CAPITAL SCHOOL BAHRAIN

Admission & Re-Registration Policy

DOCUMENT CONTROL	
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1. Admission Application

The application form must be completed fully and accurately, and the parents'/legal guardian's statement must be signed. All relevant information must be declared including details of disciplinary, social, physical, medical or psychological problems.

Applications from overseas are occasionally assessed using reports and we regularly call the child's current school for further details.

2. Academic Assessment

Children who wish to join Capital School Bahrain need to be tested for academic assessment which requires being either physically present in the school on the scheduled date, or taking an online assessment. In the case of the child being unavailable for assessment before the planned start date, a *"conditional offer"* will be made. The assessment must then be taken just before the beginning of term. Please note that a *"conditional offer"* is subject to a successful assessment result. For all years from year 1 upwards, tests of English, Maths and General ability (CAT Tests) and a reading age may be given, becoming more formal with the increase of age. For pupils joining us from Year 3 or above who are Arabic nationals, then an assessment of skills in the Arabic language may also be required. Reports from previous schools will be assessed, as will any academic examinations already taken. Assessment fees need to be paid for all pupils, whether or not they pass or fail the assessment *(all fees will be discussed later on this policy)*.

For returning pupils, the school may, at its discretion, waive the standard admissions assessment and offer a place immediately based on the pupil's previous academic record and school information. Alternatively, the school may require the pupil to complete a CAT4 assessment to support the admissions decision.

3. Supporting Documents Required

- Original Transfer Letter from the pupil's previous school
- Copy of the school reports from the previous year of school
- Copy of pupil's Birth Certificate (in English or Arabic)
- Copy of the pupil's Passport
- Copy of pupil's residency visa
- Copy of parents/guardians' passports
- Copy of parents/guardians' residency visa
- One recent passport-sized photograph of the pupil
- Copy of pupils' CPR Card (both sides).
- Copies of any health and/ or psychological assessments conducted with the pupil, Vaccination Report.
- Full names and two recent passport-size photos for each parent/guardian who is authorised to collect the child from school.

4. Offer of Places

The school will operate an admissions policy whereby pupils will be considered for admission into appropriate classes in the order in which their applications are received.

All applicants are required to sit and pass an academic assessment prior to being offered a place at Capital School.

Applications will be considered from pupils with specific needs outside any mainstream needs on an individual basis. The school will only consider pupils whose emotional, social and learning needs can be met in order that

they can access the curriculum and make satisfactory or better progress. This includes those with:

- Mild and moderate hearing loss
- Partial vision
- Restricted mobility
- Difficulties with fine motor control
- Mild learning difficulties or delay.

The school cannot meet the needs of pupils who:

- Place the physical and emotional health, safety, and welfare of themselves and others at risk due to their behaviour
- Are profoundly deaf, or totally blind
- Have significant behavioral issues
- Have degenerative medical conditions
- Are medically fragile
- Are incontinent
- Have no expressive or receptive language
- Are more than one year behind the expected developmental milestones for their age.
- Parents should notify the school immediately if they no longer wish to take up the place. The place may be allocated to another child if their child is not in attendance at the school by the end of the second week.

5. Waiting List

If any year the school receives more applications than there are places available, a waiting list will be created until three months after the admission date. Parents will be notified that they have been put onto this waiting list at the time of application.

If the number of applications for admissions exceeds the number of available in any particular year, places will be allocated in accordance with the following criteria:

Pupils will be given priority if they have a sibling, or siblings, currently attending the school on the date of admission. The term 'sibling' means full, step, half, adopted or fostered brother or sister; it does not include cousins.

6. Number of Admissions

The number of pupils admitted will be determined by the number of classrooms needed, using MoE guidelines. This calculation will be made using a maximum class size suitable for each classroom.

Pupils are admitted to Year Groups if they are within the specified age ranges set out in the table below. Children must be the specified age by the cut-off date of 1st September in any year. However, exceptionally we may receive pupils into a year group different to the one suggested by their chronological age if they have just successfully completed an academic year in a comparable setting where they have been placed in a year that does not correlate with our date cut-off points. We will liaise with the Ministry of Education for approval to accommodate this exceptional arrangement. In addition, for FS1 entry, subject to availability of places, pupils can enter the school at any point in the academic year after their third birthday, providing that they are toilet-trained. If a pupil enters FS1 at any time from January in each academic year, we reserve the right, in collaboration with parents, to insist that the pupil continues in FS1 for a full academic year from the following September if we do not believe that they are ready to be promoted into FS2. Therefore, in exceptional circumstances, for some pupils there is a slight possibility that they may complete up to 5 terms in FS1.

7. Year Group: August 2026– 2027 Entrance Dates

Year Group	Date Of Birth	Age of Child
N2	1 SEPTEMBER 2023– 31 AUGUST 2024	2 – 3 YEARS
FS1	1 SEPTEMBER 2022– 31 AUGUST 2023	3 – 4 YEARS
FS2	1 SEPTEMBER 2021– 31 AUGUST 2022	4 – 5 YEARS
YEAR 1	1 SEPTEMBER 2020– 31 AUGUST 2021	5 – 6 YEARS
YEAR 2	1 SEPTEMBER 2019– 31 AUGUST 2020	6 – 7 YEARS
YEAR 3	1 SEPTEMBER 2018– 31 AUGUST 2019	7 – 8 YEARS
YEAR 4	1 SEPTEMBER 2017– 31 AUGUST 2018	8 – 9 YEARS
YEAR 5	1 SEPTEMBER 2016– 31 AUGUST 2017	9 – 10 YEARS
YEAR 6	1 SEPTEMBER 2015– 31 AUGUST 2016	10 – 11 YEARS
YEAR 7	1 SEPTEMBER 2014– 31 AUGUST 2015	11 – 12 YEARS
YEAR 8	1 SEPTEMBER 2013– 31 AUGUST 2014	12 – 13 YEARS
YEAR 9	1 SEPTEMBER 2012– 31 AUGUST 2013	13 – 14 YEARS
YEAR 10	1 SEPTEMBER 2011– 31 AUGUST 2012	14 – 15 YEARS
YEAR 11	1 SEPTEMBER 2010– 31 AUGUST 2011	15 – 16 YEARS
YEAR 12	1 SEPTEMBER 2009– 31 AUGUST 2010	16 – 17 YEARS

8. UK – US Education Comparison Chart

Age	UK Stage	UK School Year	US Grade
3- 4	Foundation Stage	FS 1	Preschool
4- 5		FS 2	Pre-K (KG 1)
5- 6	Key Stage 1	Year 1	Kindergarten (KG 2)
6- 7		Year 2	1st Grade
7- 8	Key Stage 2	Year 3	2nd Grade
8- 9		Year 4	3rd Grade
9-10		Year 5	4th Grade
10- 11		Year 6	5th Grade
11- 12	Key Stage 3	Year 7	6th Grade
12- 13		Year 8	7th Grade
13- 14		Year 9	8th Grade
14- 15	Key Stage 4	Year 10	9th Grade
15 – 16 (iGCSEs and Level 2 BTEC)		Year 11	10th Grade
16 – 17 (A Levels and Level 3 BTEC)	Key Stage 5	Year 12	11th Grade
17 – 18 (A Levels and Level 3 BTEC)		Year 13	12th Grade

9. Exit Procedure including Withdrawals

- If the parents would like to withdraw their child(ren) from Capital School, then they shall inform the Admission Team or Principal, in writing, and should include the full details of their child(ren) and the reason for leaving.
- One full term notice should be given of any withdrawal, and fees will be liable for this duration.
- To withdraw your child from the school the following dates need to be adhered to:

Withdrawal for:	**Final Notice Date:** Written notice of withdrawal or non-re-registration must be received by the school on or before the date stated below. If written notice is not received by this date, you will be liable to pay the following term's tuition fees in accordance with the School's Admissions Policy.
Spring Term 2027	19th August 2026
Summer Term 2027	31st December 2026
Autumn Term 2028	1st April 2027

- If a parent informs the school Admission Team or Principal after the start of the term, they are liable to

pay the current full Term Tuition Fees in addition to the fees equating to one full term notice.

- The pupil will get a "Transfer Certificate" only after clearing all their dues with the school.
- We require at least fifteen school working days to prepare the exit documents.
- In the event that all or part of the school is closed temporarily or permanently due to civil unrest, pandemic, or for any other reason, the school will not be liable to refund any fees or other monies it has received.

10. Progression of Pupils between Years

In line with the Ministry of Education (MoE) policy, the school will adopt a continuous progression policy where all children move to the next age-related year group.

For Years 3 and above, the MoE requires that all new pupils coming from Bahrain or internationally require MoE approval for all school transfers. Please contact the admissions office for more information on this matter. Please note that the original transfer approval letter is required by the admissions office for school records.

11. Payment Policies

11.1 Assessment Fee

- An **Assessment fee of BHD 50** per child must accompany your application for all pupils. This fee is **NON-REFUNDABLE in ALL** other circumstances once the assessment is completed.

- Following a successful assessment, an offer letter will be issued, an invoice will be generated for the following fees, and the parents requested to make the full payment in order to secure their child's place at the school. If the payment is not made within seven (7) working days from the date of the offer, the offered place will be automatically cancelled.

11.2 Registration Security Deposit, and Resources & Technology Fee

1. **Registration Fee BHD 100** *(Non-Refundable).*
2. **Security Deposit Fee BHD 200** *(Refundable)* - one-time payment. Any monies owed or damage caused by the pupil will be deducted.
3. **Resources & Technology Fee BHD 200 for FS 1 to Year 8** *(Non-Refundable)*
4. **Resources & Technology Fee BHD 250 for Year 9** *(Non-Refundable)*
5. **Resources & Technology Fee BHD 350 for Year 10** *(Non-Refundable)*
6. **Resources & Technology Fee BHD 150 for Year 11, 12 & 13** *(Non-refundable)*

11.3 Tuition Fee Structure (Termly & Annually)

The Term Fee as per the class fee structure *(Non-Refundable)* as per the table below

Year Group	Tuition Fees termly			Annual Fees
	Term - 1	Term - 2	Term - 3	
N2	880	660	660	2200
FS 1	924	693	693	2310
FS 2	924	693	693	2310
YEAR 1	924	693	693	2310
YEAR 2	1008	756	756	2520
YEAR 3	1008	756	756	2520
YEAR 4	1008	756	756	2520
YEAR 5	1092	819	819	2730
YEAR 6	1092	819	819	2730
YEAR 7	1092	819	819	2730
YEAR 8	1176	882	882	2940
YEAR 9	1260	945	945	3150
YEAR 10	1260	945	945	3150
Year 11	1520	1140	1140	3800
Year 12	1680	1260	1260	4200
Year 13	1760	1320	1320	4400

- Tuition fees should be paid termly. Generally, tuition fee invoices will be generated two months before the payment due date and will be sent to the parents by email.
- If a child is scheduled to join the school even after the mid-term point, the assessment, registration, Security deposit, resources & technology fees and the full term's Tuition fee will be payable.
- Fees must be paid in accordance with the invoice on or before the term fee due date.
- Resources for the pupil will be on hold; parent's portal access may be disabled if fees are not paid by the due date.
- No pupil will be allowed to sit in next term's class without clearing previous term dues.
- If the fees are not paid by the due date, communiaction (Appendix 3-6) will be issued parents.
- With respect to persistent late / nonpayers, the school reserves the right, after the warning notice to cancel the place(s) allocated for the child(ren) and/or freeze issuance of report cards, to refer the matter to the legal department for further action.
- If you require a duplicate copies of pupil reports, and have left the school for over one academic year, BHD 5 will be charged , to cover administration costs.
- No Transfer Certificate will be issued until all dues are cleared.
- Payment by cheque is subject to clearance.
- Fees once paid are non-refundable with the exception of the "Security Deposit" as per school fees policy.

11.4 External Examination Fees

Pupils in Year 10, Year 11, Year 12 and Year 13 are expected to enter and sit the relevant externally accredited examinations as part of their programme of study. This includes IGCSE, AS Level and A Level qualifications. All examination fees are the responsibility of the pupil's parent or legal guardian.

BTEC examination and assessment fees are payable after the pupil has been on roll at the school for one month, where the pupil is enrolled in Key Stage 4 or Key Stage 5.

IGCSE, AS Level and A Level examination fees are payable in accordance with the examination entries and examination series in which the pupil is registered. As these qualifications may involve examinations taken across different examination series, parents will be informed of the applicable examination fees and payment deadlines in advance of the relevant examination entry.

All examination fees must be paid by the stated deadline to enable the school to complete the pupil's examination entry with the relevant examination board

In Key Stage 4, pupils will typically sit no more than the following subjects: English Language, English Literature, Arabic, Maths, Double Science, plus 3 other subjects of the pupils' choosing.

In Key Stage 5, pupils will take three subjects at either A-Level or Level 3 BTEC.

The cost of each external individual exam will be informed to the parents and to be paid by the parents, latest by 31st January each year.

Approximate IGCSE Fees are as below (Fees are subject to change due to changes of fees charged from the exam board)

Year 10

IGCSE Qualification	Amount (BHD)
Science: Triple (Physics, Chemistry Biology)	78
Science: Double	24
Math (Modular)	31

Year 11

IGCSE Qualification	Amount (BHD)
Science: Triple (Physics, Chemistry Biology)	127
Science: Combined	75
English Language	47
English Literature	47
Math modular	24
Arabic	47
ICT	47
Economics	47
Business	47
Geography	47
History	47
Computer Science	TBC
Design & Technology	TBC
Art & Design	TBC

Year 12 & 13

IGCSE Qualification	Amount (BHD)
Physics	TBC
Biology	TBC
Chemistry	TBC
Math	TBC
Business	TBC
Product Design	TBC
Economics	TBC

Approximate BTEC Course Fees are as below (Fees are subject to change due to changes of fees charged from the board)

BTEC Courses	Amount (BHD)
Year 10 BTEC Level 2 First Award in Business	145
Year 10 BTEC Level 2 First Award in Hospitality	145
Year 12 International BTEC Level 3 Applied Science Subsidiary Diploma	100
Year International 12 BTEC Level 3 Information Technology Subsidiary Diploma	100
Year International 12 BTEC Level 3 Business Subsidiary Diploma	100

12. Discounts on Tuition fees:

12.1 Sibling discount

The discounted rate will be based on the child's age records; therefore, the younger sibling will be eligible to receive the discounted rate. Please refer to the sibling discount table below.

1st Child	2nd Child	3rd Child	4th Child
Nil	**5%**	**10%**	**10%**

12.2 Lump sum Discount

A **5%** discount will be granted to parents who will pay for the full 3 terms, including all other fees, prior to the commencement of the new academic year.

** *Please note that sibling and lump sum discounts will be* ***applicable on the Tuition fee ONLY.***

13. Refunds:

Should you choose to withdraw your child from Capital School for any reason, the security deposit of BD200 will be refunded only if your child has completed one full academic year at the school. No other fees paid are refundable.

The security deposit will be refunded only after all outstanding fees, charges, and any other amounts due to the school have been paid in full. If there are any outstanding balances at the time of withdrawal, the school reserves the right to deduct such amounts from the security deposit before processing any refund. If the outstanding balance exceeds the value of the security deposit, the remaining amount will remain payable by the parent/guardian.

Any claim for a refund of the security deposit must be submitted within one calendar year from your child's last date of attendance. Claims made after this period will not be accepted.

Parents are required to provide the school with at least one full term written notice of their intention to withdraw their child or not to re-register for the following term. If the required notice is not given, the parent will be liable for the tuition fees for the following term, regardless of whether the child attends.

14. Re-Registration Policy & Seat Confirmation

To support effective planning and preparation for the forthcoming academic year, parents are required to complete the School's re-registration process to confirm their child(ren)'s continued enrolment.

Purpose of Re-Registration

The re-registration process enables the school to accurately plan class sizes, staffing requirements, and the allocation of resources for the following academic year.

Re-Registration Process and Seat Reservation

Parents will receive re-registration information, including the deadline for completion and any applicable seat reservation fee, by email. Parents are required to complete the re-registration process and make any required payments by the stated deadline to secure their child(ren)'s place for the following academic year.

Payment of the seat reservation fee does not replace or waive any other fees, charges, or amounts due to the school.

Outstanding Fees

Re-registration for the following academic year is conditional upon all tuition fees and any other monies due to the school being paid in full.
Where a parent has outstanding fees or any other unpaid balances, the school reserves the right to refuse or withhold re-registration and will not reserve or confirm a place for the following academic year until all outstanding amounts have been settled in full.
Parents remain responsible for ensuring that all outstanding balances are cleared within the required timeframe. Any delay in payment does not extend or alter the deadline for submitting a withdrawal request.

Withdrawal Notification Requirement

Parents who do not intend their child(ren) to continue attending Capital School must notify the school in writing by the published withdrawal deadline, in accordance with the Exit Procedure set out in this Admissions Policy. Failure to provide written notice by the specified deadline may result in the application of the withdrawal terms and any applicable financial obligations set out in the school’s enrolment contract and

relevant school policies.

The existence of outstanding fees, failure to complete the re-registration process, or failure to pay the seat reservation fee shall not constitute formal withdrawal of a pupil from the school, nor shall any of these circumstances release the parent(s) from the obligation to provide written notice of withdrawal within the prescribed timeframe.

Failure to provide written notice of withdrawal by the published deadline shall render the parent(s) liable for the applicable fees in accordance with the terms of this Admissions Policy and the school's enrolment contract, irrespective of whether the re-registration process has been completed or any outstanding fees have been paid.

Parent Responsibility

Parents are responsible for ensuring that all required re-registration or withdrawal procedures are completed within the specified deadlines.

If parents are uncertain about their child's continuation at the School for the following academic year, they should contact the Admissions Office before the relevant deadline for guidance and clarification.

15. Mode of Payment

Payment may be made in person by cash, cheque or card at the cashier office, online using QuickPay link at the school website and by bank transfer to the school account details below. If you are applying from out of Bahrain, payment should be made by bank transfer. If the payment is in foreign currency, kindly make sure to pay equivalent Bahraini Dinars in addition to the Bank charges. The transfer details are:

Bank Name Account Number Currency
NATIONAL BANK OF BAHRAIN
0099-6413-80
BHD

Swift Code: NBOBBHBM
IBAN number : BH64NBOB00000099641380

Kindly note that the school reserves the right to alter the payment mode / Bank at any time.

16. Transport Information

Safety and Security of our pupils is important to us. To ensure the same, please read the following instructions carefully before filling out the transport form:

- All pupils using the school bus are expected to be at the bus stop at least five minutes before the arrival time of the bus; buses will not wait for latecomers.
- To ensure proper discipline on the bus, pupils are expected to co-operate with the drivers and caretakers.
- Timings allocated to the pupils for pickup in the morning will be decided by the Transport Company after

considering the length of the route and the number of children travelling by that bus. Similarly, the drop-off time may also vary depending on the traffic conditions on the roads.

- Pupils pick up and drop off timing might slightly change in case more pupils register for the school transportation.
- School buses will not enter dead-end roads or where it is difficult to reverse or turn the bus. In such cases, parents are requested to escort the children to the closest stop allocated by the transport company.
- Parents are requested to extend maximum cooperation to bus drivers and caretakers for smooth functioning of the service. For any concern related to transport, please contact the **PLUS RENTAL Supervisor Mr. Ranjan Tripathi, Mobile number: 3833 4115**) or School Admin Ms. Paulina directly (Tel: 17008880). Please note that's School bus drivers/ Caretakers do not have the authority to change bus routes or pupil pick-up/drop-off locations.
- Parents are advised to inform the school in writing in case of any change in the residential address in order to allocate a new bus number. Also, such changes must be implemented in advance (at least a week before) as the new bus allocation depends on seat availability in the bus/buses applying to that area. NO CHANGE WILL BE ENTERTAINED UNTIL SCHOOL RECEIVES SUCH WRITTEN REQUEST FROM THE PARENT.
- A minimum of one week's notice must be given for the initial allocation of school transport where the request is made during the academic year.
- Payment should be made on a termly basis, although the fees for the full academic year will remain due in the event of early cancellation of transport. No transportation fees will be refunded.
- In case of discontinuation Parent must officially inform the school in writing, and the pupil's name will be removed from the list only after receipt of such application. Parents are liable to pay transport fees while the pupils' name is on the transport list. Any verbal communication with drivers/Caretakers, the transport Company will not be accepted as official intimation to cancel the service.
- Parents should make sure that they have the contact numbers of the respective bus Drivers, Caretakers, and the Transport Company Supervisor.
- The buses and routes are subject to change depending on the number of pupils on the bus and the number of children travelling to a particular area.
- Parents must ensure that a parent or an adult authorised by the parent is present at the designated bus stop to collect their child. Younger children will not be released to any person who has not been authorised by the parent.
- Under any circumstances, bus caretakers/ drivers will not leave the bus to escort pupils inside their building.
- All decisions made by the Transport Operator as per the School Transport Policy will be final.

"I fully read and understand the above Admissions Structures and Policies. I promise to follow and not violate any rules or policies set by the school. I have no objection to the action taken by the school for any violation done."

Signature and Date	
Name of Parent	
Parent CPR	

Appendix 1 - Home-School Agreement

The Home-School Agreement emphasises the partnership that must exist between the school, the family, and the pupil. The Agreement outlines the responsibilities of each partner to enable pupils to achieve their full potential within the Capital School community.

Completed with parents

Capital School

The school will:

- encourage high achievement and the best possible examination results for all pupils
- care for your child's safety and well-being
- provide a balanced curriculum that meets the individual needs of your child
- provide effective and interesting teaching that encourages pupils to take responsibility for their learning
- keep you informed about your child's progress
- be open and welcoming, and offer opportunities for you to become involved in the life of the school
- encourage your child to treat people and property with care and respect.

Pupil

I will:

- attend school regularly and on time
- work to the best of my ability at all times
- behave with care, courtesy, consideration, and respect for others
- wear the correct school uniform and bring the equipment that I need for each day
- take care of our school and keep the school free from litter, damage, and graffiti
- follow all school rules of being **Ready, Respectful, and Safe**

Parents/Carers

I/We will

- ensure that my child attends school regularly and punctually ensure that my child wears the correct uniform in accordance with the Uniform Policy
- ensure that my child always brings the correct equipment into school
- show interest in my child's education and monitor their homework
- attend parents' evenings and discussions about my child's progress, both pastorally and academically
- support the school's policies and guidelines for behaviour both in school and whilst on their way to and from school
- ensure that the school is rapidly made aware of any concerns or problems that might affect my child's work or behaviour
- make medical appointments out of school hours and avoid taking holidays during term time
- ensure that all school staff are treated with courtesy and respect at all times, both in person and on the phone
- ensure that the school has up-to-date contact information and is able to communicate with me/us when necessary.

Signed:_____

(Parents)

Appendix 2: Admission Procedure at Capital School

New pupils to be seen by the admissions team to complete:

- CAT tests
- GL Reading assessment
- English Test
- Maths Test

These documents create an initial admissions 'pack'

The admissions team decides on the initial outcome of the tests:

- **No** – (based on very low CATS scores or poor previous school report) --> application passed to the principal for double-checking and to make the final decision
- **Maybe / Yes - The application is passed** on to the Head of Phase

The Head of Phase / SLT does the following:

- Invites the child into school again for a 'pastoral' introduction to allow us to understand more about the child. This meeting is run by a member of the SLT
- Interviews the pupil, asking set questions that can be found here: New Pupil Information Proforma (Interviews). docx
- They make a decision whether it is a 'Yes' or 'No' based on their conversation (ratified by the principal)
- They go through the home/school agreement and ask the parents and pupils to sign. Copy made and issued to parents.
- Issue the Home School Agreement for Parents and Pupil to Sign
- Make a recommendation of 'Yes' or 'No' to the principal.

If the admission is proceeding, then after the meeting:

- The admissions team sends a school-to-school safeguarding form
- The Head of Phase / SLT decides which academic group and tutor group to admit the pupils into and inform admissions for them to update on iSAMS.
- The pupils are taken through our 'The Capital Way' document to show them the behaviours they need to demonstrate both inside and outside of the classrooms.
- The HoY / SLT assigns them a buddy/mentor to support in school
- The wellbeing counsellor meets the pupil on arrival at the school
- The wellbeing counsellor 'touches base' with the new pupil at the end of the first and second week to see how they are getting on in school. (Proforma needed on note made on iSAMS)