



Admissions Policy

Author/s	Head/s of School
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The English Academy is open to new admissions from 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 25 students per class and the year groups range from KG (3.5 years of age) to Year 13 (17 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.

Admission Procedures

- Where possible applicants will be assessed at The English Academy
- Remote testing for students applying for places will be facilitated as required and set in the student's current school.
- A Confidential Report and, where applicable, school reports will be requested for all students hoping to secure a place.
- Places will be offered based upon satisfactory test performances, where applicable, and satisfactory reports and references.
- Those students applying for places in EYFS or who have not been engaged in full-time education will need to visit the TEA at an arranged time to go through the Academy's own admissions testing procedures as follows:
 - a) Admissions tests for all students will be administered by the appropriate Head of School &/or delegated staff depending upon the age of the candidate.
 - b) There is a discrepancy between the UK education systems regarding the cut off date for age categories and year group placement. Children new to the Academy 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 appropriate Head of School will discuss this situation with parents during the initial stages of the admissions process.

.Documents that must be presented to complete the admissions process are:

1. Completed Application Form
2. Completed Health Form
3. Completed Transportation Form
4. 3 recent photographs of the child.
5. 1 copy of the child's birth certificate
6. 1 copy of the child's passport
7. 1 copy of the child's civil ID
8. 1 copy of the parent's / guardian's passport
9. 1 copy of the parent's / guardian's civil ID
10. 1 copy of the parent's / guardian's nationality document (for Kuwaitis only)
11. Medical file



Child Protection

Once a student has been offered a place, the appropriate secretary 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 Academy any unauthorised absence of 9 days will be reported to the Ministry of Education, with a copy also forwarded to parents.

Admissions Testing

A non-refundable charge of child, will be levied for admissions procedures. As far as possible children will always undertake entry assessments appropriate to their chronological age group.

Years 3 to 10

Students will sit English and maths assessments.

Years 1 & 2

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

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

Admissions & Placement in Year Groups

Students 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.

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 Academy. The final decision on the offering of a place is at the discretion of the School Principal.

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:

- It is only possible to transfer to TEA between the end of the previous Academic Year (June) through 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.

Any child who does not meet the expected threshold in the entrance examination will have the opportunity to resit the entrance test.