



Admissions Policy

Introduction

MBIS offers the English National Curriculum to children of expatriate families and children from Egyptian families with dual nationality. MBIS is not permitted, by the Egyptian Authorities, to enroll Egyptian children as MBIS is not linked to the Ministry of Education nor does it implement its curriculum. Instead MBIS is founded as a subsidiary of the MEBCS registered with the Ministry of Social Solidarity as a not-for-profit NGO (non-governmental organization)

Main Admissions Stages

MBIS accepts enrolment applications across the academic year. The process is clearly defined as per Appendix 1.

Criteria for Admission

MBIS is a non-selective, co-educational day school. Every student will ordinarily participate in a form of assessment before being admitted. The assessment is not a 'pass or fail' situation. Rather, the assessments seek to discover the student's strengths and areas for development to ensure that MBIS can meet the student's needs; that the student can achieve their full potential during their time at the school.

Assessments across the Years

- **Foundation:** An observational assessment in class.
- **Reception and Year 2:** An observational assessment in class and a basic English, Maths and Phonics assessment.
- **Years 3 to 12:** CAT4 test and NGRT, as well as an informal reading, phonics and writing assessment that is appropriate to the age of the student concerned and if deemed necessary.

MBIS has a policy of not disclosing specific admissions test results but will share outcomes on a general level.

Special Arrangements

If it is known in advance that a student will need special arrangements for the assessments these will be applied. For example, a student who speaks very little English would be given a Maths test that has less of a reliance on language or a student with dyslexia would have a reader and extra time.

Special Educational Needs & Disabilities

Parents are obliged to disclose any previously identified learning needs and/or disability during the admissions process. Previous Special Educational Needs and Disability assessments will be requested and must be submitted with the application form. The school strives to meet the needs of individual students. However, MBIS is a mainstream school and so some individual needs may of course be beyond the scope of provision. In some cases, additional fees may be required to fully support the student. MBIS allows for students who require a Shadow Learning Support Learning Assistant, but operates a policy of no more than one Shadow Learning Support Assistant in a class.

Applications from Abroad

If the student is unable to attend an assessment at MBIS before entry the following applies:

- **Foundation to Year 3:** the decision will be based on the information obtained through the Admission Form, previous school reports and photocopies of previous school work.

- **Years 4 to 12:** the student will complete a placement or CATs test that is appropriate for their age and also may take part in a Skype interview. We may also ask for photocopies of the students' previous school work.

Parental Support

MBIS is an international school with over 65 nationalities among the school population. Parents are expected to fully share and support the school's pluralist vision and values as clearly defined on the website and in the prospectus.

Parents are expected to play an active role in their child's education throughout the family's association with MBIS.

It is also expected that non-native English speaking parents will encourage the development of English at home, given that it is the medium of instruction at MBIS.

Placement

MBIS operates a strict policy of placing students in year groups according to their date of birth based on a September – August academic year, in line with the British system.

Decision Making

The final decision to accept or refuse admission rests with the Principal, after consultation with the relevant staff members. If the student's needs can be met by the school - and space is available in the designated year group - they would ordinarily be admitted into school.

The management of school places where there are waiting lists

- School places will be offered on a first-come, first-served basis with the following order:
 - 1st priority - siblings of current MBIS student's
 - 2nd priority - ex-MBIS students.
 - 3rd priority - families who are applying for more than one child.

- Applications are ordered according to the date of receipt and are placed on the appropriate priority list.
- When a place becomes available parents are contacted to confirm their interest and proceed with the application.
- If a place is offered to a parent from the waiting list and is declined, the parent gives up any claim to a place in the future and would have to re-apply.
- Parents may reserve a place by paying the registration fee.
- Where a place is declined or where a student wishes to return to MBIS, a re-application is required.

Fees

Please refer to the MBIS Fees Policy which is available on the MBIS website. It is also available by hard or soft copy on request.

Admission Accountability

The principal will report to the Board of Directors regularly regarding school admissions, current school roll and applications in process.

Parents are able to seek a review of the decision through a formal appeal to the Board of Directors, as per the MBIS Complaints Policy.

Leavers

One term's notice is required for the withdrawal of students from school, by informing the Admissions Manager.

Returners

- Reservation of places may be done upon payment of full tuition fees. Alternatively, reinstatement to MBIS will be subject to availability of places. However, ex-MBIS students are given priority.
- Reports from previous schools are required.
- No registration fee is due again.

Equality and Diversity

Please refer to the MBIS Statement on Equality, and Racial and Cultural Diversity.

Date of Policy: January 2020

This policy will be reviewed annually thereafter

Last reviewed August 2024

Appendix 1: Main Admissions Stages - General

#	Stage	Action Required	By Whom
1	Initial enquiry email, telephone or online application	Answering queries + referral to website for digital prospectus and application forms	Admissions Manager
2	Invitation to visit MBIS	School tour/school prospectus/Society Membership form	Head of Primary/Head of secondary
3	Receipt of application Document: <ul style="list-style-type: none"> • Completed Registration form • MEBCS Membership form • MBIS Security ID application form • Vaccination documents for DTP, MMR, Polio • 1 Passport sized photograph of the student • 1 Photograph for each parent (for the the MBIS ID) • Copy of the student's passport • Copies of both parents' passports • Copy of the student's most recent School/Nursery report 	Acknowledge parent	Admissions Manager
4	Arrange entrance assessment/interviews	Inform parents. Exam ordered and ready. Results to Principal	Admissions Manager Head of Primary
5	Consultation	Results discussed with Principal	Head of Primary/Secondary
6	Results to parents (offer a place/Waiting list/rejection)		Head of Primary/Secondary
7	Offer a place	An official offer emailed to parents	Admissions Manager
8	Parents acceptance	Information to Finance Office	Admissions Manager
9	Confirmation of School	Issuing and emailing of Registration fees invoice	Finance Office
10	Receipt of Registration Fees	Notification of Admissions Manager	Finance Office
11	Place is secured/additional information provided to parent (e.g. class/teacher/basic timetable)	Name added to the relevant class and House lists (Note: Class teachers require two full working days to make the necessary arrangements to admit a new student)	Admissions Manager

