



MARIAN BAKER SCHOOL

San José, Costa Rica

MARIAN BAKER SCHOOL ADMISSION POLICY 2023-2024

Name of Policy	Marian Baker School Admission Policy
Reviewed by	Carolina Vargas
Last Reviewed	June 2023
Due for Review	June 2024
Related Policies	



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Purpose

Marian Baker School (MBS) is an international, PreK-12 International Baccalaureate (IB) World School that offers the Diploma Programme (DP) and serves a population of international and local students. This Admission Policy was developed in collaboration with, and approved by, the Administrative Team: General Director, Early Childhood Coordinator, Early Childhood and Elementary School Principal, Middle and High School Principal, Diploma Programme Coordinator, Admissions Coordinator and College Counselor. It is written in response to the International Baccalaureate parameters and the Culture 6: “The school implements, communicates and regularly reviews its IB-mandated policies to ensure they are cohesive and reflect IB philosophy” (Programme Standards and Practices 12, 2020).

Policy

Admission to MBS is determined on the basis of the applicant’s ability to benefit from, and adjust to, the academic program and educational services the school provides. Marian Baker School (MBS) accepts students without discrimination of gender, race, religion, ethnic group or learning style.

Guiding Principles

The procedures surrounding the development and implementation of the MBS Admissions Policy shall be informed by, and adhere to, the following principles:

a. Testing

An applicant and his/her parents will visit the school, and upon deciding to pursue admission, will arrange, through the Admissions Coordinator, a day to have an interview. Afterwards, the family will deliver the documents to begin the admissions process. Upon review of this initial documentation by the Admissions Committee, applicants will be notified if they are able to continue with the process and will arrange a date for the admissions test. If tests are approved, a date for a classroom visit can be determined.

b. Oversight

The admission process is overseen by the Admissions Committee, integrated by the Business Director, the Admissions Coordinator, the Principal of the division to which the student is applying, and Student Support Department personnel, if needed.



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c. Decision Making

Admission to MBS will be granted after all requirements have been received and reviewed. The school will notify the parents about acceptance of the student and registration time via email. The committee makes admission based on the examination of the following:

- MBS admission application & questionnaire (completed)
- Official transcript of academic records and certificates of completion (with authenticate seals of a recognized MEP, Cognition, or IB school or authenticate apostilled documents)
- Letter of conduct from previous school(s)
- Evidence of financial good standing from previous school(s)
- Financial banking good standing/for relocation families a letter from the Company
- Photocopy of applicant's birth certificate or passport and parents' identification documents
- Photocopy of permit to stay in the country or residence identification
- Report of academic or psychological evaluations, if applicable
- Health records that include a medical release form, vaccination records, hearing & sight screenings and dental reports (students entering the Pre-K level).
- Capacity of the school to meet the applicant's needs

d. Primacy of the Leadership Team

The Leadership Team provides the final approval of the admission.

e. Age Requirements

For students entering MBS at the beginning of the school year in August, the following age is required by August 1:

- Students entering the Pre-K level must be at least two years old by August 1 of the year entering this Grade level.
- Students entering the K4 level must be four years old by August 1 of the year entering this Grade level.
- Students entering the Preparatory level must be five years old by August 1 of the year entering this Grade level.
- Students entering First Grade must be six years old by August 1 of the year



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entering this Grade level.

f. Admission to the International Baccalaureate (IB) Diploma Programme (DP):

i. MBS Students

MBS believes in the benefits the IB DP offers; this is why all students experience the Diploma Programme as the school's official 11th and 12th grade curriculum on the basis of a non-selective approach. However, the DP internal and external assessment components are required for all Costa Rican students who must obtain the Costa Rican National Diploma.

ii. Admission to the International Baccalaureate (IB) Diploma Programme (DP):

Non-MBS Students

- Applicants must comply with Marian Baker School's admission process.
- Eleventh Grade applicants will be admitted based on acceptable performance in 9th and 10th Grade, as determined by the Admissions Committee.
- In the case of students entering the senior year, the DP courses the student enrolled in the 11th Grade must match the courses offered by MBS. If the courses do not match 100%, Pamoja online or self-taught courses can be considered. The family will assume the cost of these courses. The status report for CAS, EE, TOK, internal and external assessments is required.

g. Considerations within the Diploma Programme

- DP students will be allowed to switch subjects within the first quarter of Year 1. This change should be informed first to the Diploma Programme Coordinator via a formal email that explains the reasons for the change.
- All DP students will have to decide the subjects to be tested on Year 2, whether in the Diploma category or Course category, by June of Year 1.
- The minimum number of students to open a DP course shall be determined on a yearly basis.
- A \$1,000 (US dollar) fee is required per DP year.

h. Revision

This document will be revised on a yearly basis, and the MBS community will be informed at the beginning of each school year about changes to come into effect; it will also be available on the MBS website.



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Bibliography

“Programme Standards and Practices.” International Baccalaureate Organization, Apr. 2020.



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Admissions Procedure

Step 1 Initial Documentation

- o Application Form
- o Applying Parent Questionnaire
- o Passport-sized picture
- o Applicant's Birth Certificate / Passport for non CR citizens
- o ID of both parents, which must include mother's maiden name
- o ID of legal guardian (if applicable)
- o Photocopy of legal permit to stay in the country or residency
- o Formal Transcripts from last attending school (minimum of 3 previous school years)
- o Any evaluations by a specialist (if need for long term support or therapy has been indicated)

Upon review of initial documentation, applicants will be notified if approval is granted to continue to step 2 of our admissions process. Proof of payment of the application fee (\$275) is required to advance. (This fee will be deducted from the first tuition payment if the applicant is accepted into Marian Baker School)

- o Application Payment Receipt # _____

Step 2 Testing (For School Use Only)

- o Early Childhood Observation/Visit to the Classroom
- o Emergent Literacy Assessment
- o Math
- o Reading
- o Language Usage
- o Writing: English
- o Writing: Spanish

- o Admissions Testing Results Form reviewed and signed by division specialists
 - o Testing Approved
 - o Testing Not Approved

Applicants who pass the admission testing will be notified to continue with step 3 of our admissions process.



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Step 3 Formal Recommendations, Certifications and Observations

- o Letter of recommendation for the child from last attending educational institution that includes information about conduct
- o Letter of good financial standing certifying that the family has no outstanding debt (from last attending educational institution)
- o Letter from Bank certifying good financial standing
- o Visit to the classroom at MBS – Required for all students. Early Childhood applicants visit on testing date (Step 2).

Date of Visit: _____

To be completed by MBS professionals:

- o Observer’s Checklists (if applicable)
- o Samples of classwork completed on visiting day (if applicable)
- o Admissions Decision Form signed and approved by the Division Principal

Applicants will be informed of the admissions decision and further documentation is required for admissions file completion.

Step 4 Finalizing Process

- o Dental exam (K3 only)
- o Growth chart (K3 only)
- o Medical Release Form
- o Immunization record
- o Hearing exam
- o Vision exam
- o Student Media Consent and Release Form
- o Transportation Form (if applicable)
- o Parent Meeting with Admissions Coordinator, Division Principal & Counselor

Date and Time: _____

All documents must be presented and school fees must be paid before the new student starts classes at Marian Baker School.

- o Admissions File Completed. Date: _____
- o Signed by Admissions Coordinator: _____
- o Payment of school fees - Receipt #: _____
- o New Student’s entrance date: _____