



## **Kuwait National English School**

### **Admissions Policy**

#### **Policy Statement;**

It is our intention to make our setting accessible to children and families from all sections of the local and International community. We aim to ensure that all members of the community have access to the setting through open, fair and clearly communicated procedures. As we prepare our students for Global Citizenship we must first ensure we provide the opportunity

#### **Procedure:**

- We make attempts to ensure advertisement of the school reaches a wide audience of persons from a varied background.
- We ensure that information about our setting is accessible, in written and spoken form. We ensure that the information necessary to families is available in both English and Arabic.
- We ensure our setting and its practices are presented in terms that make it clear that it welcomes both fathers and mothers as active educational partners.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Equal Opportunities Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.

#### **ADMISSION PROCEDURE**

The school now caters for pupils in the age range from 18 months in Pre-School and Children reaching the age of 3 on September 15<sup>th</sup> for KG up to 18 years in Years 12/13. An extensive range of subjects is offered up to IGCSE, GCSE, IAS / IAL and Level.

Pupils, who wish to be enrolled at Kuwait National English School, having transferred from other schools or countries, have to satisfy the following requirements:

**Early Years:**

Children entering Kindergarten will have a short developmental assessment to gain a better understanding of the child's needs and strengths. The assessment is a collaborative effort between the EYFS Coordinator the parents and observation of the child. This assessment is to help the school place the child in the most suitable environment when they begin their first day of school. Reception children entering KNES Early Years for the first time will also have a short developmental assessment along with a short assessment of their prior learning and their suitability to enter Reception. Previous reports of any Nursery or previous Kindergarten attended will also be required.

**Primary School:**

Before admission in Year one, pupils will have a simple oral test based on the work done in EYFS to see if the learning goals have been achieved. A personal interview will also be held with the Key Stage Coordinator to ensure accurate assessment of the child's academic and personal development. From Year 2 onwards pupils will have appropriate entrance tests in Maths and English

**Secondary School:**

Prior to entry to Kuwait National English School, each child is assessed to establish into which class and year they should be placed. The assessment is based primarily upon academic ability. If the pupil is from the Primary School of Kuwait National English School, then end of year tests and previous class reports are used for entry into Year 7. Recommendations from their teacher(s) in Year 6 and the Academic Director are also an important consideration.

If the pupil is not from Kuwait National English School, then a meeting with the parents and pupil will be necessary. Academic reports from the previous school(s) will be considered and, if necessary, their previous school will be contacted to obtain a behavior report.

Entry in Year 7, 8, 9, 10 and 11 will require written tests in Mathematics and English. In Year 9, Parents will receive Options Booklet, and will attend an Option Evening where they may discuss and get advice with their child regarding appropriate subject options to be taken for IGCSE.

Enrolment directly in Year 12 is based on subject choices, availability of seats and on the results of IGCSE /GCSE or any other equivalent examinations. Furthermore, a student will be accepted to embark into the IAS / IAL programme only if he/she obtains a minimum grade ‘C’ in the same IGCSE subject.

If the pupil is transferred from a different Educational System; a quick equivalent is found using the table below for Primary and Secondary:

AGE	BRITISH SYSTEM	ARABIC SYSTEM
3 ½ - 4 ½	KG	KG – 1
4 ½ - 5 ½	Reception	KG – 2
5 ½ - 6 ½	Year - 1	1 <sup>st</sup> PRIMARY
6 ½ - 7 ½	Year - 2	2 <sup>nd</sup> PRIMARY
7 ½ - 8 ½	Year - 3	3 <sup>rd</sup> PRIMARY
8 ½ - 9 ½	Year - 4	4 <sup>th</sup> PRIMARY
9 ½ - 10 ½	Year - 5	1 <sup>st</sup> INTERMEDIATE
10 ½ - 11 ½	Year - 6	2 <sup>nd</sup> INTERMEDIATE
11 ½ - 12 ½	Year - 7	3 <sup>rd</sup> INTERMEDIATE
12 ½ - 13 ½	Year - 8	4 <sup>th</sup> INTERMEDIATE
13 ½ - 14 ½	Year - 9	1 <sup>st</sup> SECONDARY
14 ½ - 15 ½	Year - 10	2 <sup>nd</sup> SECONDARY
15 ½ - 16 ½	Year - 11	3 <sup>rd</sup> SECONDARY
16 ½ - 17 ½	Year - 12	4 <sup>th</sup> SECONDARY
17 ½ - 18 ½	Year - 13	

According to the British System:

- The pupil is allowed to enter KG by 3 Years old (*on September 15th.*)
- The pupil is allowed to enter Reception by 4 Years old.
- The pupil is allowed to enter Year 1 by 5 Years old (but the pupil should have completed both KG and Reception).
  
- Before entering Year 13, the pupil should have completed both Year 11 and Year 12.

It may be necessary for them to repeat their previous year upon entry to Kuwait National English School as it is often the case that subject knowledge and levels of understanding are not compatible with the

British System. Written test in Mathematics and English are then taken appropriate for their age or the year group they wish to enter. If necessary, assessment tests in other academic subjects may be required.

If, as a result of this, the Key Stage Coordinator concludes that Kuwait National English School can meet the needs of the child, then a place is offered. It must be stressed however, that it is important to apply early for a place because certain year groups become full quickly.

**Admission Policy in SEN School:**

The Assessment Team is comprised of the Head of SEN, the School Psychologist, the Speech and Language Pathologist, the Occupational Therapist and the Physiotherapist.

When a parent wishes to enroll their child in the Special Educational Needs Programme at Kuwait National English School, the following procedure occurs:

1. An interview is arranged for the parent(s) and SEN pupil to meet with SEN Assessment Team. Parent(s) are asked to bring all relevant documentation (school records, medical/psychological reports, and previous assessment reports) to this meeting.
2. The Assessment Team explains the types of programmes offered at Kuwait National English School, reviews the documents provided, and answers any questions the parents may have at this first interview.
3. Provided there is space available at the time, and it is felt that the child's needs will be served effectively in the SEN department at KNES, based on the information provided; a day-long assessment is arranged. If the information provided is not adequate, outside testing may be required before a decision is made on whether or not to arrange a day-long assessment; the parents may be asked to produce school/medical reports that are absent from the file or they may be asked to take their child to a government clinic to have a formal IQ test done.
4. For the day-long assessment, the child is placed in a class, usually one which is being considered as a possible class for the child. By placing the child in a class, the assessment team can often get valuable information regarding the child's social skills, his/her behavior, and his attention span as well as his/her academic ability. At times during the day, the pupil taken out of the class to be assessed individually by members of the team regarding his/her fine motor skills, his expressive/receptive language skills, and his mental/academic ability.

5. At the end of the assessment day, the parent(s) of the child meets with the assessment team. The assessment team reviews their finds with the parent(s). If the assessment team feels it can enroll the child, based on the assessment, the parent is informed about the type of class and program the child will be placed in initially.
6. If the parent(s) accepts their child being placed in the type of program described to them by the assessment team, then the parent(s) is invited to enroll their child in the SEN Programme at Kuwait National English School.

**Documentation for Admission to the School:**

All pupils must be formally registered before they can attend class. Parents should provide and submit to the registrar all the documents required:

- Two passport sized photographs;
- Copy of the Birth Certificate;
- Copy of the child's passport;
- Copy of the most recent school report (Year 2 to Year 13)
- Copy of the most recent medical report on the child (SEN pupils);
- Transfer letter from the previous school;
- Copy of the child's Civil ID
- Copy of the parents' Civil ID
- Copy of father's national certificate (Kuwaiti only);
- Copy of the parents' passport details.
- Medical File
- Clearance of payment from previous school
- Photo Release form
- Intraschool medical information

For the Early Years School and Year one children are admitted according to their birth date and the regulations from the Ministry of Education.

Payment of tuition must be made prior to attending school and parents should strictly follow the payment policy: two installments for Early Years School and three installments for the other departments. Details

and fees and payment schedule are available from the Accounts Department. Parents should adhere strictly to the agreement signed at the time of registration.

**LATE INSTALLMENTS POLICY:**

- Late payments during the school year, between September 1st and 31st March, will result in holding the student's report card. A continuous record of late payments during the school year may result in blocking the student's enrollment for the following school year.

*Re-Registration:*

For pupils who are already registered in the school whose parents wish them to continue with us for the next academic year, registration time is due by the **15<sup>th</sup> March** and a deposit is requested at this time. We stress that parents need to understand how important it is to follow this procedure in order to reserve a seat and to help the Management Team to prepare correctly with staffing and equipment for the next academic year. Registration for the next academic year should be completed before March 30th. The school reserves the right to deny admissions or place pupils on a wait list after this date.

Parents should give one term's notice in advance if leaving the school otherwise, if the term fees have been paid these will not be refundable. Should the full term fees not have been paid the school is entitled to ask for full payment.

**Change of Address and Telephone Numbers:**

It is very important that the school be notified if there is a change of residence address or telephone numbers (home and office) during the school year. This information is needed in case of an emergency.

**Transportation:**

Pupils riding the school buses to and from school, or to and from any school-sponsored activities will be expected to adhere to proper rules of conduct. The school's responsibility for the supervision and safety of pupils begins as the pupils' board the buses to come to school and ends as they get off the buses to go home.

When registering for transportation parents should provide complete information and a clear map and parents should not expect transportation to be immediately effective, as the bus drivers need to practice the route.

**WITHDRAWAL POLICY**

If parents are transferring from one school to another or leaving the country even on a temporary basis, pupils should be formally withdrawn from school. This permits the staff to compile data on each pupil. Pupil files and medical reports will not be released unless the tuition is paid and/or all books have been returned or paid for.