



St Andrew's School, Turi

Admissions Policy

1. Policy

Policy statement

The School recognises its obligation to operate a fair, transparent and effective admissions process that allows children to demonstrate they have the ability and potential to thrive at St Andrew's.

Scope

This policy and any associated procedures apply to all children seeking admission to the School.

Definition

Admission is defined as the process of assessing a child's suitability for entry into the School.

Terminology

In this policy 'School' refers to both the Senior and Preparatory Schools either separately or jointly; 'Head' refers to both the Head of the Senior School and the Head of the Preparatory School either separately or jointly; 'Deputy' refers to both the Deputy Head (Academic) of the Senior School and the Deputy Head (Academic) of the Preparatory School; 'Staff' refers to all those working for or on behalf of the School (including those working on behalf of third party contractors), full or part-time, permanent or temporary, in either paid or voluntary capacities; 'Parent(s)' includes one or both parents and legal or education guardians; 'Director of Admissions' refers to the Director of the admissions and marketing department; and 'Admissions Registrars' refers to those who administer the admissions process.

'COBIS' is the Council of British International Schools; 'AISA' is the Association of International Schools in Africa; 'KAIIS' is the Kenyan Association of Independent International Schools; 'SHMIS' is the Society of Heads of Independent Schools; and 'IAPS' is the Independent Association of Preparatory Schools.

Regulatory framework

While the Government of Kenya does not stipulate any procedures with regard to admissions, the School acts in accordance with the principles stipulated by COBIS, AISA, KAIIS, SHMIS and IAPS.

This policy also acknowledges 'Standards for British Schools Overseas' (November 2016).

Review

This policy will be subject to biennial review by the Director of Admissions.

2. Roles and responsibilities

The Director of Admissions

The overall responsibility for admissions rests with the Director of Admissions (DOA) who will:

- Ensure the integrity of the admissions process
- Oversee the administration of admissions procedures
- Liaise with parents, the Heads and other senior staff in connection with all matters to do with admissions in conjunction with the Admissions Registrars

- Direct and oversee all communications connected with admissions

The Heads

The Heads are responsible for admissions into their respective Schools and will:

- Meet with prospective parents and students where possible
- Conduct admissions interviews where appropriate
- Decide on acceptances, rejections or the offer of waiting list places
- Liaise with the DOA, Deputy Heads, Heads of Section, Department and Faculty and Admissions Registrars as appropriate

The Admissions Registrars

The Admissions Registrars administer the admissions procedures and will:

- Be the first point of contact for parents making enquiries about admissions
- Follow up enquiries and schedule visits
- Arrange for assessments to be undertaken
- Communicate the outcomes of assessments to parents
- Oversee all subsequent admissions arrangements up to the point of entry

3. Principles

There are four main principles on which this policy is based, which are:

- Adopting best practice
- Encouraging educational depth and breadth
- Creating opportunity
- Valuing equality and diversity

This means that we aim to:

- Establish procedures that are fair, open and effective
- Base assessments on academic merit, character and conduct, and a willingness to engage with and contribute to the intellectual, cultural and sporting life of the School
- Provide scholarships and bursaries to support able and talented students from less well-off backgrounds
- Create a truly international and culturally diverse student body

3.1 Adopting best practice

Admissions procedures

Staff involved in the admissions process, in whatever capacity, should ensure that all prospective parents and students are taken seriously, accorded respect and provided with the information they need to make informed choices. Applicants should be assessed as individuals and treated neither more nor less favourably by virtue of their personal circumstances or background. At all stages in the admissions process, applicants should be given the opportunity to demonstrate their abilities and potential. Admissions procedures should seek to minimize any barriers that are irrelevant to satisfying admissions requirements.

In particular:

- All enquiries should be dealt with promptly and efficiently: written responses and follow up phone calls will be sent/made within 24 hours; in case there is no response, further contact will be made within a week
- Relevant information, including application forms, will be sent to prospective parents on enquiry
- On receipt of completed application forms, visits will be arranged: during term time, prospective parents and students are encouraged to visit the Preparatory School on Wednesdays and the Senior School on Fridays; however, both Schools will do their best to accommodate visits on other days if possible; visits during the holidays can also be arranged
- Assessments are undertaken during visits and results are communicated to parents within a week
- Remote testing is available for students who are based outside of Kenya; for those within the East African region, it is recommended that the child attends the assessment and interview at the School
- Offers of places must be 'accepted' in writing, and places are 'secured' on receipt of the requisite deposit and signed parental contract

Assessments are largely sat at St Andrew's, or at the promotional tour venue. Assessments may be sat at the British Council offices based in the prospective parents' home country in situations where parents are unable to travel to the School.

Admissions criteria

Entry to the School is on merit and in accordance with the assessment criteria relevant to the age and stage of entry. The selection process is designed to identify students who are able to benefit from the School's overall curriculum centred on a demanding academic curriculum and extensive co-curricular programme.

Preparatory School

Students are admitted to the Preparatory School into all year-groups between Reception and Year 8 as space allows, on the basis of admissions assessments.

There are a limited number of day places up to Year 6 after which students normally become either full or weekly boarders. All students must transfer to boarding in Year 9.

Progression from the Preparatory School

The great majority of students progress from the Preparatory School to the Senior School, but the Preparatory School has an enviable record of preparing students for both entry and scholarships to Senior Schools in the UK for those who wish it.

Students already in the Preparatory School are offered either 'guaranteed' or 'conditional' places into the Senior School at the end of Year 6 based on their overall academic record, end-of-year assessments, behaviour and attitude, and contribution to life of the School.

Students joining the Preparatory School in Years 7 or 8 are assessed for Senior School entry at the time of their admissions assessments. Offers of 'guaranteed' places will be confirmed at the end of the Christmas term on the basis of end-of-term assessments, behaviour and attitude, and contribution to the life of the School.

All 'guaranteed' places are subject to continued hard work and commitment, and to satisfactory performance in the Common Entrance Examination at the end of Year 8. 'Conditional' places are reviewed regularly.

On rare occasions, students may be advised to look for another Senior School at the end of Year 8 if their specific needs cannot be met, or in the case of serious breaches of School rules.

Senior School

Entry into the Main School (Years 9 and 10) is *via* the Common Entrance Examination (CE), or the Main School Entrance Examination (ME) and interview. Very occasionally, students are admitted into Year 11.

Entry into the College (Year 12) is *via* IGCSE or the School's own entry examinations and interview. Prospective students must attain a minimum of 5Bs or their equivalent, and demonstrate the ability to succeed in their chosen A Level subjects.

At both entry points, the interview is of central importance and is designed to assess students' wider talents and interests and their willingness to work hard and contribute positively to the life of the School.

Scholarships and bursaries

Scholarships are open to both current and new students going into Years 7, 9 and 12 in:

- Academic Subjects
- Performing Arts (Music and Drama)
- Creative Arts (Art and Design Technology)
- Sport
- All Round

Scholarships recognise exceptional ability or talent. Scholars may be offered a reduction in the school fees depending on their circumstances. Music scholars are eligible for free tuition in one or more musical instruments. Drama Scholars are eligible for free tuition in LAMDA.

Bursaries are open to new and existing students subject to financial need. There are reserved bursaries for children of Christian missionary families.

Special Needs

The School welcomes students with special educational needs providing that the Learning Success Department can offer them the support they require. We also welcome students with disabilities provided that appropriate arrangements can reasonably be made. We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with us before s/he undertakes the admissions assessments.

Parents should provide a copy of an educational psychologist's report, or a medical report if they have one. The School will discuss with parents and their medical advisers the adjustments that can reasonably be made for the child and whether we can meet their needs before a place is offered. A more detailed document is available on request.

Siblings and Old Turian families

Applications from the children of Old Turians are welcomed and from the siblings of children attending the School. However, admission is based on merit and all applicants will be required to meet the admission criteria.

Waiting lists

Occasionally, children are placed on waiting lists if the relevant year groups are oversubscribed. Every effort will be made to accommodate those on waiting lists if at all possible. Parents will be advised of the time frame within which places are likely to become available.

Additional requirements

Fluency in English is mandatory as all subjects are taught in English. Support in English as an Additional Language (EAL) can be arranged at parents' expense.

Students whose families live outside Kenya are required to have guardians resident in the country.

The School has an explicitly Christian foundation. All parents and students will need to be in sympathy with the School's ethos and able to support its aims and objectives.

3.2 Encouraging educational depth and breadth

The School's overall curriculum is centered on a demanding academic curriculum and extensive co-curricular programme reflecting our commitment to the highest academic standards and the development of students' wider talents. In addition to attaining excellent formal examination results and the opportunity to go on to other leading schools and the world's leading universities, we are intentional in encouraging students to broaden their horizons and fulfill their potential including within sport and the creative and performing arts.

We also lay considerable emphasis on leadership and responsibility with a view to sending students out into the world to 'live and lead with integrity'.

We aim to be true to our motto: 'Seeking the highest for every individual'.

3.3 Creating opportunity

We aim to create opportunities for children and young people to gain access to the world-class education the School provides. To open these opportunities as widely as possible, the School offers both scholarships and bursaries.

Scholarships are focused on identifying and developing excellence in a broad spectrum of abilities and talents. Bursaries are aimed at enabling students from less well-off backgrounds to come to the School. Christian missionary bursaries are aimed specifically at the families of missionaries serving in Africa and other parts of the world, reflecting the School's Christian foundation.

3.4 Valuing equality and diversity

The School is committed to treating everyone equally, regardless of their gender, race, ethnicity, religion, sexual orientation or social background. We are keen to admit students from a wide range of social, cultural and educational backgrounds who will engage with and contribute to the

intellectual and cultural vitality of the School community. We welcome applicants from all over the world and from all walks of life thereby creating a diverse and internationally-minded student body, enriching the School community and preparing students for the modern world.

4. Further information

Information on admissions can be found as follows:

- The School website
- Promotional Tours in and outside of Kenya
- Walk-ins
- Advertisements in regional dailies and magazines
- Social Media (Facebook and Twitter)
- Referrals through parents and the Parents Association
- Phone call enquiries
- Events

Details of the application process are on the website where parents will find the opportunity to contact the Admissions Registrars to ask for further information and/or book a visit.

Deposits and fees

A deposit of 50% of one term's fees is required as a deposit to secure an offered place, which is refundable in full if no debts are outstanding at the time of leaving. Fee invoices are sent to parents on a termly basis. Payment should be made before the beginning of each term.

Notice

Parents are required to give one term's notice of their child's departure from the School in writing to the Head. Without proper notice, parents are liable for a full term's fee in lieu.

Students may be asked to complete a Clearance Form, which ensures the return of any school equipment, books etc. on receipt of which they are granted a Leaving Certificate.

Contractual Terms & Conditions

Copies of the School's Contractual Terms & Conditions will be made available to parents as part of the admissions process.

Our Admissions Team

The Admissions Registrars are able to guide families through the Admissions Process and may be contacted at:

Preparatory School

Name: Mrs. Mary Wafula

Email: prepadmissions@turimail.co.ke

Telephone: +254 (0)722 209750 or +254 (0)20 2025709

Senior School

Name: Mrs. Mathandi Shikwati

Email: senioradmissions@turimail.co.ke

Telephone: + 254 (0) 20 202 5708 / + 254 (0) 735 337736

Address

St Andrew's School

Private Bag

Molo 20106

KENYA

Compiled by: Director of Admissions

Approved by: SEC

Date of review: Trinity term 2017

Date of next review: Trinity term 2019

Signed: _____

Date: _____