

Gulf English School Cairo



ADMISSIONS POLICY

Created by	Admissions Office/Head of School/Senior Leadership Team
Applies to	All new enrollments
Approved by	Board of Directors
Date adopted	17 September 2026
Review cycle	Annual
Next review	17 September 2027

Safeguarding

GES Cairo is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, and visitors to share this commitment. We maintain a culture of vigilance where the welfare of our students is always paramount. All school policies are underpinned by this principle and operate in full compliance with current statutory safeguarding guidance and global and local procedures.

Rationale

Gulf English School Cairo (GES Cairo) enrolls students regardless of nationality, religion, race or gender. We collect information from applicants and administer an assessment to determine whether our educational programme is able to serve an applicant's educational needs.

Admission is dependent upon availability of a place. The admission process for the new academic year for Foundation Stage 1 takes place in October for siblings and in November for new families.

Children are admitted to the school according to age below (as per MOE Egypt guidelines below):

Year	By 1st of October
FS1	3.6 old - 4.6 old
FS2	4.6 old - 5.6 old
Year 1	5.6 old - 6.5 old
Year 2	6.5 old - 7.5 old
Year 3	7.5 old - 8.5 old

Year 4	8.5 old - 9.5 old
Year 5	9.5 old - 10.5 old
Year 6	10.5 old - 11.5 old
Year 7	11.5 old - 12.5 old
Year 8	12.5 old - 13.5 old
Year 9	13.5 old - 14.5 old
Year 10	14.5 old - 15.5 old
Year 11	15.5 old - 16.5 old
Year 12	16.5 old - 17.5 old

Admission Procedures:

Parents must:

- complete an online application form
- revise and sign the application form
- receive the date for the assessment
- submit the following documents:
 1. Original computerised Birth Certificate
 2. Copy of father's civil ID/ passport for non-Egyptian
 3. Copy of mother's civil ID/ passport for non-Egyptian
 4. 2 recent passport-size photos
 5. Copy of final report of last two academic school years

General Remarks

- Candidates will be chosen based on their entrance test results FS1 to Year 2 (In-house assessment) Year 3 to Secondary (CAT4 Assessment), good conduct and the ability to bring positive qualities to the GES Cairo community.
- Parents will be informed of the school's decision by a phone call or an email
- All students entering Early Years must be toilet trained
- For FS1, new students must be enrolled in a nursery for at least 6 months prior to the assessment date and submit a report from the nursery.
- Any student wishing to enter Year 11 must have completed a minimum of five C grades at IGCSEs

External Admission for American Section

- Cambridge Primary Checkpoint results (English, Mathematics, Science), where available from the candidate's current school
- MAP (Measures of Academic Progress) Reading and Mathematics scores, from the candidate's current school where available, or administered on campus during the designated testing dates.
- For Grade 8 candidates only: an algebra-readiness diagnostic administered by the Mathematics Department, because the American Section places Algebra 1 in Grade 8, one year ahead of standard US sequencing

Internal Transfer from British to American Section

After Year 6 for Grade 7

- Students already enrolled in GES Cairo's British Section who apply to move into the American Section use the Checkpoint results and report cards already on file, rather than resubmitting them.
- MAP testing is administered during the internal testing window only if the student's most recent scores are more than 12 months old.

After Year 7 for Grade 8

- Students use their Year 7 report card and CAT4 results already on file.
- MAP testing is administered during the internal testing window only if the student's most recent scores are more than 12 months old.
- All internal transfer candidates for Grade 8 sit the same algebra-readiness diagnostic assessment.

Required Documents for transferring students:

- Egyptian applicants transferring within Egypt must submit the following documents:
 1. Last 2 original final reports stamped by previous school
 2. Transfer letter stamped by School and Education Directorate
 3. Student transferring from another Governorate should stamp the transfer letter from both Governorates
 4. Promotion statement stamped by Education Directorate
 5. Attendance statement stamped by Education Directorate
 6. Behaviour reference report stamped by previous school
 7. Electronic Transfer
- Egyptian applicants returning from abroad must submit the following documents:
 1. Last original final report stamped by the previous school, authenticated by the Ministry of Education in the country you are transferring from, by the Egyptian Embassy, and the Egyptian Ministry of Foreign Affairs
 2. Obtaining an admission letter from MOE (Department of Private Education)
 3. Attendance statement stamped by previous school, the Egyptian Embassy and the Ministry of Foreign Affairs
 4. Behaviour reference report stamped by previous school
 5. Testing level exam for MOE starting Year 4
- Expatriates must submit the following documents:
 1. Last 2 original final Reports stamped by the previous school, authenticated by the Egyptian Embassy, and the Egyptian Ministry of Foreign Affairs
 2. Obtaining an admission letter from MOE (Department of Private Education)
 3. Attendance statement stamped by previous school, the Egyptian Embassy and the Ministry of Foreign Affairs
 4. Behaviour report stamped by previous school