



New Capital English Schools

Inspire – Encourage – Develop

ADMISSION POLICY

Policy Statement

NCES is committed to high academic standards, wellbeing and development of all students in a common learning environment.

The inclusive ethos of the school welcomes children and ensures that there are meaningful learning opportunities for all groups of students.

- Our aim is to admit a diverse student body who will enrich the school community and work productively to develop their full potential.

Policy purpose

- To impart high quality education in line with the school Mission and Vision statement.
- To develop qualities such as compassion, tolerance, respect for the rights and cultures of all people, and the development of environmental responsibility in our students.
- To equip students with leadership qualities to meet the global challenges of the 21st century.
- To foster an atmosphere of academic excellence, intellectual inquiry, critical thinking, and innovation.

Personnel involved

- Admission Office
- Student Affairs
- Principal
- School coordinator



New Capital English Schools

Inspire – Encourage – Develop

Admission procedures & process

- Kindly refer to the school website www.nces.edu.eg / admission for all important details regarding admissions.
- Parents must fully complete the on ground/online application form with all the relevant documents. *Results will be out within 7-10 working days.
- Only completed applications are processed.
- It is essential for the applicants to possess age-appropriate English language skills in order to enable them to access the curriculum.
- Age related admission assessments are conducted for all applicants to establish the level of English, Mathematics to ensure that the child will be able to access the school's programme.
- Admission is subject to availability of seats and submission of the applicants School Leaving Certificate from the previous school attended.
- Once the capacity of the year group is full the applicants are placed on a waiting list in order of submission of the application. If any openings occur, the school decides the candidate(s) in order of the waitlist to offer a position based on the overall profile of class and the match between the needs and qualifications of the student with the needs of the school.
- Admission is subject to approval by the MOE. No provisional admission will be granted. Placement by age and relevant documentation. Year group placements are made according to the age limit set by the MOE.

Age guidelines for admission.

Students must have attained the following minimum ages on 1st of October of the academic year of entry:

- Preschool: 2.6 years old.
- FS1: 3.6 years old.

(Documentation required is mentioned on the school website)

- Relevant Medical Report of any known or special circumstances of the student (if any)
- Diagnostic Testing or Educational Assessment for Special Needs (if any)
- KG1/FS1 Admissions – Evidence of Nursery Attendance (if any)
- KG1/FS1 – Grade/YR 10 – Vaccination Card Copy
- KG2/FS2 to Grade/Y12 Admission – End of Term/Year School Report
- Grade/Y1 to Grade/Y12 Admissions – Attested Transfer Certificate, Attested Report Card.
- Grade/YR 1 to Grade/YR 12 Admissions – Academic Sequence Certificate



New Capital English Schools

Inspire – Encourage – Develop

- American School: Grades from 9-12 set of transcripts for any school they have attended starting from their 9th grade year.
- British School: Years from 9-11, Assessments for English, Mathematics and the subject opted for CIE (IGCSE) Examinations.
- Eight 4x6 recent photos of the student.
- A copy of the mother's & father's national IDs.
- Student's original electronic birth certificate.
- Copy of a valid student's passport (if any)

KG/FS students are assessed according to the schedule which is notified well in advance.

Assessments are based primarily on observation of the child at play, engaging her/him in conversation to observe:

- Social and emotional readiness to comfortably adapt to the school's learning environment.
- Level of fluency in English at an age-appropriate level to access the curriculum.
- Level of age expected physical development (fine and gross motor skills).

Acceptance of offers

Once the applicant has been offered a place, the parent should respond within the given deadline and ensure that all documentation is complete. The seat can only be secured on submission of the required non-refundable deposit which is adjusted in the Term One fee.

Class and set sizes

Offers are made in the context of the school's prevailing class size policy. Capacity for each year group should not be exceeded.

Responsibilities admissions office

- To receive, respond to and co-ordinate all applications and admissions.
- To meet prospective families if required.
- To make recommendations for year and section placement.
- To liaise with the Principal and Heads of School to ensure a smooth application, admission, and orientation process.
- To ensure that all documentation necessary is submitted to the Student Affairs office.
- To maintain a ranked waiting list.

Time reviewed

- Time reviewed
- This file was created on 2019
- Date of Review: September 2024
- Date of Next Review: Annually