

EGIS ADMISSIONS POLICY

1. Introduction

The El Gouna International School is a non-selective co-educational school. Pupil admission will be determined based on entry age as prescribed by the Ministry and also based on academic performance in EGIS admission placement tests, interviews and previous school reports. The Admissions Policy will be clearly communicated to all prospective parents and applied openly and fairly at all times.

2. Main Admissions Stages

(See Addendum)

3. The Criteria for Initial Admission

Academic performance/potential, ease of social integration, family proficiency in English and siblings in school are key factors in the admissions decision. The decision to accept or not rests with the School Principal, who is advised by SLT (KS Coordinators or Head of Secondary) and academic staff.

The school has a strict policy of placing children in year groups according to their date of birth, calculated from the 1st of October of the academic year of entry as per the Ministry. Because of the nature of El Gouna and Red Sea as a tourist destination where there are transient residents, rolling admission may be offered based on availability of places.

Admission tests, by Key Stage, are defined below. There will be a family interview with the School Principal and/or the Deputy Principal. At the family interview it is expected that both parents, as well as the child/ren, will be in attendance. The perceived level of family support for a child (not only financial but also educational support) will be an important factor in the admission decision.

The school is committed to pluralist values with equal opportunities policy and it is expected that parents will share these. To maintain good progress at school, it is important that parents have a good command of English, given that this is the medium of instruction at EGIS.

Entrance Tests by Key Stage for New Admissions

<u>School Section</u>	<u>Year</u>	<u>Entrance Test Papers</u>
Foundation Stage	FS1-2	Observation, skills test (must be already potty-trained)
Key Stage 1	1-2	Observation, skills and reading tests
Key Stage 2	3-6	Reading/English and Maths skills tests
Key Stage 3	7-9	English, Maths and Science tests
Key Stage 4	10-11	English, Maths and any relevant IGCSE tests
Key Stage 5/Sixth Form	12-13	English, Maths and any relevant IGCSE/AS tests

From Key Stage 1, EGIS will accept children who meets the cut-off score based on performance in the skills and reading tests as per recommendation of the KS Coordinator. The school will look at all evidences, however, and take into account the absence of prior knowledge (e.g. in Maths) or the lack of English language. In such cases, conditional places may be awarded with specific improvement targets and time frames for their achievement.

Parents are obliged to disclose any previous identified learning need and/or disability during the Admissions process. (see Curriculum Support Policy). Previous SEND assessments will be requested and must be submitted with EGIS application form.

The school has a policy of not disclosing admissions' test results. Reassessment of students may be done.

Transferring students from other school curriculums (including from National Language School curriculum, French or German curriculum), are accepted up to Year 9 only. Only students coming from another British school and is already taking IGCSEs/GCSEs may be admitted into Year 10 or up.

4. **The Criteria for Progression at EGIS**

It is emphasised that a school place is at all times conditional on academic performance. Where a child's academic performance does not meet the expected standard, the school reserves the right to review the school place. This is particularly the case in key transition years: FS2 to Y1, Y6 to Y7 and Y9 to Y10. Enrollment in AS/A Level in Y11 is dependent on prior grade (minimum a B) obtained in IGCSE on the relevant subject.

1.3.1 Progression from FS2 to Y1: Satisfactory school reports and class teacher judgments should be formally evaluated.

1.3.2 Progression from Year 6 to Year 7: Satisfactory school reports based on internal exams and class teacher judgments will be formally evaluated.

1.3.3 Progression from Year 9 to Year 10: Internal progression from Y9 to Y10 is not automatic and is dependent on performance in the iLowerSecondary exams in English, Maths and Science.

Entry in all cases is at the discretion of the Principal.

5. **The management of school places, where there is Waiting List**

- School places will be offered on the basis of the date of registration as written on the EGIS Application Form.
- If a place is offered to a parent from the waiting list and it is refused, the parent gives up any claim to a place in the future and would have to reapply.
- If a parent is not able to take up a place offered, the School Principal may or may not hold the place until the start of the next academic year. Alternatively, within the Autumn Term of the academic year, parents may only reserve a place by paying fees for it after the child has successfully undertaken admission placement tests.

Where a place has been refused or where a student wishes to return to EGIS, a reapplication is required for diagnostic purposes. In all cases where parents are renewing an application or there needs to be a further assessment, registration fees will be charged to cover administrative costs.

6. **Fees**

Full details of current fee levels and further information are available at the Finance Dept and also published on the school website as per the most current approval of the Ministry. The following points are emphasised:

- Fees are to be paid in full in advance for all new admission. Partial payment for new admission fees are payable prior to the year of admission but full payment must be made prior to the beginning of the academic year, maximum up to 15 days after the start of the 1st term.
- Fees are payable in Egyptian Pounds via bank transfer or by credit card payment or vALU payments or a combination thereof. The registration/admission test fee must be paid in cash, in Egyptian Pounds and is non-refundable.
- There are no discounts on fees except for sibling discount or EGIS employee discount (only one type of discount is applicable whichever is higher; combination of discounts is not applicable).
- Special consideration may be given to parents in financial difficulty via a confidential application to the School Principal. This must be supported by a full declaration of relevant financial information, to be reviewed on an annual basis.
- There are no reduced fees by scholarships for new admissions.

7. Admissions Accountability

The School Principal will furnish the Board of Governors with regular updates on school admissions; this will take the form of a status report on the current school roll along with information on the status of admissions. This will normally be issued to the Education Sub-Committee.

The school policy on admissions is clear and transparent; as such, it forbids any parent from making undue representations on behalf of another.

8. Leavers

A 30-day written notice is required before withdrawing your child/ren from EGIS. Fees paid may be fully/partially refundable based on school attendance and following the Ministry regulations as calculated by the Finance Dept.

Failure to give due notice will result in charge of tuition and other fees to be paid or deducted, relevant to that discrepant period of notice after the school term has started, before any (transfer) report/s can be released.

9. Returners

Reservation of places may be considered upon payment of full tuition fees. Alternatively, pupil reinstatement to EGIS will be subject to availability of places.

Students returning to EGIS after one year or more from withdrawal date have to sit the admissions assessment and pay the full tuition fees as new admissions.

(A) Main Admissions Stages - General

#	Stage	Action Required	By Whom
1	Initial enquiry Personal visit, email, letter, telephone, school website enquiry	Issue of Package 1 See note 1 below	Admissions Officer
2	Receipt of application form	Acknowledge parent	Admissions Officer
3	Invitation to visit EGIS Parent confirmation.	School tour	Admissions Officer
4	Payment of examination/registration fee by parent.	Finance Dept.	Finance Dept.
5	Admission placement examinations and/interview with KS Coordinator.	Papers set, issued & marked. Results to School Principal	Admissions Office/KS Coordinators/ Subject Teacher/s
6	Consultation	Results analysed with School Principal/Deputy Principal	School Principal or Deputy Principal
7	Visit to EGIS School reports & other relevant documents to be brought	Formal interview with School Principal or Deputy Principal (parents + child)	School Principal or Deputy
8	Results to parents (offer of place/waiting list/rejection)	Parents may be informed during/after the interview	School Principal/Deputy or Admissions Officer
9	Parents' acceptance with payment to Finance Dept.	Information to Admissions, Issue of Package 2 to parents See Note 2 below Notification to Finance Dept.	Admissions Officer
10	Confirmation of school	Notification to IT, relevant Form Tutor & Head of KS	Admissions Officer

Note 1: The Application Form is for information only. It contains confirmation of the applicant's age (e.g. copy of birth certificate, previous school report) and is signed by the person responsible for the applicant's education (for Egyptians, usually the father). Its completion involves no commitment, financial or otherwise, towards the school. Application also contains student details, medical/health details, emergency contacts, choice of foreign language (French/German) etc.

Note 2: Package 2 contains: Parent-School Contract agreement for signature, list of additional documents required: including additional photos, original birth certificate (i.e. Letter of 'No Objection' from embassy if applicable, copy of parents' ID/passport plus visa page, electronic transfer sheet if transferring from another school in Egypt) and invoice.