



# **El Alsson**

**British & American International School**

Developing Successful 21<sup>st</sup> Century Citizens

**El Alsson British International School**

**Admissions Policy**

Reviewed: June 2016

Review: Annually

## **Application procedure**

Application forms can be obtained from the school or you can apply online via the school's website [www.alsson.com](http://www.alsson.com).

All applications must be submitted through the Registrar's Office. The Registrar will provide guidance to parents to ensure that all necessary documentation is complete, and arrange for assessment and interview appointments. Parents who are not in Egypt at the time of application should contact the Registrar by email, [registrar@alsson.com](mailto:registrar@alsson.com) or by telephone.

In addition to the most recent school reports, all parents are expected to provide the Registrar with the email, fax and telephone number of the child's most recent school or nursery so that a confidential reference may be taken up where it is deemed appropriate.

## **Open Days**

The school provides opportunities for prospective parents to view the school day in action and to meet with educational management. Regular Open Days are held throughout the year. Please see the school website for the dates this year. You will be given a comprehensive information pack from the Reception at the beginning of your visit; this and further information is also available on the school website: [www.alsson.com](http://www.alsson.com). Attending an Open Day does not commit parents to applying for a place.

The school provides co-education from age 3 to 18. Please refer to your information pack for further details on entrance requirements, curriculum and assessment/ examinations.

The school's principal language of teaching, learning and communication is English, and in making admission decisions preference will be given to families where at least one parent is competent in spoken and written English.

## **Entrance Assessments**

Assessments are carried out prior to admission decisions to ensure that students will be able to cope with, and benefit from, the educational system for which they are applying.

A member of the Senior Leadership Team will decide whether an assessment is appropriate, having thoroughly reviewed the information supplied by the parents from the previous school (or sought confidentially from the school where appropriate), the child's age, previous years of education, the education system they were in before and how they are progressing academically and socially.

If the family is living abroad at the time of application, the child *may* be accepted upon the strength of the information provided (if the child is reported to be performing within the accepted range of academic and social ability) and if it is deemed a transfer from a recognised British or British International School to our school. If the information is insufficient or the schools are not deemed as directly comparable in terms of the education system offered, then the child will be assessed on arrival in the country. In some circumstances, we may ask your child's current school to administer our entrance assessment and return it to us.

Testing and assessment is carried out as follows:

- Early Years: Children are observed and assessed in language, numeracy, motor skills and social play within a small group of children.
- Key Stages 2 & 3: Students are tested individually in English (spoken language, reading & comprehension, written ability) and mathematics. They may also be tested for other subjects, such as Arabic, if deemed appropriate depending on the stage/ system they are applying for.

### **Entry to GCSE and AS/A – Level GCE programmes**

For entry to Year 10 (GCSE) and Year 12 (AS) parents should follow the standard admissions procedure, which will include an interview between the student and the Vice – Principal regarding choice of subject options.

Year 11 and Year 13 are not normally entry years for new students, as they are the second year of two-year programmes. However, where a student is moving from another school in Egypt, the UK or abroad which offers a similar British programme of 2-year GCSEs or GCEs, every effort will be made to accommodate the transfer, provided places are available in appropriate subject options and subject to satisfactory academic records being made available.

Parents should contact the senior school British office for an initial discussion before making a formal application.

### **Application after the beginning of the school year**

Should an application be made after the start of the academic year, the applicant will be considered if the circumstances are deemed appropriate, for example, if the family is relocating from abroad or if the child is currently enrolled in a school whose system does not suit his/ her educational needs. All applications are considered on an individual basis.

### **Students with learning difficulties**

Children who have mild learning difficulties declared or identified on entry will be considered on an individual basis. They may be accepted into the school if, in the opinion of the Senior Leadership Team, the school can provide sufficient and appropriate support to allow effective learning to take place in mainstream classes. Acceptance will involve parental commitment in writing to specific educational recommendations and progress review dates (please refer to Learning Support Policy).

### **Parental Interview,**

An interview will be scheduled for both parents with one of the School Directors or a member of the Senior Leadership Team. The acceptance decision is made by the School Directors.

If a child has conditions set for admittance, the parents will be called to discuss the child's case and what educational requirements are necessary with the educational management. This may be scheduled before or after the Director's interview.

### **Admission Decision**

This decision is informed by the assessment information provided by the relevant educational department. In making the admission decision, consideration will also be given as to how the child will benefit from the cultural and social opportunities that the school offers. Directors have the right to refuse admission without providing explanation.

After interview, the Registrar will contact the parents within five working days to inform them of the admission decision and, if the child is accepted, ascertain whether the parents intend to take up the place offered. If a child is accepted in principle, but no place is currently available, the child's name will be placed on the waiting list. Parents will be contacted by the Registrar should a place become available.

### **Registration Procedure**

Upon firm acceptance of a place, payment of the registration fee and the first installment of school fees must be paid within five working days to secure the place.

Once the child is registered and payment made, the Registrar will send a copy of full documentation to the relevant department so that arrangements can be made to place the child in the appropriate class.