



# Admissions Policy

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## **Knowledge Gate International School (KGIS) Admissions Policy**

### **1. General Policy**

Knowledge Gate International School (KGIS) prides itself on an admissions policy that does not discriminate against any child or family. All children are welcome to apply to KGIS, regardless of nationality, ethnicity, religion or learning need. KGIS is a truly international school for parents who would like a British style education for their children.

Our provision for additional learning needs will be reviewed on a case by case basis, as children with complex or severe educational needs may not be able to access the intended curriculum successfully.

### **2. English Language Learning**

English is the language of daily teaching and operation of KGIS and competency in English is required to access the curriculum at stage of entry. KGIS does offer English Language support for students from KG1-Grade 12, and for whom English is an additional language. However, we do not have intensive remedial programmes for students falling more than a grade level behind in English language ability. Intensive support to develop age appropriate English language skills may be offered to a limited number of students in each grade level. Parents may also be encouraged to provide additional support, at their own expense, for English language learning activities.

### **3. Inclusion Policy**

#### **3a. Equal treatment:**

We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected and must be balanced with the lawful needs and rules of our School Community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents' religion, belief, sect, faith, creed, race, colour or ethnic origin.

#### **3b. Inclusion and Special Educational Needs.**

KGIS welcomes children with special education needs and disabilities. KGIS is committed to:

- (i) Ensuring that admission to the School is not conditional upon the submission of a medical diagnosis
- (ii) Carrying out an 'assessment of educational need' upon entry to school to ensure that appropriate teaching strategies, an educational plan and resourcing is in place for students who require additional support if this need is identified through KGIS assessment processes
- (iii) Working in close partnership with previous early childhood centres and schools to support the transition of children who experience Special Education Needs and Disabilities

- (iv) Ensuring students are not refused admission based only on their experience of SEND
- (v) Ensuring students who experience SEND will receive 'sibling priority' for admission
- (vi) Ensuring that students who experience SEND will be guaranteed the right to receive quality education at KGIS
- (vii) Ensuring that students who experience SEND will be actively supported to participate in the process of learning as they develop their potential, and build relationships with their peers, through social interactions in age appropriate common learning environments
- (viii) Providing students who experience SEND with the support, accommodations, resources and curricular modifications/and or options required to enable equitable access to educational opportunities
- (ix) Promoting the principle of the principle of equity for students who experience SEND

KGIS will comply with its legal and moral responsibilities under the law of the Sultanate of Oman, in order to accommodate the needs of applicants. The School is committed to making its admissions procedures accessible to students who experience SEND. For this reason, the School needs to be aware of any known disability or special education needs which may affect a child's ability to participate in the admissions procedures to accommodate applicants who experience SEND and that the School can cater adequately for the student should an offer of a place be made.

KGIS will do all that is reasonable to ensure that the information and application procedure is accessible for disabled students and will make such reasonable adjustments as necessary. For example, the School may be able to provide an examination paper in large font for a visually impaired student.

#### **4. Sibling Policy**

- (i) Siblings are given priority for entry to KGIS.
- (ii) Children with SEND who are siblings are given priority for entry.
- (iii) All siblings must fulfil the School admissions criteria.

#### **5. Admission Arrangements and Application Requirements**

Applications to KGIS are made via our school website and should be accompanied by a non-refundable non-transferable payment of RO 300 per applicant.

Parents must submit:

- (i) Copy of their child's birth certificate
- (ii) Copy of their child's passport, plus visa and residence card (for non-Omanis)
- (iii) Copy of their child's health card
- (iv) Four recent passport photos of their child
- (v) Copy of mother and father's identity cards and passports, plus visas (for non-Omanis)
- (vi) The child's latest school report (for Omani students) or the child's last five school reports (for non-Omani students)
- (vii) A letter from the previous school confirming that no fees are outstanding

- (viii) Information regarding allergies, special medical conditions, etc
- (ix) Up to date contact details and emergency telephone numbers for both parents

The Ministry of Education requires all non-Omani families to ensure that their child's school reports are attested by the Embassy of the country of origin, plus the Ministry of Foreign Affairs in Oman. Parents should then submit the attested documents to the Ministry of Education in Oman.

**Applications will not be processed until full documentation and payment of the Registration fee has been received.**

## **6. KGIS Entry Assessments**

KGIS uses the CAT4 cognitive abilities test on entry as well as assessments in English Reading, Writing and Mathematics.

### **Purpose**

- To ensure students are capable of accessing the curriculum
- To maintain the academic standards of KGIS
- To allow students to be placed in the appropriate set if applicable on entry into KGIS

### **6a. KG1 through to Grade 8 Guidelines and Procedures**

The Administration Teams deal with all documentation pertaining to applications. Where review of an application is necessary, documentation will be passed to the Senior Leadership Team (SLT) and Inclusion Team.

Where assessments are necessary, a date will be arranged for the applicant to sit the test from Grades 1 to 12 at KGIS. Where this is not possible, the assessment can be conducted at the home school and emailed back to KGIS for review. KG students are invited in for a play afternoon.

Assessments are marked and the Registration Team informs SLT of results SLT accept, decline or offer conditional entry based on results

Registration Team inform parents via email

### **6b. Grades 9 & 10 Admissions Guidelines and Procedures**

Entry to Grade 9 is usually closed from the end of the first term, unless there is a high level of similarity between qualification courses being undertaken by the applicant in the school they are leaving. Grade 10 applications are usually not permitted, due to the difficulty of a student entering mid-way through the two-year IGCSE qualification.

Each application is viewed on a case by case basis, but KGIS takes into account that a great deal of foundation and underpinning work for the IGCSE courses is undertaken in the first term which applicants may not have covered.

Qualifications are offered by Edexcel and although the course title may have the same name, the content could be quite different. Also, even when the same course/code is undertaken, the sequence of the delivery of the content/scheme may change from school to school.

If the applicant has not undertaken the start of qualifications such as someone coming from the Southern Hemisphere we cannot consider entry at this time as too much work for the IGCSEs has been missed.

#### **6c. Grades 11 & 12 Admissions Guidelines and Procedures**

Entry to Grade 11 is usually closed from the end of the first term, unless there is a high level of similarity between the courses being undertaken by the applicant in the school they are leaving. Grade 12 applications are usually not permitted for A Level applicants due to the difficulty of a student entering mid-way through the two-year A Level qualification. Grade 12 students undertaking the Oman GED may transfer from another school.

Each application is viewed on a case by case basis, but KGIS takes into account that a great deal of foundation and underpinning work for the two-year courses is undertaken in the first term which applicants may not have covered.

As a guideline entry requirements for A Level are as follows:

Entry for all courses require a minimum C (4) IGCSE grade. For Mathematics, Physics, Chemistry and Economics, students a mandatory minimum B (6) grade at IGCSE is required.

As a guideline, students wishing to join Grade 11 must have a minimum 5 A\*-C (9-7) I/GCSE grades (or equivalent) including Mathematics and English.

A Level courses are offered by Edexcel. Also, even when the same course/code is undertaken, the sequence of the delivery of the content/scheme may change from school to school.

#### **6d. KGIS Parent Contract**

As per Ministry of Education requirements, it is mandatory for parents to sign the KGIS Parent Contract outlining Terms & Conditions to complete the student's registration at the School. The contract outlines the rights and responsibilities of parents as well as the school.

#### **6e. Informing of Results**

Where assessments have been required, parents will be notified as to whether their child has been offered a place or will be placed on the waiting list.

#### **6f. Entry into School**

Homeroom and House allocation

Staff informed with Confidential New Student Notification Sheet and transfer of information sheet

Member of Staff to meet new student in Reception on first day

The complete admissions process is expected to take around one week from documents being provided. This may be extended if overseas assessments are required and/or if the application needs to undergo review with the SLT.

#### **6g. Registering with the Ministry of Education**

The final step in the Registration process is to register the student with the Ministry of Education via the Ministry of Education portal. This is done by the parents visiting the Registrar's office with the completed application forms and accompanying documents.

#### **6h. Class Size Policy**

The Teacher-Student ratio for teaching in KG1 and KG2 is 1:20. In all other years i.e. Grades 1-12 it is 1:25. KGIS retains the right to increase class size when the situation warrants i.e. when students are set by ability for specific subjects. No class will operate with a Teacher-Student ratio in excess of 1:28. KG1 and KG2 have a Teacher and a Teaching Assistant (TA) per classroom.

#### **6i. Normal Promotion**

The minimum expected attendance level is 90% for progression to the next academic year. The School target for attendance is 94%. Parents and guardians are required to inform the school on each day of their child's absence by email, phone, or letter.