



# Admissions policy

<b>Audience</b>	Prospective Parents, Parents Directors
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<b>Next review</b>	August 2025
<b>Related policies</b>	Equal Opportunities, Communication with Parents, Transfer, Curriculum, Accessibility Plan, Parents' Contract

## **Aims and purpose**

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

St. Christopher's International School is an independent, British-curriculum, co-educational international school for children aged 3 – 18 (Years FS1 – 13). The medium of instruction is English, and the curriculum followed is based closely on the UK National Curriculum. The spiritual tradition and outlook of the school is Christian.

The majority of pupils are admitted to St. Christopher's International School in the September term following their 3<sup>rd</sup> birthday, but older pupils may be admitted to other year groups at any time, subject to the availability of space and satisfactory assessment.

The purpose of this policy is to concisely and objectively document the procedures to be followed with regard to the admission of all pupils, together with the rationale behind such practice. The policy will clearly inform any interested parties as to the schools' thinking on this matter and, by clarifying procedures, will ensure that a consistency of approach and practice is followed at all stages of the admission of pupils to St. Christopher's International School .

The Board of Directors and staff of St. Christopher's International School take seriously their responsibility for safeguarding and promoting welfare of all pupils in their care. The St. Christopher's International School Board of Directors are ultimately responsible for the provision stated in this policy.

## **How to apply**

All applications should use the official application form, which is available on the school website, [www.SCISinternational.sc.ke](http://www.SCISinternational.sc.ke) or by making an enquiry via the school office via, 0723 318833.

With regards to admission for children with Special needs, reference should also be made to the St. Christopher's International School Special Educations Needs Policy. The School also operates an Equal Opportunities Policy.

Prospective pupils will be considered as candidates for admission and entry to the School when the registration form has been completed and returned to the school and the non-refundable registration fee has been paid.

All prospective parents are offered an appointment to meet the Head of the School or Deputy and to receive a tour of the school. Registrations are considered in the order that they are received however priority is given to siblings of existing pupils.

An Admissions Register is kept by the School Secretary of all registrations received by the School for the current academic year and also future academic years.

## **Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group.

Whilst requests will be considered, it is extremely uncommon for a pupil at St. Christopher's International School to be placed out of age group as this often has lasting negative impacts on their ability to form friendships and engage with their peers.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed below. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## **Allocation of places**

### **Admission number:**

The school has an agreed maximum admission number of pupils for entry in each year group.

### **Admission is based on:**

- A satisfactory report from the prospective pupil's previous school from Year 1 upwards.
- The successful completion of entry assessments for all pupils entering Reception to Year 13.
- The completion of a signed declaration by all parents of the prospective pupil, which informs the school of all known special educational needs of the prospective pupil concerned
- Completion of the entrance procedure for each year group of entry

St. Christopher's International School reserves the right to refuse entry and progress into any year from Kindergarten to Secondary if the school's structure, in the opinion of the relevant Headteacher and teachers, does not meet the educational, pastoral and social needs of the pupil concerned.

Admission and entry to St. Christopher's International School is subject to the availability of a place and the prospective pupil satisfying the academic admission requirements necessary for entry to the School. With regards to admission for children with Special Education Needs, reference should also be made to the St. Christopher's International School Special Educations Needs Policy. The School also operates an Equal Opportunities Policy.

All prospective pupils (excluding entry to the FS 1Year) are assessed for entry in accordance with the admission requirements of the School and the criteria relevant to the particular Year Group for

which the registration is being made. In evaluating the completed assessments, the headteacher will be seeking evidence to support the view that the prospective pupil will be able to develop and prosper in the academic and social environment of the School.

### **In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list. Priority will not be given to children on the basis that they have been on the waiting list the longest.

### **Acceptance**

Following a letter of offer from the headteacher, a place is reserved for a prospective pupil only when payment of deposit fee has been made by the parent into the School's account.

Admission will only take place after school fees have been paid in full (see appendix 1 for more information on registration process and school fee payment).

Appendix 1 : Registration Form and Conditions Regarding Entry



**ST. CHRISTOPHER'S**  
INTERNATIONAL  
SCHOOL  
N A I R O B I

✉ [info@scsinternational.sc.ke](mailto:info@scsinternational.sc.ke)  
 📞 Sec (254) 0799463787 Kg/Prep (254) 0734838333  
 📞 Sec 0723318833 Kg/Prep 0723392957  
 📍 P.O. Box 21378 - 00505 Ngong Road, Karen Nairobi.  
 🌐 [www.scsinternational.sc.ke](http://www.scsinternational.sc.ke)

**ST. CHRISTOPHER'S APPLICATION & REGISTRATION FORM**

<b>Full Name of Pupil</b>		<b>Boy/Girl</b>			<b>Current Year</b>		
<b>Date of Birth DD/MM/YYYY</b>	<b>Nationality(s)</b>						
	<b>Religion</b>						
<b>Parents &amp; Local Guardians Details (two contacts are required for Emergency purposes)</b>	<b>Mother</b>	<b>Title</b>		<b>Forename</b>		<b>Surname</b>	
	<b>Mobile</b>						
	<b>Email</b>						
	<b>Occupation</b>						
	<b>Employer</b>						
	<b>Father/Guardian</b>	<b>Title</b>		<b>Forename</b>		<b>Surname</b>	
	<b>Mobile</b>						
	<b>Email</b>						
	<b>Occupation</b>						
	<b>Employer</b>						
	<b>Postal Address</b>						
	<b>Residential Address</b>						
	<b>FOR OFFICIAL USE</b>						
	<b>Application fee paid:</b>		<b>Receipt No:</b>		<b>Date:</b>		
<b>Grades obtained in Entrance examination</b>							
<b>CAT4 SAS</b>							
<b>English</b>							
<b>Mathematics</b>							
<b>Other Remarks</b>							



**CONDITIONS REGARDING ENTRY AND DISCIPLINE**

1. On application for entry the following must be presented with the application:
  - Certified copy of birth certificate
  - In the case of the enroller not being the parent, proof of guardianship
  - Copy of the previous term's report from the previous schools
  - Application/registration fee (information available at the office or on the website).
2. Should the child be withdrawn after registration/application, the registration/application fee is forfeited.
3. The management reserves the right to discontinue a pupil's attendance at the schools at any time
4. Intention to withdraw a pupil from the schools must be given to the Head Teacher's office in writing a **full term before the intended withdrawal is to happen**. Failure to do this will mean that a full term's fees are due in lieu of notice.
5. Whereas every care is taken to safeguard the wellbeing of the pupil, accidents will sometimes happen and the school will not accept responsibility for incidences beyond our control.
6. Discipline is an important part of the growing and learning process and every pupil enrolled will be subject to the discipline of the school.

**CONDITIONS REGARDING SCHOOL FEES**

1. Fees must be paid on or before the first two weeks of the term. Management reserves the right to discontinue a pupil's attendance in cases where fees are not paid on time.
2. Please note that a penalty will be charged on any fees not cleared after the payment deadline.
3. There will be a penalty charge for any fees that remains unpaid by the end of the term.
4. Remission of school fees or caution fees will not be made for the following cases:
  - Absence due to illness or infection
  - Absence due to travel or other personal reasons
  - Absence due to any action outside the control of the schools that affects the pupil reaching the school e.g. riots, demonstrations, etc.
  - Suspension of the pupil due to disciplinary issues
  - Expulsion of pupil due to disciplinary issues
5. Remission of school caution fee will be made only if a term's notice in writing is handed into the Head teacher's office.
6. Remission of boarding caution fee will be made only if a term's notice in writing is handed into the Head teacher's office.
7. School fees are reviewed annually by the Board of Directors and any changes to these are communicated to parents one term in advance.

**Having read and understood I agree to abide by the above conditions**

**Name of parent/guardian signing form** .....

**Signature of parent/guardian** ..... **Date** .....

**For official use**

Date started ..... Admission No..... Date left .....

Registration fee paid ..... Date ..... Receipt No. ....

Caution money paid..... Date ..... Receipt No. ....