



## KENT COLLEGE WEST CAIRO

# Admissions Policy 2025-2026

### Introduction

At Kent College West Cairo, we believe in a comprehensive and inclusive admissions process that ensures each student is placed in the environment where they can thrive academically, socially, and emotionally. Our Admissions Policy is designed to be transparent, efficient, and supportive, while aligning with the school's values and commitment to excellence. We aim to build a strong partnership with families from the very beginning and ensure a positive start to every child's journey with us.

### Step 1: Application submission

First step is to submit the online application through our website <https://kentcollegeegypt.com/admission-form/>

Parents also are encouraged to apply through a phone call without redirecting them to the website.

### Step 2: Arrange Appointment

Application Submission will be followed shortly by a call from the admissions office (Within 24 hours) to provide needed information and arrange for an assessment and parents meeting.

### Step 3: Assessment Day

On the assessment day, the following documents are required to be handed in:

- Copy of the pupil's latest Academic Reports.
- 2 original Birth Certificates.
- 8 passport size photos
- Copy of the child's and parents' IDs and Passports
- Copy of vaccination records (For Early Years applications)

Parents should complete the Application Form, consents, and sign our payment policy during their visit.

The assessments are conducted as follows:

**Assessments FS1 to Year 1:**

Assessments are conducted by the Head of Early Years. Students get assessed within a small group of other kids in an informal, play-based classroom setting for school readiness, through observation on their motor skills, language and communication skills and their ability to listen and follow instructions.

\*Parents are allowed to join the assessment if needed based on child's separation ability.

**Assessments For Year 2:**

Admission assessment for Year 2 is a paper test in English and Maths, to assess their abilities, strengths, and if any extra support is needed. Followed by a meeting with an Academic Representative to have a quick chat and observe their behaviour and communication skills.

Students should do a short writing test to assess their writing and vocabulary skills.

**Assessments For Years 3 – Year 13:**

Pupils applying for Year 3 up to Year 13, will sit for a CAT4 test.

Cognitive Abilities Test (CAT4) is an international online assessment (multiple choice questions), helps in understanding pupil's abilities and academic potential. Followed by a meeting with an Academic Representative to have a quick chat and observe their behaviour and communication skills.

Students should do a short writing test to assess their writing and vocabulary skills

**Step 4: Parents Meeting**

Parents meeting with our Head of College and Business Manager, should be conducted on the assessment day to get to know more about the family and provide them with more information about Kent College. (Both parents are invited to attend the meeting).

**Step 5: Admission Decision**

Following the assessments, acceptance is confirmed based on:

Academic approval by the Head of School.

Parental meeting evaluation, ranked by the Business Manager.

Once both approvals are granted, the final acceptance is signed by the CEO to officially confirm the student's admission.

**Step 6: Application Feedback**

Parents will receive a formal email that includes the final decision within 5 days from the assessment date, informing them whether their application has been accepted or rejected. Followed by a follow up call to offer any further assistance.

If the child is offered a place, parents are encouraged to pay a one-time, non-refundable registration fee within one week of receiving the admissions Enrolment Offer Letter.

Re-assessments or spending a day at Kent College, might be required based on to the academic representative's decision.

### **Assessments Arrangement**

Assessment schedules are created upon the academic representative's availability.

A confirmation call should be done by the admissions team a day before the scheduled appointment.

On the day of the assessment, admissions team provide the assessor with a feedback Form to write their comments and feedback on the child's assessment.

A give away presents should be ready for each child once they are done with their assessment.

CAT4 tests are purchased from Testwise website. Credits expires after one year from purchase and should be ordered minimum a week before.

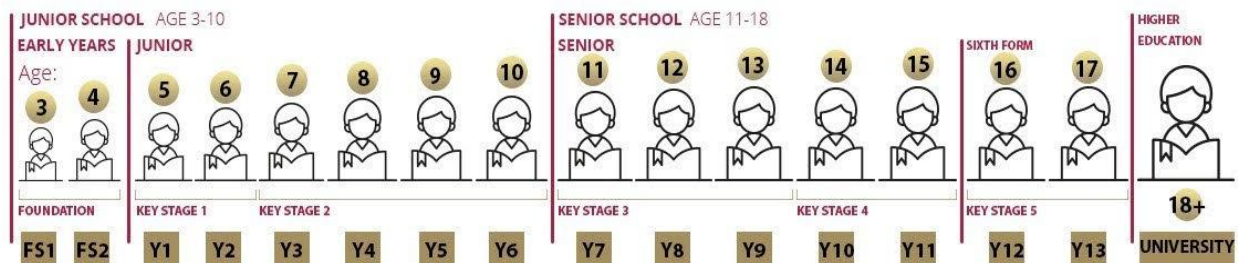
### **Overseas Assessment**

Applications received from families living abroad.

Admissions can arrange for the child's assessment through coordination with their current school. Alternatively, a Zoom assessment can be arranged according to the child's age and Year Level.

Parents will be able to get all the information via emails or phone calls, and meet with our Heads via Zoom.

### **Age and Year Groups**



### **Payments**

New registered parents should settle their payments through our offered platforms with coordination with the finance department.

An email should be sent to the collection department with the child's data and any offered discounts.

### **Inclusion Applications**

#### **Step 1: Ask for reports**

In case of receiving an application for our Inclusion program, admissions team ask for the school and therapist reports prior to the assessment date, and forward it to the Head of Inclusion department to advise if any special arrangements required for the assessment.

## **Step 2: Arrange for assessment**

Inclusion department should be involved in the assessment process.

The normal assessment process should be conducted unless the student is unable to do it. Alternatively, a special assessment will be conducted by the inclusion department.

## **Step 3: Assessment Feedback**

Parents will receive a detailed email with the observation feedback, students' needs and whether the child got accepted or not.

## **Step 4: Signing Inclusion Program agreement**

If the child got accepted, parents should be invited for a meeting with the Head of Stage and Head of Inclusion department, to sign our Inclusion Program agreement and inform them with the extra costs prior to the registration fee payment.

## **Registration at the Ministry of Education:**

Registrations are the responsibility of the Students' Affairs Manager.

## **Local Transfers required documents:**

- Original Birth certificate.
- Last original End of Year Report stamped from previous school.
- Promotion certificate for Arabic, Social studies and religion stamped by the Educational Directorate.
- Transfer Letter stamped by previous school and the Educational Directorate.
- Attendance Statement stamped by the previous school and the Educational Directorate.
- Electronic Transfer from the previous school.

## **Egyptians Returning from Abroad**

- Original Birth certificate.
- Original last end of Year Report from Previous school, stamped by School, Egyptian Embassy, and Egyptian Ministry of Foreign Affairs.
- Attendance statement stamped by previous school, Egyptian Embassy, and the Egyptian Ministry of Foreign Affairs.
- Original Passport when needed for pupil registration.
- Copy of both parents and the Child's passports. Last departure, and entry stamps on the child's passport.
- A completed (Returning Egyptians Form) from the student affairs office.

## **Expatriates**

- Original last end of Year Report from Previous school, stamped by School, Egyptian Embassy, and Egyptian Ministry of Foreign Affairs.
- Copy of both parents and the Child's passports. Last departure, and entry stamps on the child's passport.

- Copy of Child's valid non-Touristic visa.
- Attendance statement stamped by previous school, Egyptian Embassy, and the Egyptian Ministry of Foreign Affairs.
- Letter of Approval from the Embassy in Egypt directed to Kent College West Cairo.
- Original Passport when needed for pupil registration.

### **Year Levels Equivalence**

<b>Age 1<sup>st</sup> Oct</b>	<b>Kent College West Cairo</b>	<b>MOE Age 1<sup>st</sup> Oct</b>	<b>American System</b>	<b>Other British Schools in EG</b>	<b>IB Program</b>	<b>Egyptian MOE</b>
3 to 4	FS1	2.6 to 3.6	Preschool	Nursery	ECP1	Pre-KG
4 to 5	FS2	3.6 to 4.6	Preschool	Reception	ECP2	KG1
5 to 6	Year 1	4.6 to 5.6	Kindergarten	Year 1	PYP 1	KG2
6 to 7	Year 2	5.6 to 6.6	Grade 1	Year 2	PYP 2	Primary 1
7 to 8	Year 3	6.6 to 7.6	Grade 2	Year 3	PYP 3	Primary 2
8 to 9	Year 4	7.6 to 8.6	Grade 3	Year 4	PYP 4	Primary 3
9 to 10	Year 5	8.6 to 9.6	Grade 4	Year 5	PYP 5	Primary 4
10 to 11	Year 6	9.6 to 10.6	Grade 5	Year 6	PYP 6	Primary 5
11 to 12	Year 7	10.6 to 11.6	Grade 6	Year 7	MYP 1	Primary 6
12 to 13	Year 8	11.6 to 12.6	Grade 7	Year 8	MYP 2	Prep 1
13 to 14	Year 9	12.6 to 13.6	Grade 8	Year 9	MYP 3	Prep 2
14 to 15	Year 10	13.6 to 14.6	Grade 9	Year 10	MYP 4	Prep 3
15 to 16	Year 11	14.6 to 15.6	Grade 10	Year 11	MYP 5	Secondary 1
16 to 17	Year 12	15.6 to 16.6	Grade 11	Year 12	IBD 1	Secondary 2
17 to 18	Year 13	16.6 to 17.6	Grade 12	Year 13	IBD 2	Secondary 3