

Kuwait International English School



Whole School Admissions & Exclusions Policy

Introduction:

To maintain the position of The Kuwait International English School (KIES) as a Centre of excellence, it is essential that the students who gain admission meet standards that enable them to gain as much as possible from their learning experiences. KIES is a school that has high academic expectations and students must be able to cope with the demands of the education that are placed upon them.

Students are tested & interviewed before they enter the school. The entrance test & interview is used to assess whether a student is suitable to enter the school. The mainstream school does not provide support necessary for student with severe learning difficulties.

Admissions Process:

Parents and students who are considering joining KIES can speak to staff about the admission process and may request a tour of our campus. Discussions & Tours can be arranged by contacting the Main Reception (+965 22219228 / +965 22219229).

Relevant members of staff involved in the admissions process will be on hand to help and advice prospective parents throughout the application process. The various steps of the process are as follows:

Step 1:

In the first instance, parents of prospective students are, kindly requested to contact our Admissions Team. This can be via email, telephone or in person and they will guide parents through the next steps in the registration process.

Email: h.manook@kieskuwait.com (Registrar)

Telephone: +965 66622823 - 965 22219231, +965 22219229

Address: Block 11, Al Hassan Al Bassry Street, Hawally, Kuwait

Step 2:

Before the day of the entrance test appointment parents will be required to complete the initial data entry required for the registration form. This form will be completed online by parents using the Schools online registration portal. This form can also be completed at the school with the schools admission team.

Step 3:

Upon arrival at school the Registrar will require ALL student & parent documentation. Please see the documents required section to find the list of required documents.

Step 3: (Cont)

Please bring all papers with you ready at the time given for your appointment. Please note that if these documents are not provided it may delay the registration process.

An application process fee of 25 KWD (non-refundable) must be paid to the cashier on the day, before the candidate can take the entrance test. Students will then undertake an entrance test / interview to assess the student's suitability for acceptance for enrollment.

Step 4:

After completion of the entrance testing and if it is required, the School counselor will meet with the student and evaluate his / her social, behavioral interaction and address any personal, emotional or social issues that might be observed during the interview.

Once the entrance testing has been conducted and the results processed, prospective parents will be contacted with a decision by the School Administration within 3 working days of the test being completed.

Step 5:

After acceptance for enrollment, parents shall visit the accounts department in order to pay a registration fee (100 KD) and any other payments required. Parent shall return to the Registrar in order to complete any additional required data entry for the registration process and receive final confirmation of admission. Upon final confirmation of enrollment parents will be given information to sign into the School ERP System (Hala Campus).

Step 6:

The Registrar will liaise with the Head of Department to confirm the class and a start date for the student. If the registration happens during term time children should be given a start date no longer than 2 working days after the final confirmation of admission. On the first day of school, the tutor / class teacher will receive the student and introduce him / her to their new tutor group / class.

Documents required for Registration New enrollment:

- 25 KD Application Process Fee (non-refundable)
- A printed copy of the Registration form filled out online
- Recent Students photographs (2)
- Civil ID copy (both sides) of the student, mother and father
- Copy of valid passport of student, Mother and Father
- Copy of birth certificate
- Copy of vaccination record
- Transfer certificate from the previous school
- Last school report from the previous school
- Clearance letter from the previous school
- Medical file form the previous school

Documents required for Students' registration from outside Kuwait:

- Complete registration form
- Students photographs (2)
- Civil ID of the student, mother and father (in case Civil ID is not yet issued, copy of the entry visa)
- Copy of residency of entry visa (after completion of residency formalities, documents shall be presented to the school registration department)
- Copy of birth certificate
- Copy of vaccination record
- Last school report from the previous school to be authenticated from ministry of education of home country and Ministry of Foreign Affairs

Documents required for Re - Registration:

- New photograph of the student
- Complete School Re- Registration form
- Civil ID of the student, mother and father
- Copy of student, Mother and Father passport

(All document should be valid in case of renewal of residency or passport document)

Minimum age for admission (On 1st Day of new Academic Year):

Level	Years	Months
Kindergarten	3	6
Reception	4	6
Year 1	5	6
Year 2	6	6
Year 3	7	6
Year 4	8	6
Year 5	9	6
Year 6	10	6
Year 7	11	6
Year 8	12	6
Year 9	13	6
Year 10	14	6
Year 11	15	6
Year 12	16	6

Exclusion / Suspension / Dismissal Process:

KIES will follow all Ministry of Education Guidelines in relation to exclusions of pupils from school.

Exclusions can be temporary (suspensions) or permanent (dismissal).

Temporary exclusions or suspensions

The school will follow internal policy on temporary exclusions or suspensions.

- Only Head of Department, Vice Principal or Principal can sanction a temporary suspension.
- Parents must be informed & sign suspension / exclusion letter before a suspension / exclusion can take place.
- If a meeting with a parent occurs after 9.00am the suspension / exclusion starts on the following day. If a meeting with a parent occurs before 9.00am the suspension / exclusion begins on the day the meeting took place.
- If a parent refuses to sign a suspension paper, the suspension / exclusion will take place and the letter will be signed on behalf of the parent by the school Principal or Vice Principal.
- Temporary suspensions / exclusions can be between 1 – 3 days in duration.

Permanent Exclusions

KIES will follow all Ministry of Education Guidelines in relation to permanent exclusions (dismissal) of pupils from school.

- **Pupils can be dismissed due to repeated suspension / temporary exclusion:**
Pupils may be asked to leave the school at the end of the academic year upon receiving 3 suspensions. This will be subject to Ministry approval of the decision.

To Gain Ministry approval for Dismissal / Permanent Exclusion.

- For each incident, the counselor must produce a report approved which will be approved by the school principal. The school must arrange a meeting with parents regarding the problem and its outcome and any sanctions. Signature of the suspension / exclusion letter & minutes of the meeting to be used as evidence of the meeting.
- In the case of any injury sustained by a student due to an altercation, whatever the condition or severity, the school nurse must produce a report approved which will be approved by the School Principal. Full details must be included of the pupil and any actions taken must be included in this report.

- In case of any incidents or visits, like being visited by the police or Ministry of Education, the school will keep CCTV recordings and records as backups.
- After the 3rd suspension / temporary exclusion and before proceeding to the Ministry of Education for approval of the decision to permanently exclude or dismiss a pupil, a School board meeting must take place.

This meeting must consist of the following members:

- (1) School Principal
- (2) Vice Principal
- (3) Head of the Department
- (4) School counsellor
- (5) Form / Class teacher

The minutes of this meeting must be signed by all members to approve the decision taken. This document will be sent to the Ministry of Private Education with all supporting documents & Reports. The Application letter / form for approval for Dismissal must be filled in Arabic. Where possible all documents should be provided in both English and Arabic.

- **Pupils can be dismissed due to unsatisfactory progress:**
Dismissal on the grounds of unsatisfactory progress will be according to school & Ministry of Education rulings.
- **Pupils can be dismissed due to unexcused absence:**
Pupils can be dismissed during the Academic Year, if the pupil is absent without excuse for a period that exceeds the allowed limit set by the Ministry of Education. This will be upheld according to school & Ministry of Education rulings.