



'Students achieving their full potential as active thinkers
and self-motivated, life-long learners within a supportive environment'

Admissions Policy

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Table of Contents

Statement of Intent	3
Rationale	3
Compliance with BSO Standards	3
Equality and Inclusion	4
Admissions Criteria.....	4
Admissions Procedure	5
New Admissions.....	5
Year Group Placement	5
Re-enrolment.....	5
Safeguarding and Welfare.....	6
Fees and Financial Matters.....	6
Withdrawal from School	6
Class Allocation.....	7
Waiting Lists	7
Appeals and Complaints	7
Review and Monitoring	8

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Statement of Intent

Cambridge English School Mangaf (CES) is committed to providing a fair, transparent, and inclusive admissions process that is fully aligned with the British Schools Overseas (BSO) Standards, the expectations of the UK Independent School Standards, and the regulations of the Ministry of Private Education in Kuwait.

The school welcomes applications from families whose children can benefit from a British-based curriculum and who support the school's ethos, values, and behaviour expectations. Admissions decisions are made in the best interests of the child and the wider school community.

Rationale

The purpose of this policy is to ensure that:

- Admissions procedures are clear, fair, objective, and non-discriminatory
- Pupils are placed appropriately according to age, prior learning, language proficiency, and developmental readiness
- The school maintains a safe, inclusive, and high-quality learning environment
- Parents are provided with accurate and timely information to support informed decision-making

This policy supports CES's commitment to high academic standards, pupil wellbeing, safeguarding, and equality of opportunity.

Compliance with BSO Standards

This policy aligns with BSO requirements by ensuring:

- Clear admissions criteria and procedures are published and implemented consistently
- Admissions arrangements do not discriminate on grounds of gender, race, nationality, religion, disability, or special educational needs
- Safeguarding checks and information-sharing are embedded within the admissions process
- Parents have access to relevant policies, including behaviour, safeguarding, complaints, and curriculum information

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Equality and Inclusion

CES is an inclusive school. Admissions decisions are made in accordance with the school's Equality Policy.

- No child will be treated less favourably on the basis of protected characteristics
- The school considers applications from pupils with Special Educational Needs and/or Disabilities (SEND) on an individual basis
- Admission of a pupil with SEND will depend on whether the school can reasonably meet the child's needs without compromising the education, safety, or wellbeing of other pupils

The school reserves the right to refuse admission where, following reasonable consideration, review of professional advice, and assessment of available resources, it is determined that the school is unable to meet a child's specific educational, medical, behavioural, or pastoral needs.

Where appropriate, professional advice and documentation will be requested to ensure suitable provision can be planned.

Admissions Criteria

A pupil may be admitted provided that:

- There is no official determination by the school or Ministry that the child should not be admitted
- The pupil demonstrates behaviour that is consistent with the school's Behaviour Policy
- Parents demonstrate willingness to support the school's expectations and policies
- The pupil has a satisfactory attendance record from their previous school
- The school is confident it can meet the pupil's academic and pastoral needs

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Admissions Procedure

New Admissions

1. Parents complete an admissions application form and submit required documentation
2. Previous school reports and records are reviewed
3. The pupil completes an age-appropriate baseline or entrance assessment
4. Professional judgement is used to determine readiness to access the curriculum
5. An offer of a place is made in writing, subject to availability and completion of requirements

CES is a non-selective school; assessments are used solely to ensure pupils can access the curriculum safely and appropriately.

The school reserves the right to refuse admission where it believes it cannot adequately meet the child's needs, even if assessment outcomes are satisfactory.

Year Group Placement

- Pupils are placed according to chronological age, in line with the UK education system
- Ability or previous curriculum experience does not override age-based placement

Re-enrolment

- Re-enrolment takes place annually following an official announcement by the School Administration
- Parents must complete the re-enrolment form and pay the KD 100 re-enrolment fee
- A place is secured only upon completion of the process within the stated timeframe

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Safeguarding and Welfare

CES is committed to safeguarding and promoting the welfare of children.

- Admissions are subject to safeguarding considerations
- Any safeguarding information shared by previous schools will be acted upon in line with the school's Safeguarding and Child Protection Policy
- The school reserves the right to refuse or withdraw an offer if safeguarding concerns arise

Fees and Financial Matters

- Tuition fees and charges are published annually
- A charge for textbooks may apply
- CES reserves the right to withhold reports or transfer documentation where fees or school property charges remain outstanding, in line with Ministry guidance

Withdrawal from School

In accordance with Ministry of Private Education regulations:

- Registration, enrolment fees and re-enrolment fees are non-refundable
- Withdrawal charges apply

Parents must provide written notice to the Head of Registration at least two weeks prior to withdrawal.

Transfer documents will be released only once:

- All fees are settled
- School property is returned
- Exit procedures are completed

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Class Allocation

- Class placement is determined by professional judgement, considering academic, behavioural, and pastoral factors
- Decisions are made by teachers, social worker, Heads of Schools, and the Principal
- Class lists are final
- Parental requests for specific teachers or peers cannot be accommodated

Waiting Lists

Where a year group is full, applicants may be placed on a waiting list.

In the event of a waiting list for a specific year group, places will be prioritised in the following order:

1. Siblings of pupils currently enrolled at the school
2. Children of school staff
3. Existing CES families applying for additional children
4. Other applicants

Placement on a waiting list does not guarantee an offer of a place. Waiting lists are reviewed regularly and managed fairly and transparently.

Appeals and Complaints

Parents who wish to appeal an admissions decision or raise concerns regarding the admissions process may do so in accordance with the school's Complaints Policy.

Appeals must be submitted in writing to the principal within a reasonable timeframe following the admissions decision.

Appeals will be considered fairly, objectively, and without prejudice. Parents will be informed of the outcome in writing. The decision following the appeal process is final.

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Review and Monitoring

This policy is:

- Reviewed annually by Senior Leadership
- Approved by the Principal
- Updated in response to changes in BSO standards, Kuwait Ministry of Private Education guidelines, or regulatory requirements

Next Review Date: December 2026