



Gulf British Academy

# Admissions and Registration Guidelines and Procedures

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## Introduction

This policy outlines the guidelines and procedures for successful registration at Gulf British Academy.

All members of staff will be provided with a copy of this policy and it is the responsibility of all members of staff to make sure the policy is adhered to and enforced.

Gulf British Academy 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 Education In Kuwait.

The school has an average of 25 students per class and the year groups range from Pre-KG (2½ years of age) to Year 6 (11 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 Education.

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

The school does not discriminate against pupils with Special Educational Needs (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 SEN and/or disabilities should inform the school in advance so that appropriate measures may be taken in the assessment procedures. This is in line with our Equal Opportunities Policy.

## **Admission procedures**

- Students will be interviewed and given an entrance test.
- Places will be offered based on satisfactory test performances, where applicable, and satisfactory reports and references.
- Those pupils applying for places in the Early Years Foundation Stage (EYFS) or who have not been engaged in full-time education will need to visit the school at an arranged time to go through our own admissions testing procedures as follows:
  - Admissions tests for all pupils will be administered by Key Stage Coordinators or in their absence the Head of School, the School Counsellor or another senior and experienced staff member depending upon the age of the candidate.
  - Children with established/perceived additional needs will be referred to the School Counsellor for further assessment.
  - In assessing pupils, the latest school report must be made available before the offer of a place is determined.
  - 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**

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

### **Years 1 to 6**

Children will sit English and Maths assessments.

### **Reception and below**

Key Stage Coordinators or in their absence the Head of School, the School Counsellor or another senior and experienced staff member will meet with and talk to each child and parents to establish levels of English within the family.

### **Admissions and 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, e.g. country of origin, level of formal education previously received, etc.

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 offering a place is at the discretion of the Senior Leadership Team.

Even 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 pool for places.

Parents of children in the waiting pool need to be aware of the following:

- If children are already attending a Ministry school within Kuwait it is only possible to transfer to Gulf British Academy between the end of the previous academic year (June) through until the end of October. Outside of this time, from November 1st to the end of the academic year, the transferring of pupils from Government to Private schools is not permitted by the Ministry of 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.

## **Further procedures**

Parents are given a list of requirements for admission. These include:

- Original birth certificate and a copy
- Four passport-size photographs
- Copy of civil ID for child and parents
- Parent ID: passports or nationality ID
- 100KD registration fee
- Copy of previous school report, transfer certificate and free clearance certificate from previous school

Once these requirements have been met, the parents must complete an application form, which includes a parental/school agreement declaration.

Following on from this the child will be registered and allocated a class in September.

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Reviewed: September 2019  
To be reviewed: Annually by September  
Responsibility: Admissions / Senior Leadership Team