



ADMISSIONS POLICY (Whole School)

WRITTEN/LAST REVIEWED BY: SS
RATIFIED BY: SLT

DATE: December 2024
DUE FOR REVIEW: January 2026

OUR MISSION LEADERSHIP THROUGH EDUCATION: CARE, CHALLENGE, INSPIRE

This policy forms a guide to Admissions at MES Cairo.

Objectives

- This policy aims to support the School's mission of Leadership Through Education: Care, Challenge, Inspire.
- Modern English School Cairo delivers a British curriculum from EYFS through KS5, with the additional Secondary options of the IBDP (KS5), or an American Curriculum (G7-12), within an international context. MES Cairo emphasises a holistic education in all Sections and our admission evaluations are carefully designed to ensure that students can engage with the curriculum effectively.
- MES Cairo strives to admit students who will excel in our academic provision and contribute positively to the school's culture and activities. The admissions process is designed to identify students who will benefit from MES Cairo's values and environment while ensuring their wellbeing and contentment within the academic provision. Admissions decisions prioritise these principles.

Commitment to Equality

- Modern English School Cairo embraces diversity and welcomes students from various cultural, ethnic, and religious backgrounds. MES Cairo respects individual rights and freedoms while ensuring they align with Egyptian laws, and the collective rights of all members of the community. All applicants are considered fairly, without discrimination based on race, ethnicity, language, religion, political views, nationality, social background, financial status, or any other personal characteristic.

APPLICATION PROCESS

All new admissions enquiries are received through our online application process which is conveniently embedded within our school website.

- We receive and process applications from anyone who is interested to join our school, ensuring an equal opportunity at the start.

- Year/Grade level for each individual application will be determined by MOE statute
- FS students must be at least 3 years and 6 months old by 1st of October the year of admission.

Upon receipt of a completed application form, the application process begins.

DOCUMENTATION REQUIRED WITH APPLICATION

The following documents should be submitted to the Student Affairs Office in order to complete the application process:

- i. A completed application form
- ii. Academic records/reports for the past three years
- iii. Original Birth Certificate - computer generated (Egyptian Students)
- ix. Attendance statement from previous school(s)
- x. Photocopy of passport with residency visa stamp (Non-Egyptian Students only)
- xi. Six recent passport sized photographs
- xii. Copy of Parents' ID documents.
- xiii. Copy of Parents'/guardian's educational certificates
- xiv. School transfer papers stamped by the Ministry of Education
- xiiv. Attendance statement from previous school stamped by the Ministry of Foreign Affairs (if transferring from abroad)
- xiii. Statement of conduct and behaviour from previous school - stamped and signed but the Head of previous school

Please note that these documents are all required in order for the application process to commence. Upon admission, additional documentation required will vary, depending on the Section of admission.

ENTRANCE TESTING

All students undergo an entrance test which is age/stage appropriate. The testing is evaluated alongside a variety of wider considerations, including in Secondary, an interview with a member of the Section leadership.

For FS1 enrollment this is an assessment focused on socialisation, ability to cope with separation from parents, familiarity with the English and general behaviour - the assessment does not review prior learning or academic content/skill.

Entrance tests for subsequent year groups are based on Cognitive Ability enquiry - consideration will be given to students whose results place them within the cohort data for the year/grade they are applying for.

For Secondary British and IB Sections students take the GL CAT 4 Age-appropriate Cognitive ability test. This is included in the whole picture of the student for admission evaluation, along with all

previous school reports and the interview with a member of SSLT.

For American Section students are required to take the MAP Age-appropriate test. This is included in the whole picture of the student for admission evaluation, along with all previous school reports and the interview with a member of SSLT.

PRINCIPLES GUIDING CONSIDERATION

First Tier: Priority is given to those students who already have siblings registered in the school, and/or whose parents are alumni.

Second Tier: Consideration is given to students who apply from nurseries/schools which offer similar academic programmes or follow a similar academic syllabus. This tier also includes students who have left MES Cairo and wish to return, assuming that they are eligible to do so.

Third Tier: Consideration is given to other students in the chronological order according to the date when their fully completed application was submitted if in alignment with all of the considerations described above.

OUTCOME OF APPLICATION

Notification of the outcome of application will be communicated to parents/guardians within two weeks of assessment in most cases.

Outcomes will be communicated as follows:

- Accepted
- Waitlisted (accepted pending availability of place)
- Further Assessment Required
- Not Accepted
- Other

Entrance testing results (Test results) are not shared with parents.

The schools decision is final; there is no appeal process but unsuccessful applicants may reapply the following year if they wish to do so.