



ADMISSIONS POLICY

WRITTEN/LAST REVIEWED BY: MONA EL MASRY
RATIFIED BY: SLT
FILE PATH:

DATE: NOVEMBER 2019
IMPLEMENTED:
DUE FOR REVIEW: NOVEMBER 2022

Rationale

The Gulf English School Cairo (GES Cairo) enrolls students regardless of nationality, 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 only open depending on availability. The admission process for the new academic year for foundation stage 1 takes place in October for siblings and in November for outsiders.

Children are admitted to the school according to the age guidelines below:

Year	Age Guidelines 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.



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- submit the following documents:
 1. 1 Original computerized 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 year

General Remarks

- Candidates will be chosen based on their score (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
- Assessments results will not be shared with parents
- All students entering Early Years must be toilet trained
- Unfortunately, we are unable to accept students who have physical disabilities due to the facilities of the school
- Any student wishing to enter Grade 11 must have completed a minimum of five IGCSEs at grade C

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. 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)



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3. Attendance Statement stamped by previous school, the Egyptian Embassy and the Ministry of Foreign Affairs
4. Behavior Reference Report stamped by previous school
5. Letter of approval from the Embassy directed to Gulf English School