

# **CAPITAL SCHOOL**



## **Admission Structures and Policies**

# Capital School Policies & Procedures



## Admission Structures and Policies

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### 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. If we learn that relevant information has not been revealed, any offer of a place may be withdrawn, even if your child has already begun to attend Capital School.

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

### 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 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*).

### Supporting Documents Required

- Original Transfer Letter from pupil's previous school
- Copy of school reports from the previous year of school
- Copy of pupil's Birth Certificate (in English or Arabic)
- Copy of pupil's Passport
- Copy of pupil's residency visa

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- Copy of parents/guardians' Passport
- Copy of parents/guardians' residency visa
- One recent passport size photographs 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.

### 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 severe behavioral problems

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- 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.

### **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.

### **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 1<sup>st</sup> 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.

### **YEAR GROUP: SEPTEMBER 2024 – 2025 ENTRANCE DATES**

N 2	1 SEPTEMBER 2021 – 31 AUGUST 2022	2 – 3 YEARS
FS 1	1 SEPTEMBER 2020 – 31 AUGUST 2021	3 – 4 YEARS
FS 2	1 SEPTEMBER 2019 – 31 AUGUST 2020	4 – 5 YEARS
YEAR 1	1 SEPTEMBER 2018 – 31 AUGUST 2019	5 – 6 YEARS
YEAR 2	1 SEPTEMBER 2017 – 31 AUGUST 2018	6 – 7 YEARS
YEAR 3	1 SEPTEMBER 2016 – 31 AUGUST 2017	7 – 8 YEARS
YEAR 4	1 SEPTEMBER 2015 – 31 AUGUST 2016	8 – 9 YEARS
YEAR 5	1 SEPTEMBER 2014 – 31 AUGUST 2015	9 – 10 YEARS
YEAR 6	1 SEPTEMBER 2013 – 31 AUGUST 2014	10 – 11 YEARS
YEAR 7	1 SEPTEMBER 2012 – 31 AUGUST 2013	11 – 12 YEARS
YEAR 8	1 SEPTEMBER 2011 – 31 AUGUST 2012	12 – 13 YEARS
YEAR 9	1 SEPTEMBER 2010 – 31 AUGUST 2011	13 – 14 YEARS
YEAR 10	1 SEPTEMBER 2009 – 31 AUGUST 2010	14 – 15 YEARS
YEAR 11	1 SEPTEMBER 2008 – 31 AUGUST 2009	15 – 16 YEARS

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### 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 (GCSEs)		Year 11	10th Grade
16 - 17 (AS Levels)	Key Stage 5	Year 12	11th Grade
17 - 18 (AS & A Level or IB)		Year 13	12th Grade

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### **Exit Procedure**

- If the parents would like to withdraw their child(ren) from Capital School, then, they should 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's notice should be given of any withdrawal and fees will be liable for this duration.
- 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's 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.

### **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.

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### Payment Policies

- An **Assessment fee of BHD 50** per child must accompany your application for all pupils above Foundation Stage. This fee is **NON-REFUNDABLE in ALL** other circumstances once the assessment is completed.
- Following a successful assessment, an offer letter will be issued, and 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 done within seven (7) working days from the date of offer, the offered place will be automatically cancelled.
  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 deductible.
  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. **The Term Fee as per class fee structure (Non-Refundable)** as per table below.

Year Group	Tuition Fees termly			Annual Fees
	Term - 1	Term - 2	Term - 3	
N 2	800	600	600	2000
FS 1	880	660	660	2200
FS 2	880	660	660	2200
YEAR 1	880	660	660	2200
YEAR 2	960	720	720	2400
YEAR 3	960	720	720	2400
YEAR 4	960	720	720	2400
YEAR 5	1040	780	780	2600
YEAR 6	1040	780	780	2600
YEAR 7	1040	780	780	2600
YEAR 8	1120	840	840	2800
YEAR 9	1200	900	900	3000
YEAR 10	1200	900	900	3000
Year 11	1520	1140	1140	3800

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- 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.
- The mobile application and parent's portal access may be disabled if fees are not paid by the due date.
- Pupils are not permitted to sit any exams if the fees are not settled by the assessment dates.
- No pupil will be allowed to sit in the next term's class without clearing previous term dues.
- If the fees are not paid by the due date a warning email will be sent to the parents to not bring their child(ren) to the school until they clear the pending payments.
- 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.
- Duplicate copies of pupil reports, where requested by parents, will be issued at the charge of **BHD 5 per report**, to cover administration cost.
- 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.

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### Discounts on Tuition fee:

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

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

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 discount will be *applicable on the Tuition fee ONLY*.**

### Refund Policy:

Should you choose to remove your child from Capital School for any reason, you will receive the Security deposit (BD200) after completing a full academic year, **but NO other fees paid will be refunded.**

### Mode of Payment

Payment may be made in person by cash, cheque or card at the admissions office and by bank transfer to the below school account details. 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:

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

Swift Code : NBOBBHBM

IBAN number : BH64NBOB00000099641380

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

### **Parents Declaration:**

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

Signature	
Name of Parent	
Parent CPR	
Date	

*December 2023*