



Admissions Policy

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The English 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 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 TEA.
- 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 Academy 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/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 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.



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 KD 20 per child, will be levied for admissions procedures into TEA.

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.

KG & Reception

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 School. 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:

- If children are already attending a Ministry school within Kuwait 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.



PROCEDURE – NEW STUDENT ADMISSIONS

STEP 1

INITIAL ENQUIRY & RECEIVING REPORTS

Method / Type of Enquiry	The reason the enquiry should be directed to
Telephone	Receptionist or KS Secretaries
Walk-in	Receptionist
Email	Relevant KS Secretaries/Via School Enquires
Enquiries for Years 11, 12, 13	KS3-5 Secretary / Head of Year / Head of Sixth form

- 1.1 Staff listed above should make the parents aware of filling the initial enquiry form through downloading it from our website.
- 1.2 Staff listed above should tell the parents the following:
 - a. To bring their child’s last 2 school reports and with photocopies (KG is excluded), and in Reception a school / nursery report is required if any.
- 1.3 Staff listed above should pass the Initial Enquiry Form & Reports to the appropriate KS Sec. (Key Stage Secretary).
- 1.4 Once the above is received and reviewed by the Head of department, the Enquiry forms should be filed in a folder ready for a test / interview date.
- 1.5 If there are siblings applying to different Key Stages the higher KS Sec. should deal with the applicants.
- 1.6 Relevant Key Stages Secretaries should log the pupils’ information onto the Database – Applicants located on the network Y:\Secretarial\Student – New Admissions\ Year 2017 – 2018 which should always be kept to date.
- 1.7 Test results are recorded on the enquiry form by the head of departments.

STEP 2

REPORTS APPROVAL & SETTING TEST / INTERVIEW DATES

- 2.1 All KS Sec should give all Enquiry forms that have reports and are complete to the Head of Administration and KS Heads to set Test / Interview dates and times.
- 2.2 The Key Stage secretaries will then relay to the parent the decision to interview / test and will arrange the testing documents required ready for the test / interview.
- 2.3 The parent will also be informed of:
 - The Year Group their child will be tested for
 - Date and Time of test / interview
 - 10KD Test / Interview Fee is to be paid on the day
 - To arrive at reception 15 minutes prior to test / interview. If they arrive late they can no longer be tested on that day and will have to be placed at the end of our admissions list.
- 2.4 Test / Interview payment methods for parents:
 - a. Saturday – Only Cash
 - b. School Days – Cash or Card
- 2.5 KS Sec. will log the interview / test days on the KS1 Interview / KS2-4 Test List.
- 2.6 Any amendments (cancellations etc.) made to the interview / Test List after should be updated on the list and teachers involved should be informed immediately.
- 2.7 KS Sec will pass the Enquiry packs and testing papers:
 - KS2 – 4 to The Head of Administration to arrange the tests.
 - KS1 – Senior Teacher KS1



STEP 3

INTERVIEW / TEST

3.1 The parent and student are directed to Reception when they arrive on the day of the interview.

The Teacher conducting the interview / test will collect the applicant from reception and take them to the appropriate location for the interview / test.

If the parent / applicant has not shown up, the KS Sec. should be informed and given their Enquiry pack by the Teacher.

3.2 Once the interview / test has been completed, it should be added to the Enquiry Pack and then the following should happen.

KEY STAGE 1

3.3 The Teacher should complete the 'Recommended to be Accepted' section on the Initial Enquiry Form and then return the Enquiry Pack to KS. Sec.

KEY STAGE 2

3.4 The Enquiry Pack should be given to the KS2 teachers for marking. The KS2 teachers should complete the 'Recommended to be Accepted' section on the Initial Enquiry Form & the assessment and then return the Enquiry Pack to KS Sec.

KEY STAGE 3-4

3.5 Enquiry Pack should be given to the Head of Administration who will pass them on to the HoD - Maths & English for marking. The KS3 & 4 teachers should complete the 'Recommended to be Accepted' section on the Initial Enquiry Form & then return the Enquiry Pack to KS Sec.. Tests should be marked as soon as possible.

3.6 KS Sec. should pass all marked tests to the school principal and Head of Key Stage for a decision to be made regarding whether the applicants are accepted or not and are offered a place at TEA.

3.7 The KS Sec will call the parents and inform them if their child has been accepted or not.

For Accepted applicants

3.8 They should be told that they must come into school to receive the Offer Letter as soon as possible as places are limited and should be told that they will have a week to finalise the registration.

3.9 If the registration is not done within the week period given, then the registration is cancelled and the place will be offered to another student.

3.10 The registration might be based on a 'Conditional Offer Letter' or a Phonics Booster Course being recommended.

STEP 4

APPLICATION FORM

4.1 Parents come into school to meet with the KS Sec. who will give them the following:

Offer Letter – KS Sec. should get the School Principal to sign this. Then Parents should sign this straight away (A copy should be kept with the Enquiry pack for our records).

The Application Pack.

4.2 KS Sec. should explain our requirements and should tell the parents that they only have 1 week (inc. Weekends) from today's date to return the completed application pack for registration otherwise their application will automatically be cancelled from the system and they will have to re-apply.

4.3 KS Sec. should provide them with their telephone extension number in case they require anything regarding their application.

STEP 5

REGISTRATION

5.0 When parents come back, within 1 week registration period, the Receptionist should contact the KS Sec, on their arrival.



5.1 KS Sec. must check that all forms and documentation are complete and correct.

5.2 If the information is complete the KS Sec. should complete the Permission to Register Letter with today's date.

5.3 KS Sec. should immediately take the Permission to register Letter & Enquiry pack to the School Principal to sign. A copy of this must be added to the Enquiry pack for our records.

5.4 KS Sec. should explain to the parents that they must register today as stated on the Permission to Register Letter.

5.5 KS. Sec should direct the parents to the Accounts Department where they should give them the Permission to Register Letter and pay the deposit.

Note: New registration can only be made in the Accounts Department if the parent has Permission to Register Letter signed by the School Principal.

5.6 Once the applicant has registered, the Accounts Department will log the registration number into the school's information management system for the KS Sec.

5.7 Once the KS Sec, has seen the pupil registration on the Tree System, the KS Sec. should create a pupil file where the Enquiry Pack should be placed, and will also enter the pupil's information to PASS. At this point a school file should be opened for the pupil.