



THE ENGLISH SCHOOL

Admissions Policy - Public

The English School is open to new admissions from outside Kuwait throughout the Academic Year and from within the State of Kuwait during the period from the end of the Academic Year to the end of October, as stipulated by the Ministry of Private Education.

The School has an average of 23 students per class and the year groups range from KG (3 years of age) to Year 8 (13 years of age) in accordance with the British system. The intake dates for each year group are in line with the British System and approved annually by the Ministry of Private Education in Kuwait.

The School does not provide English as an Additional Language Support (EAL) for pupils and places will only be offered to children who are fluent English speakers.

The School does not discriminate against pupils with SEN and/or disabilities provided that the School is able to appropriately support a child's development. When applying for a place, parents of children with special educational needs and /or disabilities should inform the School in advance so that appropriate measures may be taken in the assessment procedures.

Admission Procedures

- Where possible, applicants will be assessed at TES.
- Remote testing for pupils applying for places will be facilitated if no options for onsite assessment are possible and will be set in the child's current school. TES will be unable to assist in facilitating remote assessments unless the child's current school supports it.
- A Confidential Report and, where applicable, school reports will be requested for all pupils hoping to secure a place.
- Places will be offered based upon satisfactory test performances, where applicable, and satisfactory reports and references.
- Those pupils applying for places in EYFS or who have not been engaged in full-time education will need to visit the School at an arranged time to go through the School's own admissions testing procedures.

Points to Note

- a) Admissions tests for all pupils will be administered by the Director of Studies, Assistant Director of studies, Head of Prep, Head of Pre-Prep, or senior and experienced staff depending upon the age of the candidate.
- b) Children with established/perceived SEN needs will be referred to the School's SENDCO for further assessment.
- c) In assessing pupils the latest school report must be made available before the offer of a place is determined.

- d) There is a discrepancy between the UK/Kuwait education systems regarding the cut off date for age categories and year group placement. In the UK it is 31st August, whereas in Kuwait it is 15th September. Children new to the School whose birthdays fall between 1st-15th September inclusive must be given special consideration. They should not miss a complete year of formal education by being advanced (say from Year 1 to Year 3). The Registrar will discuss this situation with parents during the initial stages of the admissions process.

Child Protection

Once a pupil has been offered a place, the Registrar will contact the previous school and request any information be sent directly to our Designated Safeguarding Lead.

Children Missing Education

To further strengthen our commitment to safeguarding, once enrolled in the School any unauthorised absence of 9 days will be reported to the Ministry of Education, with a copy also forwarded to parents.

Admissions Testing

Assessment Fees

A non-refundable charge of KD75, per child, will be charged for the administration of assessment procedures related to any pupil's future schooling. This will be a non-refundable fee. Subsequent assessments (if required) will be charged at KD50, applied for each separate assessment and, where relevant, an additional charge for the couriering of any test materials.

Similarly, when a child leaves TES, there will be a non-refundable KD50 fee for each set of assessments administered by the School, if necessary, for entry to the next phase of a child's education. When applicable, there will be an additional charge for the couriering of any test materials.

As far as possible children will always undertake entry assessments appropriate to their chronological age group.

a) Years 3 to 8

Children will sit English and maths assessments.

a) Years 1 & 2

Pupils are assessed in maths, phonics, reading and writing. In addition, we ask applicants to engage in an age appropriate conversation.

b) KG & Reception

Pupils are assessed against the Department for Education's Statutory framework for the early years and foundation stage, Early Learning Goals (ELGs)

b) Admissions & Placement in Year Groups

Children will, in most cases, be placed in the year group appropriate to their age and will only be considered for places in different year groups in exceptional circumstances. For example:

1. If a younger child, with an American or European educational background, enters the School with little, if any, prior formal education.
2. If a child has previously been placed in a year group above their chronological age for the majority of their education in the British system.

All children are assessed on an individual basis. Due consideration is given to whether we can serve a child's academic and physical needs and whether, in doing so, this might significantly impact on the academic, physical and pastoral needs of the other children in the School. The final decision on the offering of a place is at the discretion of the Headteacher.

For children who are successful, it is possible that a place may not immediately be available. In such cases, parents are offered the option of their child(ren) joining a waiting list for places.

Parents of children on the waiting list need to be aware of the following:

- If children are already attending a Ministry school within Kuwait it is only possible to transfer to TES between the end of the previous Academic Year (June) until the end of October. Outside of this time, the transferring of pupils from Government to Private schools is not permitted by the Ministry of Private Education.
- The transfer from a private school is permissible at any time during the year provided we are in receipt of a valid transfer certificate.

If a parent is unhappy with the decision made by the School regarding a place, the Appeals Procedure is open to them. An Appeal should be submitted in writing to the Headteacher. This Appeal will be considered by the Admissions Team and parents will be informed of the final decision within 14 days of receipt of the letter.

Reviewed:	14th October 2024
To be reviewed:	Annually by 30th September
Reviewed by:	Sam Howells (DoS); Suzanne Davey (HoPP); Kirsten Setili (Head of Admissions)
Responsibility:	Headteacher