

STUDENT ADMISSIONS POLICY

PURPOSE AND SCOPE

Repton Cairo seeks to admit local and international students who are able to access, engage with, and benefit from the school's British curriculum and holistic educational provision. The admissions process is designed to be fair, transparent, and age-appropriate, and is guided by each student's wellbeing, readiness, and potential to thrive within the Repton Cairo community in accordance with the school's values of Wholeness, Excellence, Truth, and Respect.

This policy applies to all prospective students from EYFS through to the school's highest available year group. The school's curriculum provision expands in accordance with its approved growth plan and applicable Ministry of Education requirements. This policy is reviewed annually; the most current version supersedes all previous versions.

Submitting an application, paying any assessment fee, attending an assessment, or participating in an interview does not constitute, imply, or guarantee an offer of a place. All places are subject to availability in the relevant year group at the time a formal offer is issued.

ADMISSIONS PRINCIPLES

All admissions decisions are made following a holistic evaluation of the applicant's complete file. No single factor determines the outcome. The school considers academic readiness, English language readiness, social and emotional development, previous school records, conduct and attendance history, the results of the entrance assessment and parents' interview, parent partnership expectations, availability of places, applicable regulatory requirements, and the school's current capacity to meet the student's individual needs.

The school reserves the right to decline any application where, in its sole professional judgement, it determines that the school is unable to adequately serve the student's needs, that the student is unlikely to thrive within the school's academic or pastoral environment, or that a place is not available in the relevant year group. This determination may be reached at any stage of the admissions process and does not require the school to disclose the specific reason or weight given to any individual factor.

Repton Cairo is committed to equality of opportunity and considers all applicants without discrimination on the basis of race, ethnicity, language, religion, nationality, social background, financial status, gender, or any other protected characteristic, within the framework of Egyptian law.

EQUALITY AND INCLUSION

Repton Cairo welcomes applications from students of all cultural, ethnic, religious, and national backgrounds. All applicants are considered fairly and without discrimination on the basis of race, ethnicity, language, religion, nationality, social background,

financial status, gender, or any other personal characteristic, in accordance with Egyptian law and the collective rights of the school community.

As part of the application process, families are required to disclose any known learning, language, medical, behavioural, or pastoral needs at the point of application. Early disclosure allows the school to assess whether its current provision is appropriately matched to the student's needs and to determine whether the school environment is the right fit for the applicant. Admissions decisions are made in the best interests of each student and the wider school community, taking into account the school's ability to provide an appropriate educational experience for every enrolled student.

The school's decision in such cases is made in good faith and at its sole professional discretion.

Non-disclosure of known learning, medical, behavioural, or disciplinary needs, including prior exclusions from other schools, may be treated as a material misrepresentation and may result in withdrawal of an offer or termination of enrolment.

AGE PLACEMENT

Year group placement is determined in accordance with Egyptian Ministry of Education requirements. The school reserves the right to determine appropriate placement based on age eligibility, academic readiness, previous schooling, and regulatory requirements. Foundation Stage 1 applicants must be at least 3 years and 6 months old by 1 October in the year of admission.

THE ADMISSIONS JOURNEY

The table below sets out the six stages of the admissions process and the school's position at each stage. No stage prior to a formal written offer creates an entitlement to a place.

Stage	What Happens	School's Position
Enquiry	Family contacts the Admissions Office for information about the school.	<i>Providing information does not reserve or imply availability of a place.</i>
Campus Tour	Families are invited to visit the school and meet the Admissions team. Overseas families may complete this stage virtually.	<i>Attending a tour does not constitute an application or guarantee progression to assessment.</i>
Application	Completed online application submitted with all required supporting documents.	<i>An application is not active until all required documents have been submitted and verified.</i>
Assessment & Parents' Interview	The applicant completes an age-appropriate entrance assessment.	<i>Participating in assessment and interview does not guarantee an offer. Both form part of a holistic</i>

	A parent or guardian interview is conducted.	<i>file review. The school reserves the right to decline at this stage.</i>
Final Decision	A holistic review of the complete applicant file is conducted. The outcome is communicated in writing within one to two weeks of the parents' interview.	<i>All decisions are based on a holistic evaluation of the entire file and are made at the school's sole discretion. An offer is valid only for the specific student, year group, and academic year stated. Full terms are provided with the offer.</i>
Onboarding	On fulfilment of all enrolment conditions, the family receives timetables, uniform guidance, and pre-start information.	<i>Onboarding is conditional on completion of all enrolment requirements.</i>

The school may amend the sequence where necessary, including for overseas applicants or operational needs. This does not affect the school's right to decline an application at any stage prior to a formal written offer being issued.

APPLICATION PROCESS

All applications must be submitted through the school's online admissions portal. The application process formally begins when the school receives a fully completed form, and all required supporting documents. Incomplete applications will not proceed to assessment.

- Year group placement follows Ministry of Education age-entry requirements.
- The school may limit enrolment in any year group in accordance with class size, physical capacity, and regulatory requirements.
- Submitting an application does not reserve or guarantee a place.

DOCUMENTATION REQUIREMENTS

The admissions process involves two stages of document submission.

At the point of application, the following documents are required to activate the application and proceed to assessment:

- Completed application form
- Original computerised birth certificate
- 6 recent photographs of the child
- Child's passport (copy)
- Mother's ID or passport (copy)
- Father's ID or passport (copy)

- Report card(s) from previous school (copy)

Applications will not proceed to assessment until all required documents have been submitted and verified by the Admissions Office.

Following acceptance, additional documentation will be required prior to the student's enrolment. The specific documents required at this stage vary depending on the year group and will be communicated to the family as part of the offer documentation.

The school may request additional documents at any stage. The school reserves the right to verify original documents and to withdraw an offer or terminate enrolment where documentation is found to be incomplete, inaccurate, or falsified at any point, including after the student has commenced attendance.

ASSESSMENT AND PARENTS' INTERVIEW

All applicants complete an age-appropriate entrance assessment. A parent or guardian interview is conducted as part of the process. Assessment results, together with all other elements of the applicant's file, are considered as part of a holistic review. Results are confidential and will not be shared with families.

PRIORITY OF CONSIDERATION

Where a year group is oversubscribed, priority of consideration is applied in the following order. Meeting a priority tier does not guarantee admission; all applicants remain subject to the school's full admissions criteria, holistic file review, and place availability.

- **Tier 1** – Siblings of current Repton Cairo students and children of alumni.
- **Tier 2** – Applicants from comparable British-curriculum nurseries or schools, and eligible returning Repton Cairo students in good standing.
- **Tier 3** – All other applicants, in chronological order of fully completed application receipt.

ADMISSIONS OUTCOMES

Following the parents' interview, the school conducts a holistic review of the complete applicant file. The outcome is communicated in writing within one to two weeks of the parents' interview. All decisions are made at the school's sole professional discretion and are final.

Outcome	What It Means
Offer of Place	The applicant has met the school's admissions requirements, and a place is available in the relevant year group. Full conditions of the offer are set out in the offer documentation provided to the family.
Waiting Pool	The applicant has met the school's admissions requirements, but no place is currently available. This is not an offer and does not

	guarantee that a place will become available. Families will be contacted if a place opens. Pool position is not disclosed.
Not Offered a Place	Following a holistic review of the entire file, the school is unable to offer a place at this time. This decision is final. Families are welcome to submit a new application for a future academic year.

The school's decision is final. There is no formal appeal against an admissions decision. Families are welcome to submit a new application for a future academic year. A previous application carries no positive or negative weight in any subsequent review.

DATA PROTECTION

All personal data submitted during the admissions process is collected and processed in accordance with applicable data protection legislation. Assessment records, interview notes, and internal review documents are confidential school records and are not shared externally.

POLICY GOVERNANCE

This policy is reviewed annually and may be amended during the year in response to regulatory or operational changes. This version supersedes all previous versions. Full enrolment terms, fee schedules, cancellation rights, and refund conditions are set out in the Enrolment Agreement and Fee Policy provided to families upon offer of a place.