

Admissions & Registration Policy 2025/26

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1. Purpose of the Policy

The purpose of this Admissions & Registration Policy is to ensure a transparent, fair, consistent and Ministry-compliant process for admitting **students** to Gulf English School (GES). It outlines eligibility, criteria, documentation, assessments, fee conditions, registration rules, and expectations for parents and **students**.

GES welcomes **students** who will benefit from its educational environment and who demonstrate alignment with the school's Vision, Mission and Values. The school does not discriminate based on nationality, religion, gender or social background.

2. Alignment with the GES Vision, Mission and Values

GES expects all **students** and families to support the school's educational philosophy, which emphasizes:

- Leadership, Excellence, Respect, Kindness, Determination
- Independent and lifelong learning
- High standards of behavior, honesty, communication and teamwork
- A caring, safe community where **students** grow in confidence and character
- Commitment to high expectations and positive engagement in learning
- A willingness to embrace challenge, creativity, and service to others

Admission requires a commitment to follow school policies, codes of conduct and the educational decisions of school leaders.

3. Non-Discrimination Statement

Admission to GES is determined without discrimination by:

- Nationality
- Religion
- Gender
- Social or cultural background

Admission depends only on seat availability, school capacity to support the **student's** needs, and compliance with Ministry of Education (MoE) regulations.

4. Age Requirements & Grade Placement

Placement is based on:

- The **student's age** according to MoE guidelines
- Previous school records
- Entrance assessment results
- Social, emotional and academic readiness
- School discretion (within MoE rules)

Full details of age and grade requirements are included in Appendix 2 and Appendix 3, which form an integral part of this policy.

GES reserves the right to place **students** in the year level most appropriate for their development and achievement, provided MoE requirements are strictly met.

5. Admissions Criteria

Admission is based on the following:

1. Completed application form (English and Arabic, as required by MoE)
2. Academic reports for the last 3 years (where applicable)
3. Entrance and placement assessments
4. Behaviour and conduct history
5. Alignment with GES values and expectations
6. Interview with parents and/or **student** if required
7. Availability of places

Meeting minimum criteria does not guarantee a place.

6. Admissions Process

6.1 Application Submission

Parents must submit:

- Completed application form (Arabic + English)
- All required documents listed in Section 7

Incomplete files cannot be processed.

6.2 Assessment & Review

Applicants will be asked to:

- Sit assessments in English, maths, or other areas to ensure access to the curriculum at the level of entry
 - Complete language proficiency checks
 - Provide specialist or medical reports
 - Undertake an interview (as appropriate to the child's age)
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6.3 Admission Decisions

Following review:

- Successful applicants receive a formal Offer of Admission
 - A 100 KD non-refundable deposit must be paid to secure a place
 - If the year group is full, **students** may be placed on a waiting list
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6.4 Registration Completion

Registration is confirmed only when:

- All Ministry-required documents are submitted
- Tuition fees are paid following Section 9
- Transfer/clearance certificates are supplied (after admission)

Failure to provide required documents may result in cancellation as per MoE rules.

7. Required Documentation

7.1 Documents required with the application

1. Three passport-sized photographs
2. **Student's** birth certificate (copy)

3. Recent school report (last term/year)
 4. **Student's** Civil ID (copy)
 5. Parents' Civil IDs (copy)
 6. **Student's** passport + residence page (for non-Kuwaitis)
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7.2 Documents Required After Admission

1. Transfer certificate (Kuwait schools)
2. Clearance certificate
3. Academic file
4. Health file (from previous school or Ministry of Health)
5. Certificate of Good Conduct
6. Parents' passport + residence pages (non-Kuwaitis)
7. Father's nationality document (Kuwaitis only)

GES may request additional documents if required by the Ministry.

8. Special Educational Needs (SEN), EAL & Medical Conditions

Parents must disclose upon Admissions or as soon as available:

- Any diagnosed learning difficulties
- Psychological/educational assessments
- Medical conditions (chronic or significant)

The school will determine whether it can provide adequate support. Failure to disclose information may result in refusal of admission or cancellation of placement.

The school reserves the right to refer **students** to the school counsellor or school clinic if needed. This may occur without first notifying parents, depending upon the nature of the concern.

Parents are also required to notify the school of a preferred hospital for emergency treatment of their child.

9. Fees, Deposits & Payment Conditions

Full tuition fees for each year group are provided in Appendix 1 – Tuition Fees 2025–2026, which forms an integral part of this policy.

9.1 Reservation Deposit

- A 100 KD non-refundable deposit secures the place until the first day of the academic year.
- This deposit does not reduce the first instalment.

9.2 Tuition Fees

- The first instalment must be paid in full before the academic year begins.
- Fees exclude books, uniform, extracurricular activities, external exams and school trips.
- Fees may change depending on Ministry of Education approval.

9.3 Withdrawal & Refunds

- If a **student** attends any part of a term, the full-term fee is payable.
 - Withdrawal requires completing the official Withdrawal Form at least 15 days before leaving.
 - Transfer certificates are released only after:
 - All school fees are paid
 - All school property is returned
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10. Rules, Regulations & Behaviour Expectations

10.1 Compulsory Subjects

All subjects are compulsory except Islamic Religion for non-Muslim **students**.

Exemptions from P.E. or swimming will only be granted upon submission of an official medical report issued by a licensed medical authority, specifying reason and duration.

10.2 Participation

All **students** must participate fully in:

- Physical Education
- Swimming (unless there's a medical exemption)

- Music and Drama
- All school events, assemblies and productions

10.3 Uniform / Dress Code

Students must wear the official GES uniform, including the official school jacket in winter. Persistent non-compliance with school uniform / dress code may result in **students** being sent home. Students are also expected to comply with the school's stated expectations regarding jewelry.

10.4 Behaviour & Conduct

GES promotes:

- Respect, kindness, honesty, responsibility
- High standards of behaviour and interpersonal conduct
- Safety, dignity, and wellbeing for staff and **students**

Parents must refer to the school's published Behaviour Management Policy, available on the GES website.

Ongoing enrolment and successful re-registration at GES is dependent upon the **student's** adherence to the Behaviour Management Policy, all school rules and regulations, and the school's core values.

Any verbal or physical abuse of staff will result in:

- Suspension or expulsion from school
- Possible blocking of applications or re-registration
- Potential legal action

10.5 Attendance and Punctuality

Registration may be cancelled if a **student**:

- Is absent for 15 consecutive or non-consecutive days,
- Without an acceptable excuse and without providing written notice to the school

Additionally:

- Parents are expected to drop off and collect their children according to school hours
 - Persistent tardiness may result in sanctions as per the school's Attendance & Punctuality policy on the school website.
 - Non re-registration may occur if repeated late arrival (without legitimate reason) disrupts learning or school operations
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11. Custody, Legal Responsibility & Family Circumstances

For separated/divorced parents:

- The parent with legal educational custody must be identified in writing
 - A copy of the court decision is required
 - Any changes must be reported immediately
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12. Data Protection & Confidentiality

GES will safeguard all personal information and use it only for:

- Admission
- Registration
- Academic placement
- **Student** welfare and compliance with Ministry requirements

Data is stored securely in accordance with Kuwait regulations.

13. Review of Policy

This policy is reviewed annually or earlier if required due to:

- regulation changes
- School operational needs
- Updates to school Vision, Mission or Values

Appendix 1: Tuition Fees 2025–2026

TUITION FEES FOR 2025 / 2026

	DEPOSIT PAID مقدم	1ST INSTALLMENT القسط الأول	2ND INSTALLMENT القسط الثاني	3RD INSTALLMENT القسط الثالث	TOTAL FEES الرسوم الدراسية كاملة
PRE-KG & KG1 حضانة وروضة	حجز مكان 100 KD	DUE 1/9/2025 577 KD	DUE 1/1/2026 508 KD	DUE 1/4/2026 507 KD	1692 KD
RECEPTION - YR 2 مرحلة التمهيدي للصف 2	حجز مكان 100 KD	DUE 1/9/2025 895 KD	DUE 1/1/2026 746 KD	DUE 1/4/2026 746 KD	2487 KD
YR 3 - 6 الصف 3 للصف 6	حجز مكان 100 KD	DUE 1/9/2025 1,014 KD	DUE 1/1/2026 836 KD	DUE 1/4/2026 835 KD	2785 KD
YR 7 - 11 الصف 7 للصف 11	حجز مكان 100 KD	DUE 1/9/2025 1,173 KD	DUE 1/1/2026 955 KD	DUE 1/4/2026 955 KD	3183 KD
SUPPLEMENTARY FEES FOR AS & A2 LEVELS رسوم إضافية للمستوى المتقدم	حجز مكان 100 KD	DUE 1/9/2025 1,457 KD	DUE 1/1/2026 1,168 KD	DUE 1/4/2026 1,168 KD	3893 KD

NOTES

- The first instalment of the fees should be paid in full, before the commencement of the new academic year.
- The 100 KD deposit only secure the place until the first day of the school year.
- The above fees don't include books, uniform, extra curriculum activities, external exams & trips.
- The above fees structure may change depending on ministry of education approval.

ملاحظات

- القسط الأول يدفع كاملاً عند بداية العام الدراسي الجديد.
- المبلغ المدفوع لحجز المكان يضمن التسجيل حتى أول يوم دراسي فقط. الرسوم أعلاه لا تشمل أسعار الكتب التي للمدرسي، الاختبارات الدولية، والأدوية والرحلات.
- الأسعار المذكورة أعلاه قابلة للتغيير بناءً على موافقة الإدارة العامة للتعليم الخاص وتوجيهات وزارة التربية.

Appendix 2 – Standard Age-to-Grade Placement Chart

Stage / Year	Required Age at Start of Academic Year*
PreK	3 years old by 15 September
KG	3 years 6 months by 15 September
Reception	4 years 6 months by 15 September
Year 1–12	Based on students' reports and attendance certificates

Appendix 3 – Transfer Students & Exceptional Cases Guidance

B1. Transfer Students

- From Kuwait private school: Placement follows previous approved grade unless MoE directs otherwise
- From overseas: Placement considers age, last grade, reports and assessments
- From different curricula: Placement may adjust after assessment; MoE compliance required
- Non-English systems: Additional English/maths assessments may be required

B2. Exceptional Cases

- Below MoE age cutoff: Not permitted unless MoE grants exemption
- Older than typical grade: School may adjust; MoE clearance may be needed
- Mid-year entry: Based on reports + assessments; age rules still apply

B3. General Principles (GES)

- Age requirements take priority
- Assessments guide final placement
- Behaviour and English proficiency considered
- Flexibility for international systems within MoE limits

Name] **Date:** [Date] **Review:** [Date +12 months]