



# STUDENT ADMISSIONS POLICY

## Purpose:

To ensure a fair, transparent, and efficient process for admitting students to The Royal Canadian School in Egypt, while considering the school's capacity, educational standards, and the needs of students and their families.

## Aims and Objectives:

The primary aims and objectives of this policy are as follows

- to ensure a fair and transparent process for admitting students into a school. to guarantee that all applicants are treated equally
- have an equal chance of gaining admission to the school.
- to select students who will thrive academically and contribute positively to the school community.
- to promote diversity and inclusion.
- to create a student body that is diverse in terms of socioeconomic background, race, ethnicity, and other factors.
- to foster a rich learning environment where everyone feels safe, welcome and valued

## Scope:

All prospective students seeking admission to The Royal Canadian School in Egypt, regardless of grade level or program.

The admissions process is the responsibility of the Admissions Office, in collaboration with relevant school authorities, ensuring compliance with local laws and regulations.

### 1. ADMISSION POLICY

Acceptance is based on availability and skills and potential evaluation of the child.

The school year starts in September and ends in June.

#### a) Eligibility:

- **Age Eligibility:** Clearly meets the age requirements for admission to each grade level.
- **Documentation:** Presents the required documentation for the admissions process, such as proof of identity, previous academic records, and any additional documents deemed necessary.
- **English Proficiency:** Demonstrates some English language proficiency requirements for admission, including relevant tests or assessments.

#### b) Admission Criteria and Process:



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- **Academic Standards:** meets the academic criteria necessary for admission, as in previous academic records, examination results, or interviews.
- **Capacity and Resources:** meets the school's capacity and resources, including class sizes, available facilities, and support services.
- **Priority Categories:** meets the categories for admission, such as siblings of current students, children of staff members, or other relevant considerations.
- **Application Process:** meets the process for submitting an application, including deadlines, required forms, and any application fees.
- **Assessment and Interviews:** meets any assessments, interviews, or evaluations that may be part of the admissions process, including their purpose and criteria for evaluation.
- **Decision and Notification:** meets the timeline given for decision-making and how applicants will be notified of their admission status.

c) **Special Considerations:**

**Students with Special Needs:** Ensures RCS is able to provide to support any applications for students with diverse learning needs or disabilities, ensuring compliance with applicable laws and regulations.

**International Students:** Must meet the specific procedures for admitting international students, such as visa requirements, guardianship arrangements, and language proficiency assessments.

**Transfer Students:** Must meet the process and criteria for admitting transfer students, including evaluation of previous academic records and integration into the school community.

d) **Confidentiality and Data Protection:**

- Ensure the protection of applicant information and comply with relevant privacy laws and regulations.
- Follow proper procedures for handling and storing applicant data, including retention and disposal.

e) **Appeals:**

Upon inquiry, parents are given a clear procedure for appealing admissions decisions, allowing applicants or their parents/guardians to request a review if they believe there are grounds for reconsideration.

f) **Communication and Transparency:**

The admissions office is responsible to clearly communicate the admissions policy and procedures to prospective students, parents/guardians, and relevant stakeholders.

Information readily available through the school's website, information sessions, and other relevant social media communication channels.

## 2. APPLICATION

Parents will complete an application form with the applying child's photo. Once completed the form will be handed in to the Admissions team or School Front Office.



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## Supporting Documents

The following supporting documents must be handed in with the application;

1. 4 passport size photographs
2. copy of both parents' ID
3. original grades report from previous school
4. conduct report, vaccination certificate and electronic birth certificate.
5. Complete the medical, transportation, and agreement forms for school files.

The registration process will only be considered once all supporting documents have been submitted.

## 3. STUDENT ASSESSMENT

An assessment will be arranged once the application form and copy of supporting documents are handed in and pending space availability. All assessments will be arranged through the admissions office.

## 4. ASSESSMENT OUTCOME

Results of the assessment will be disclosed within one week after the assessment has taken place.

## 5. PARENT MEETING

A parent meeting will be arranged once the outcome of the assessment is successful. All parent appointments will be arranged through the admissions office.

This policy will be reviewed regularly to ensure it still meets the needs for the RCS and whether any amendments are required to be made.

### *Please Note:*

*The documents will be forwarded to the MINISTRY OF EDUCATION for their verification and approval.*

*All admissions are subject to approval from the MINISTRY OF EDUCATION, in Egypt.*

*The school will not be responsible if the admission is not approved by the MINISTRY OF EDUCATION due to non-submission of incomplete documents or due to the submission of invalid documents.*