



**Nottingham British School of Kuwait**

**Admissions Policy**

**2023/24**

# **NOTTINGHAM BRITISH SCHOOL**

## **ADMISSION PROCESSES AND POLICY**

As your family joins Nottingham British School, we ask that you read all the information in this policy as it contains information which will assist you in your decision when applying for a place at Nottingham British School.

By accepting a position at NBS for my son/daughter, I agree to the following:

- That my child and I will abide by, and support all the rules, codes of conduct and regulations of the school.
- That all subjects at Nottingham British School are compulsory (except Islamic Studies for non-Muslims)
- That all children at Nottingham British School will participate in a full P.E. programme including sports days and swimming.
- That all children will participate in a full Music programme and all that this entails: including school productions, special events and assemblies.
- The school will recover the cost of repairs of any damage caused to the school facilities, resources and bus by the student.
- That my child will wear the NBS official school uniform. No other jacket but the school jacket can be worn to and from school. All uniform is available in the school uniform shop.
- That our parents at Nottingham British School will ensure their children arrive and leave school at the correct time.
- The school's nurse reserves the right to act in casualties and emergencies, to administer first aid and to give the student the safe and licensed drugs as per Ministry of Health regulations. Parents must inform the school nurse directly about any medical issues.
- The School does not accept that members of staff should be subjected to verbal abuse or physical violence of any nature. The School will encourage Police intervention and offer support to staff that has suffered mental and/or physical trauma. Any assault on a member of staff will be treated extremely seriously and may result in restricted access to the school premises, non-re-registration of the concerned student(s) or even bringing forward criminal charges.
- That all parents of children at Nottingham British School will respect and accept all the educational decisions of the school's management.
- The school asks that you encourage your child to speak English both in the home and when at school.

### **About Nottingham British School**

Our School was founded in 2015 and we follow the British National Curriculum. Our campus lies in Jleeb Al Shoukyh and we are a growing school which mirrors any British school in the UK. We are a co-educational school with approximately 2100 students enrolled from the ages of 4 to 17 years.

The school aims for academic excellence within an environment, which is safe, structured, caring and happy. Teaching is in English apart from Arabic and Islamic Studies. We appoint highly qualified English, speaking teachers to the different phases of education, including specialists for courses leading to IGCSE, AS and A2 level.

Teachers at NBS know their students extremely well and are in a regular contact with parents, the contact with parents takes place on a number of levels including telephone, email, set appointment and meetings face to face.

Teachers are supported by a highly experienced Executive, Senior Leadership Team and by the Heads of Year/Achievement Leaders who are happy to meet parents at times by appointments.

School policies are designed to enhance the learning of all students. They also set out the discipline/behaviour for learning required by all students. Parents are given regular updates on the behaviour of their child in order to provide them with a clear picture. This behaviour forms part of our reporting to parents.

Efficient and effective assessment, recording and reporting procedures are essential to update parents on the progress their children are making in line with the Age Related Expectations. Progress and Attainment are also reported to parents through our reports which are compiled in December and June of every academic year.

### **Accreditation:**

NBS is accredited as a Cambridge Examination Centre; Pearson Examination Centre and Oxford AQA Examination Centre for IGCSE and A-level exams.

The school is also formally recognised by the Kuwait Ministry of Private Education.

### **Curriculum, Events and Activities:**

In Pre-kg to Year 8, the students follow the British National Curriculum. In Reception, students complete the Early Years Foundation Stage ensuring that they have met all the Early Learning Goals. This places them in a good position to access the Curriculum in Key Stage 1.

Our students follow a broad and balanced curriculum which includes daily English and Math lessons, ensuring the children have a good grounding in these areas. In the non-core subjects, the students study a variety of exciting science, history and geography topics designed to stimulate the student's natural interest and curiosity.

We pride ourselves by offering French as a third language from Year 3. This lesson is taught by highly skilled professionals.

Music, Computing, PE and library are taught by specialist teachers and are designed to develop the student's physical and creative skills. The PE curriculum includes swimming, gymnastics, mini team games, athletics and dance.

Students who have Arabic as a first language are taught by specialist teachers, Islamic studies and Quran are also taught by specialist following the National Kuwaiti Curriculum and a similar number of lessons.

Class teachers assess student's progress and set a relevant target to ensure that the students develop their full potential in a progressive and coherent way. At the end of each year group, students sit Exams. Parents consultations days and comprehensive written reports, both formative and summative assessments, are used to inform the parents of student's progress and achievements throughout the year.

The partnership between home and school is extremely important as it enables parents to take an active role in their child's education.

In addition to the planned curriculum, we also have many exciting events throughout the year including National Liberation Day Celebrations, Graduation Ceremonies, Pink Day, Book Week, Sports Week, Class Assemblies (KS1 and 2), Concerts, and Productions.

### **Key Stage 3 Study Programme**

#### **Year 9**

The Year 9 students commence preparation of the IGCSE 2-year programme of international examinations i.e. IG1. They study a number of subjects, for example, Computing, Business Studies.

#### **We offer accelerated learning program for IGCSE at NBS**

*Students who achieve very high are able to join IGCSE fast-track program so that they can complete their IGCSEs earlier.*

#### **Year 10 and Year 11 (IGCSE)**

Students select over years 9-11 when to sit their IGCSE examinations either as an accelerated course or longer as a 3-year programme.

Kuwait Ministry of Education courses leading to Government approved qualifications in Arabic, Islamic studies and Quran Studies are available.

### **School Hours**

- Pre KG: 7.00 -12.30
- KG and Reception:7.00 – 12:30
- Year 1 to Year 6: 7.00 – 2.30
- Year 7-Year 11: 7.00- 2.30

### **School Uniform**

The purpose of the School Uniform is additional to encourage our students to experience a greater sense of school identity and belonging, to reduce school clothing costs and to encourage a high level of program participation. Schools uniform is available at the school uniform store.

### **Admission Process to Nottingham British School:**

Acceptance to NBS will be considered if students pass the standardised admission test administered by NBS staff. The assessment gives us an understanding of the level of Mathematics, English language and Reading Comprehension. Completed applications and tests are reviewed by members of the Senior Leadership Team to select the best possible students for NBS.

#### **Process**

- Complete and submit the application form which is available from the school office or from the NBS website.
- Book a time and date to visit the school and tour our campus and an entrance test appointment.
- After approval, you will receive an approval letter to submit it to the previous school so that you will receive the transferring documents of your child along with his/her file.
- If a child has no previous school, you will receive a letter for the governmental clinic in order to create a health file for the child.
- You will be requested to reserve a place by paying a holding fee.

#### **Age Requirements:**

- Pre-Kg must be 3 years old by 15 September
- KG students must be 3 years and 6 months old by 15 September
- Receptions students must be 4 years 6 months from 15 September.
- Starting from Year 1 up to Year 12, registration based on the student's reports and attendance certificates.

#### **Required Documents:**

- 3 passport size photos of a child
- Copy of birth certificate
- Copy of guardian/ father, mother and student civil ID card.
- Copy of father's / guardian's nationality (for Kuwaitis only)
- Copy of both the father's/ guardian's and student's passport (All students)
- Copy of student's residency page (for non-Kuwaitis)
- Copy of school last academic report (Reception to Year 11 students)
- Copies of school report for the last three academic years from the previous school. For KG, Reception and Year 1 we will require the school report from the previous year.

The following documents should be provided from the previous school after you receive an acceptance letter from NBS:

- Reference Form from the previous school (Year 7 to Year 12 students)
- Transfer certificate
- Fees clearance from the previous school
- Student's academic file.
- School Health card (from the previous school or from the public clinic)
- The new student from a school outside Kuwait should provide last academic report and transfer certificate stamped by Kuwait Embassy and Ministry of Foreign affairs from the country they come from.

### **Testing Policy**

After you submit the application form and documents required, you will be notified of the test date and time. For KG the test is a social test which measures the maturity of the children against their chronological age and their fitness.

From Reception to all year groups, the assessment measures achievement in the academic content areas of Reading Comprehension, Sustained writing, Spoken English, and Mathematics. Our school Social Worker will also meet with the student to gain insight into the child's Behaviour, Social and Emotional level.

The students applying for Pre-KG and KG will receive a School Readiness Assessment.

### **How to prepare my child for the entrance exam at NBS?**

#### **Entrance Test Requirements**

#### **PRE-KG-KG-REC**

- Level of English Language (identify colours, shapes, numbers and to identify some animals)
- Some social abilities (e.g, greeting the teacher, making eye contact, no crying and to be able to separate easily from the parents)
- All children must be toilet trained

#### **Year 1**

- Count to 20.
- Single sounds.
- Shapes.
- Write their name correctly and identify their name
- Add 2 groups of objects together.
- Write numbers to 10 correctly.
- Read CVC words, e.g. c-a-t, cat or d-o-g-, dog
- Copying writing with finger space.

## Year 2

- Number bonds to 5 e.g.  $1+?$  =
- Sounds/ letters recognition
- 2D shapes
- Write a story with phrases
- Correct letter formation
- Write on a line
- Spell using phonics

## Year 3

- Add 2 numbers e.g.  $17+14$
- Multiply  $\times 2 \times 5 \times 10 \times 4$
- To the nearest 10 e.g.  $32 \Rightarrow 30$
- Halve the number e.g.  $18 \Rightarrow 9$
- Tell: O'clock,  $\frac{1}{2}$  past,  $\frac{1}{4}$  past
- Less than
- More than
- Write the number in order
- Symmetry
- Read a table, answer questions
- Additions of 2 digit numbers, subtraction
- Add British Coins
- Write a story of 80 words with at least 3 correctly punctuated sentences.
- Read a story, answer questions

## YEAR 4, YEAR 5 & YEAR 6 ENTRANCE TEST REQUIREMENTS

### **ENGLISH**

**Writing:** Be able to write a coherent story using Standard English, with the correct use of punctuation: including full stops, capital letters, commas, question marks, exclamation marks and speech marks.

**Comprehension:** Read a short passage with fluency and answer questions about the text. These questions will test a variety of skills including: retrieving information from the text; asking about the type and structure of the text; asking for the meaning of words; asking for their opinion and being able to justify it by using the text; and asking why the characters in the text behave the way they do.

## **MATHEMATICS**

### **YEAR 4:**

- Addition, subtraction, multiplication and division
- Odd and even numbers
- Multiples
- Lines of symmetry
- Fractions of shapes
- Interpreting and drawing a block graph
- Word problems

### **YEAR 5:**

- Addition, subtraction, multiplication and division
- Odd and even numbers
- Negative numbers
- Word problems
- Fraction/decimal equivalence
- Relative sizes of fractions
- Doubling and halving
- Interpreting and drawing a block graph
- Area of a regular four-sided shape
- Perimeter

### **YEAR 6:**

- Addition, subtraction, multiplication and division
- Odd and even numbers
- Multiples
- Negative numbers
- Word problems
- Fraction/decimal equivalence
- Relative sizes of fractions
- Doubling and halving
- Area of a regular four-sided shape
- Find the area of an irregular shape by counting squares



- Perimeter
- Knowledge of properties of shapes
- Time: using am and pm and 24hr clock

## **SECONDARY ENTRANCE TEST REQUIREMENTS**

All secondary students will sit entrance examinations for Maths and English based on the National Curriculum outcomes for the year they have completed. In English, students will be exposed to reading comprehensions and an extended piece of writing. Maths will cover the mathematical topics students are expected to have mastered at the end of their current academic year. In Years 9-12 students will also sit English and Maths exams composed of past paper exercises/questions from actual past IGCSE examination papers. Depending on the level of study, they may also be required to prove aptitude by providing copies of post-16 qualifications.

### **Health File**

- The School Health Department of Kuwait's Ministry of Public Health requires for every student in Kuwait to have a complete physical examination file and TB test. These must be completed before your child attends NBS. Only government clinics are allowed to do such screening tests.
- Please arrange to take your child to your relevant regional clinic as mentioned on your civil ID, you need to follow their procedures and submit their required documents.

#### **1. Governorate: Kuwait Capital (Tel: 2251 9490)**

Clinic's Name: Al Saqer Speciality Center

Address: Al Adeileya Block 4 nearby the Public Authority of Public Training

#### **2. Governorate: Hawally (Sabah Al Salem)**

Clinic's Name: Al Bashayer Kindergarten

Address: Bayan Block 1 Street 10

#### **3. Governorate: Farwaniya (Tel: 24380291-24830591 Ext. 107/103)**

Clinic's Name: Al Shalahy Speciality Center

Address: Ishebilya, Block 4, street Metab Al Shalahy, behind the petrol station

#### **4. Governorate: Ahmadi**

Clinic's Name: Abu Halifa Specialty Center

Address: Abu Halifa, Block 1, behind Abu Halifa Co-op

#### **5. Governorate: Jahraa**

Clinic's Name: Al Jahraa Specialty Centre

Address: Al Jahra, behind Awtad Mall

6. Governorate: Mubarak Al Kabeer (Qurain, Qusour, Adan, Fantees, Messeila, Abu Fatira, Abu Al Husaniya)

Clinic's Name: Al Adan Speciality Center

Address: Adan, Block 7

### **Parents Concerns:**

By registering your child at NBS, you buy into our School Policies, Our Vision and Our Ethos. Should you have concerns related to your child's Teaching and Learning or the general running of the school, you are first required to follow the correct channels of communication –

1. Meet with your child's class teacher to discuss the concern.
2. If you feel that the matter was not resolved, arrange a meeting to speak with the Year Group leader.
3. If you still are not satisfied, arrange to meet with the Vice Principal followed by the Principal.

### **Process**

- Concerns must be submitted to the dedicated member of reception staff, stating the name of your child and class.
- A meeting will be arranged with a member of SLT.
- NBS follows the data protection policy so only the parent(s) or legal guardian of the child can be present at the meeting

**Important – We will not meet with groups of parents who share the same concern.**

### **Transportation/Bus:**

- All students using bus facilities must behave in a disciplined manner in the bus, any misuses by the student will result in cancellation of his/ her facility without any notice. The parent is fully responsible for his son /daughter's conduct when travelling on the bus.
- Complaints about drivers or the transport system from parents, must be in writing, and should be handed over to the School Office Staff.
- Parents or students must refrain from approaching the driver of the bus directly should they have a concern or complaint.
- Subscription shall not be less than a full term (half academic year).
- If a student has reason to cancel the bus service before the end of term, the half-yearly fee will not be refunded.

### **School Terms:**

- Term 1 (September to December),
- Term 2 (January to March),
- Term 3 (April to June)

## **FEES / WITHDRAWAL**

- The deposit fee once paid is non-refundable and secures the place until the first of Sept.
- The first instalment of the fees should be paid in full, before the commencement of the new academic year.
- The fees structure may change depending on Ministry of Education approval and that of our Management Board.
- If a student accepts an offer to enrol at NBS during a school term, full term fees will be charged irrespective of number of days still left in that term. Should the student cancel his/her enrolment during the term, full term fees for that term are to be paid before the school grants the release certificate and student file.
- Application for withdrawals or cancellation during the school year should be made in writing at least 15 days before the date of leaving. Students transferring to other schools inside Kuwait should also provide approval letter from the new school.
- **Transfer certificate will be issued only after all dues have been paid and any school property taken on loan is returned.**

## **ENTRY TO NBS**

- Admission to NBS is selective and the school reserves the right to deny acceptance of students.
- We select students based on their past school records, letters of recommendations and also students should score well in the Admission Assessments which determines their level in Mathematics and English.
- Admission will be granted on the signed approval of a member of the SLT. Students who perform poorly or do not have a good command of Spoken/Written English will not be accepted. Students who have a poor behaviour record from their previous school will also not be accepted.
- If the student is accepted the responsible office staff member will, in consultation with a member of SLT, inform the parent in writing of the expected start date for the student and the class group that student will start in.
- Placement of students in a class is agreed by the member of SLT and Admission's Officer.
- Parents do not have the right to dictate into which class/teacher their child will be placed. The responsible Office Staff member must discuss with the Admission's Officer to decide into which class the new student will be placed – the following set of criteria must be followed when make this decision -
  - a) Ratio of boys to girls.
  - b) Ratio of Non-Kuwaiti to Kuwaiti
  - c) Ratio of Muslims to non-Muslims

- Once the student is enrolled and all relevant documents are received, the school's Admission's Officer will create a file and provide a unique admission number for that student.
- The Admission's Officer will also provide a monthly report to the Principal with information pertaining to number of students on roll.
- Only once the student is admitted and relevant fees paid will the parent be issued with login details for Online Learning or gaining access to the Learning Platform – Edunation.
- If an applicant is considered as Not Accepted, the fee paid for the assessment is non-refundable.

When applying for a position for the next academic year, the same procedure above will be followed. However, on acceptance of your child, you will be requested to secure this place by paying a deposit or holding fee which is non-refundable should you later wish not to accept the offer.

Name of Parent .....

Date .....

Signature .....