



ASPIRE ACHIEVE ADVANCE

REGISTRATION PROCESS

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.

We aim to make the process of finding out about our school and applying for a place for your child as straightforward as possible and we hope you find the information within this section useful.

New Registration:

Parents and students who are considering joining KIES may request a tour of our campus. Tours can be arranged by contacting the Main Reception.

The 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:

a) 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 to book an entrance test appointment.

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

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

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

b) Step 2:

- The Registrar will require basic documentation, including the personal details page of the child's passport and a copy of their most recent school report. Please bring these papers with you ready for the entrance test. A test fee of 25 KWD must be paid to the cashier on the day, before the candidate can take the entrance test.

Early-Years:

- ✓ The test for KG will include a brief parent interview. Each child is tested on both motor-skills and basic knowledge of English and Maths. If a KG class is available and it is deemed necessary, the candidate will join a lesson and be encouraged to play and interact with other children.
- ✓ The test for Reception will include a brief parent interview. Fine motor-skills will be assessed as well as basic Mathematics and English. If required and a Reception class is available, the candidate will join a lesson and be encouraged to play and interact with other children.

Primary:

- For Y1, the member of staff taking the test will ask a few questions to the prospective pupil to assess his/ her speaking and listening skills. A basic reading, writing and maths test appropriate to the level of the child will be conducted. The whole assessment lasts for about 45 minutes.
- From Y2 - Y6, the member of staff taking the test will have a short conversation with the candidate to assess his/ her speaking and listening skills. A standardised reading test will assess the child's reading age. The children will complete a writing task consisting of a short composition. Finally, they will complete a mathematics test consists of questions assessing concepts ranging from the four basic operations to problem solving. The whole entrance tests lasts around one hour.

Year 7-Year 9:

The entrance test consists of Mathematics and English. This is based on the baseline test taken by all students in those year groups.

Year 10-Year 12:

Prospective students will take an entrance test in Mathematics and English. After the test IGCSE option subjects will be discussed with the Head of Secondary.

For Y12 students:

- Please see Registration Process for Year 12 students.

c) Step 3 :

- After completion of the entrance testing for any of the level mentioned above, and 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.

d) Step 4:

- For students who are offered a place, parents will meet with the Registrar to complete the initial data entry required for the registration form.

e) 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 the required data entry for the registration form and receive final confirmation of admission.
- Parents will be given information to sign into the School ERP System (Hala Campus) so they can begin communication straight away.

f) 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.