

## STUDENT ADMISSION PROCEDURES

### Enrolment and Re-enrolment Criteria

- There is no pre-existing determination (either by school or Ministry) that the child should not be admitted.
- The student displays good behaviour consistently.
- Good home support is evident.
- The student has a good attendance record.

Enrolment takes place every year according to an official announcement from the School Administration.

Parents should visit the Head of Registration and Accountant to complete the re-enrolment form and pay the KD 100/- re-enrolment fee. Only completion of the form and the payment secure a place for a child during the determined enrolment period.

Prospective new entrants will be required to take an entrance test to ensure their academic level is of a suitable standard for the school. Whilst not a selective school, the entrance test is designed to ensure that all students have sufficient English and appropriate ability to be able to access the curriculum at a pre-determined level for their age.

Students are admitted to a year group according to their age (in line with the UK education system), not their ability or past experience.

### Payment of Tuition and Fees

A small charge for textbooks will be made as per the School Fees sheet.

CES reserves the right to withhold a report card due to tuition fees, lost textbooks or library book fines not being paid. Once the payment has been made and there is a receipt of proof of settling the account, the report card will be given to the parent.

### Withdrawal from School

In case of withdrawal, the following procedures shall apply:

Following the Ministry of Private Education guidelines, the 100 KD. - registration fee is non-refundable.

- Students who withdraw from Day 1 of the school year to 31 October shall pay 30% of the tuition fees, including the registration fees.
- Students who withdraw from 1 November to 31 January shall pay 50% of the tuition fees, including the registration fees.
- Students, who withdraw from 1 February, shall pay the tuition fees in full.
- Parents are requested to inform the school during the pre-registration process for the next year of their intent to withdraw their child.
- If withdrawal is to occur during the school year, written notification of intent to withdraw a student from CES should be given to the Head of Registration at least two weeks prior to the date of withdrawal.
- Upon notification, we will inform all applicable administrative and office staff regarding the exiting student and their departure date.
- Transfer documents are prepared for students permanently leaving CES.

- These documents will include past school records such as a student's report card.
- Exit / transfer documents will not be released until the student has completed the checkout process and has returned all textbooks / workbooks, library books, and other materials belonging to the school.
- All tuition fees, plus any fees for lost or damaged textbooks and library materials, will have to be paid in full before exit documents are issued to the parents.

#### **Student Class Assignment**

- Students are assigned to a class through careful consideration of behavioural matters, peer concerns, discipline issues, academic performance, general academic abilities and other factors by the Teachers, Counsellors and Heads of Section.
- All class lists are finalised and approved by the respective Head of Section and Principal.
- No personal preferences or requests are accommodated.
- The respective Head of Section reserves the right to approve any change that is deemed necessary.