and home country.



# Admissions Policy

## Our Admissions Philosophy

At RCS, we have a strong belief in actively seeking ways to welcome students into our school community, rather than focusing on reasons to deny entry. Our goal is to foster a diverse student body encompassing different genders, cultures, and nationalities at RCS. While we strive to admit students, we are also committed to ensuring the safety and security of everyone within our school.

As we evaluate prospective students for admission, we will consider the possibility of meeting their specific needs within our educational environment. It's important to note that RCS primarily functions as an academic institution, and we anticipate that our students will eventually transition to pursue higher education opportunities. Consequently, we actively promote ourselves as a school that embraces dedicated, globally aware, and lifelong learners within our community.

Should you require any further information or have any specific inquiries, please do not hesitate to reach out. We are here to assist you.

## Admissions Commitment

RCS is committed to excellence in education and to the personal growth of every student. We offer small classes and passionate, highly qualified teachers. Our goal is to provide students with the best possible program of academic and personal development in a challenging and supportive environment. We offer the Diploma Programme (DP) in Grades 11 and 12



## Admissions and the Learner Profile

At RCS, we are guided by the International Baccalaureate (IB) Learner Profile, which encompasses ten attributes we aim to foster in our students. Keeping this in mind, our admissions policy reflects our commitment to admitting students who embody the values and characteristics of the IB Learner Profile.

**Inquirers:** We seek students who display a natural curiosity and eagerness to acquire knowledge. During the admissions process, we value students who demonstrate a willingness to explore and investigate various subject areas.

**Knowledgeable:** Applicants who possess a strong foundation of knowledge across various disciplines are encouraged to apply. We appreciate students who exhibit intellectual curiosity and a desire to engage in meaningful learning experiences.

**Thinkers:** RCS welcomes students who are critical and creative thinkers. We look for individuals who can demonstrate their ability to apply critical thinking skills, analyze information, and generate innovative ideas.

**Communicators:** Effective communication is vital in our diverse and interconnected world. We seek students who can express themselves clearly and confidently, both orally and in writing, during the admissions process.

**Principled:** We value students who exhibit strong ethical principles, honesty, and integrity. As part of the admission process, applicants are expected to act with integrity and adhere to the highest standards of ethical behavior.

**Open-minded:** Embracing different perspectives and cultures is essential to our school community. We encourage applicants who demonstrate open-mindedness, respect for diversity, and the willingness to engage in constructive dialogue.

**Caring:** RCS seeks applicants who demonstrate empathy, compassion, and a genuine concern for others. Students who have a track record of actively engaging in community service or display a strong sense of social responsibility are highly regarded.

**Risk-takers:** We value students who are willing to step outside their comfort zones, take intellectual risks, and embrace new challenges. Applicants are encouraged to showcase their willingness to explore new ideas and embrace new experiences.



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**Balanced:** A well-rounded education encompasses both academic and personal development. We look for applicants who display a balanced lifestyle, juggling their academic pursuits with extracurricular activities and maintaining a healthy physical and emotional well-being.

**Reflective:** We value applicants who possess the ability to thoughtfully reflect on their experiences, learning from successes and challenges. Students who demonstrate the willingness to engage in self-assessment and personal growth are encouraged to apply.

**Conclusion:** At RCS, our admissions policy is rooted in the values and attributes of the IB Learner Profile. By aligning our admissions process with these principles, we strive to create a diverse and inclusive community of learners committed to academic excellence, personal growth, and making a positive impact on the world.

## Connections to other IB Policies

### Admissions and Language

At RCS, we recognize the importance of a solid foundation in a student's mother tongue for academic success. As part of the admissions process, we assess a student's language profile based on their previous academic performance. It is essential that applicants demonstrate age-appropriate literacy and proficiency in a language.

To facilitate effective communication and integration into our academic programs, all previous school records must be translated into English for evaluation purposes.

For students entering RCS in the DP 1 year, proficiency in Academic English is crucial for engaging with course materials and successfully sitting the DP examinations. Therefore, language proficiency assessments are conducted as part of the admissions process specifically for DP 1 applicants.

If a student is deemed incapable of accessing information and expressing themselves at an appropriate level, their admission to RCS may be reconsidered.

Once admitted, students will be required to complete a comprehensive Language Profile questionnaire for all languages offered at RCS. This information will assist in determining the appropriate language group placement. Within two weeks of enrollment, language teachers will assign newly admitted students to the language group that aligns best with their proficiency level.



## RCS Admissions Policy

In our efforts to maintain diversity among our student body while considering available resources and class composition, we strive to balance the levels of language proficiency.

### **Admissions and Assessment**

In the DP programme, we assess admissions based on 2-year reports, an evaluation form, any school documents, English and Maths admission tests, and an interview. If it is a remote applicant, students may be required to engage in a face-to-face Google Meet or Zoom meetings.





## Appendices



## Application Procedures

Register interest - [rcs.edu.eg](https://rcs.edu.eg)

Book a School Tour - [rcs.edu.eg](https://rcs.edu.eg)

Make a formal application -

The formal application fee is 8,000LE

Applicants

- Complete an application
- Upload documents, passports, etc.
- Upload 2 years of school report cards
- Current school completes confidential recommendation
- • Applicants invited for English and maths tests and an interview

Decision is made in consultation with DP coordinator

## Application Timing

Our application process takes place on a yearly basis starting from January for August entry; our school years run from August to June.

### High School Applicants

IB Diploma Programme Admission closes 1<sup>st</sup> September each year. After 1<sup>st</sup> September, RCS will only accept new students who are transferring from an IB DP program with all subjects that can be accommodated by RCS.

## Acceptance Criteria



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All students are still required to follow the admissions process completely to be considered for admissions. A decision for acceptance is only made after the appropriate members of staff evaluate the above information in accordance with our Inclusion Policy and Language Policy.

For applicants to the Diploma Programme, RCS provides guidance regarding subject choices that align with their individual strengths and future academic goals. However, it's important to note that the school cannot guarantee approval for all DP subject choices if our evaluation determines a low probability of success in those particular subjects.

We aim to support students in selecting subjects that will enable them to thrive academically and pursue their desired pathways. Our evaluation process takes into account various factors such as academic performance, aptitude, and readiness to handle the rigor of specific DP subjects.

While we strive to accommodate students' preferences, it is essential to ensure that they have a realistic chance of achieving success in their chosen subjects. By considering multiple factors, we aim to provide guidance that maximizes students' potential and sets them up for a fulfilling academic experience.

Siblings are prioritised for all grade levels however, Diploma Programme students applying from other IB Schools are given priority when applying.

### Notice of Acceptance

- Acceptance letters are emailed out to the address on file
- A deposit is required before the spot is confirmed

### On the First Day of School

- All new parents and students will be invited to meet the Head of Admissions and the Head of School in the school reception for the first day of school.
- DP students will be met in the reception by the DP coordinator and led to their classes.



## IB Standards and Practices for Admissions

Our Admissions policy has been aligned with the new IB Standards and Practices, which became effective October 2020. Please note the related standards below.

**Culture 1:** The school secures access to an IB education for the broadest possible range of students. (0301-01)

**Culture 1.1:** The school implements and reviews an access and/or admissions policy that clearly describes the conditions for participation in the school's programme(s). (0301-01-0100)

**Culture 1.2:** The school provides relevant support materials, resources and structures to promote access to the school's programme(s) for as many students as reasonable. (0301-01-0200)

**Culture 1.3:** The school provides opportunities to access the programme(s) for the broadest possible range of students. (0301-01-0300)

**Culture 6:** The school implements, communicates, and regularly reviews its IB mandated policies to ensure they are cohesive and reflect IB philosophy. (0301-06)

**Culture 6.1:** The school implements processes with consideration of the relationship between its IB mandated policies. (0301-06-0100)

**Culture 6.2:** The school documents its IB-mandated policies and communicates them to the school community. (0301-06-0200)

**Culture 6.3:** The school considers physical and virtual spaces in all of its IB-mandated policies. (0301-06-0300)

**Culture 6.4:** The school articulates a planned integration of human, natural, built, or virtual resources in all of its IB-mandated policies. (0301-06-0400)



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**Culture 6.5:** The school considers the learner profile in all of its IB-mandated policies. (0301-06-0500)

**Culture 6.6:** The school considers international-mindedness in all of its IB-mandated policies. (0301-06-0600)

**Culture 6.7:** The pedagogical leadership team uses the school's IB-mandated policies in decision-making and curriculum development. (0301-06-0700)