



ADMISSION POLICY





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1. 1. PREAMBLE

The admission policy of *Light International School* is consistent with the Constitution of the Republic of Kenya, Basic Education Act, and No.14 of 2013 and is in tandem with ratified and existing laws governing private institutions.

2. 2. INTRODUCTION

The formulation of this admissions policy is done with great circumspection: although governing bodies are empowered within the framework of the Constitution of Kenya and other relevant legislation to determine their own admissions criteria. It is accepted that *Light International School* is completely autonomous in this regard and that circumstances differ from the policy of governing bodies of schools as enshrined in the Basic Education Act and No.14 of 2013.

It is the aim of the school to ensure that the Admission Policy is applied to new enrolments at Light International School.

This policy is structured in such a way as to maintain the current standard of education provided by the school and not to compromise the ethos of Light International School.

Light International School, Mombasa :

- I. An environment is provided where the race, gender, culture, religion and economic standing of the learner is in no instance an impediment to his or her access to or progress in any aspect of school life;
- II. The admission of learners will be so managed that the school's intake comprises the major demographic segments (i.e. cultural, religious, ethnic and economic) composition of the community it serves without prescribing any predetermined quotas, numbers or proportions in respect of such.

3. 3. ADMISSION CRITERIA

The curriculum is designed to prepare students for British IGCSE/GCSE and 'A' level examinations, in both written and spoken English at an academic and age appropriate level. Light International School is a multi-ethnic, non-denominational school with an inclusive culture.

English Language Ability

English is the language of instruction in all grades, and the ability to successfully access the curriculum within a reasonable time to thrive in our English-language learning environment are the guiding principles for admission to the school.

4. 4. DECISION MAKING PROCESS

Applications for the admission of a child to the school shall be made by the parent/guardian/caregiver to the Principal and such application shall only be granted if there is a suitable vacancy to accommodate the child and the Principal in liaison with the coordinators is satisfied that the child's entry behaviour is assessed without any bias whatsoever.

Enrolment is possible at any time during the school year, as long as space is available. In cases where it is not possible to determine the student's academic ability from the documentation and references provided, the student may be expected to complete an entrance test. The entrance test will consist of English, Mathematics and Science components for the primary and high school students. In the Kindergarten, learners are



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admitted regardless of their level of English language proficiency, although some may be subjected to entrance assessment which may include Literacy and Numeracy.

The International Early Years Curriculum are enrolled on the basis of their ages as tabulated below:

| Level | Age |
|------------|-----------|
| Play group | 2 Years |
| KG 1 | 3-4 years |
| KG 2 | 4-5 Years |
| KG 3 | 5-6 Years |

5. 5.REQUIRED DOCUMENTATION

Before a student may be admitted to Light International School, all of the following must be submitted:

- i. Signed Application Form completed in full;
- ii. An official Birth certificate of child (unabridged);
- iii. Immunization Certificate of Child
- iv. A recent photograph of the child (ID size);
- v. Medical Form
- vi. Documents furnished must be no older than 3 (three) months old and any photo copies must be stamped.
- vii. Copies of both Parents/guardians/caregivers I.D. Documents, if applicable.
- viii. Decree of Divorce/Divorce Agreement, if applicable.
- ix. Last or latest progress report (This applies to all Grades as well as Pre-Grade, if applicable);
- x. A Transfer letter when transferring from another school.
- xi. In the case of foreigners/immigrants, a study permit from the Department of Home Affairs will be required, granting the learner permission to continue his/her studies in Kenya or as the case may be.
- xii. Authority, duly executed by the Parent, authorising the previous school/s attended by the Learner to supply information concerning the learner's academic, discipline and behavior record.
- xiii. Any additional documents as may be prescribed by the School from time to time.
- xiv. Agreement Letter - duly signed.

6. 6. FOLLOW-UP PROCEDURES

- a. i. For new students at the start of the school year
 - General

Just prior to the start of the academic year, all new student files are handed over to the relevant Kindergarten, Primary or Secondary School administrative assistant(s). At that time, class teachers are invited to consult the files, and can contact Admissions for specific information about any new student at any mutually convenient time. The files of any new students with specific needs are discussed with the Learning Support



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department on an individual basis, as part of the admissions process

- Primary School students

There will also be an orientation session for new Primary School students (and parents) just prior to the start of classes. Each classroom teacher will continue to individually ensure a smooth transition for all new children once the academic year begins.

- Secondary School students

There will be a special orientation day for all new Secondary School students (and parents) just prior to the first day of full classes. The Principal and the coordinators will introduce the students to the school, its rules and regulations, and the various buildings, and will orient the students to life at Light International School, Mombasa in order to prepare them for a smooth transition into their new school.

b. ii. For new students arriving during the course of the year

- General

The Admissions department informs Kindergarten, primary or secondary staff as appropriate, as well as all administrative staff, of the arrival of new students providing the student's grade, entry date and any relevant background details.

- Secondary School students

New students who arrive during the year will be given an orientation by the Secondary School Principal/ Deputy Principal or the relevant curriculum coordinator. There is no specific orientation event for new Primary School students arriving mid-year. Rather, each classroom teacher ensures a smooth transition for all new students and deliberate effort to ensure that the learner catches up in the learning process.

7. PAYMENT OF TUITION FEES

The payment of school fees is compulsory. The amount of the school fees is decided by the Board of Directors.

- Parents/guardians/caregivers are obliged to pay school fees in accordance with school policy.
- The completed admission form is received on or before the advertised closing date.
- Registration deposit and the required Administration Fee must be paid in full before the learner is accepted into class.

8. OBLIGATIONS OF THE PARENTS

- Parents/ guardians/caregivers are expected to uphold the Parent Code of Conduct and Learner's Code of Conduct which are not in conflict with the education Act and relevant legislations in Kenya.



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- ii. Parents/guardians/caregivers are required to ensure that their child/ren attend school regularly. The onus rests with the parent to inform the School if the learner is ill and/or cannot attend school for whatever reason;
- iii. Parents/guardians/caregivers will be responsible for the payment of school fees as determined and ratified by the directors of the School.
- iv. Parents/guardians/caregivers are encouraged to participate in their child/ren’s learning and schooling progress.

a. Ratification

Signature: 1.....Name.....

Designation.....

Signature: 2.....Name.....

Designation.....

Signature: 3.....Name.....

Designation.....



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