

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.