

# NEFERTARI INTERNATIONAL SCHOOL, CAIRO, EGYPT



## NIS ADMISSION POLICY (Language Division)

## NIS GUIDING STATEMENTS

### NIS MISSION STATEMENT

**Nefertari International School** provides its students with quality education, qualified teachers and challenging programs of international education while maintaining their cultural identity as **Egyptians**.

NIS is committed to empower its students with the skills, technology and knowledge to meet the requirements of college and career.

We strive to create a disciplined, safe, happy and caring atmosphere that encourages students to be responsible, confident, compassionate, and well-informed citizens who contribute to the local and international community.

### WE STRIVE FOR EXCELLENCE

### NIS VISION STATEMENT

**Striving for Excellence** by setting high levels of expectations for students and staff performance.

### NIS CORE VALUES

- Responsibility; understanding rights and duties.
- Respect
- Honesty
- Compassion
- Ambition

### NIS PHILOSOPHY

- **ACHIEVEMENT** **We** are ambitious. We set high standards for all students and staff. We help people transform their lives through education, experience, support and inspiration.
- **INCLUSION** **We** are open, welcoming, supportive and fair to all school community members.
- **EXCELLENCE** **We** aim for excellence in all our teaching, learning and assessment, and across our campus and facilities.
- **FOCUS** **We** are professional and purposeful working towards our shared strategic goals and managing our resources well.
- **INTEGRITY** **We** work to uphold our values in our planning and decision-making, our teaching and learning, our actions and relationships.  
**We** aim to be fair, open, honest and to treat all with respect.

## INTRODUCTION

Nefertari International School (NIS) is a community where all members have the same equal rights. All learners from varying backgrounds are welcome to join NIS according to our non-discriminative policy.

## **NIS DEPARTMENT OF ADMISSIONS**

NLS Office of Admissions reports to the Head of School.

### **GENERAL**

- Announcement for new admissions happens through the following channels:
  - A special circular is issued by the NLS Office of Admissions, generally by Mid-November, and published on the School Website and Classera. The circular includes the starting dates for new admissions, generally by 1<sup>st</sup> December for KG1 & Baby Class, and by 1<sup>st</sup> of March for KG2 to Secondary 3.
- The admissions shall not be denied because of race, gender, nationality, beliefs or any other diversity. All qualified applicants are welcome at NLS.
- Admissions to NLS is open on the specific times mentioned on the circular and according to the availability of places.

### **CRITERIA FOR ADMISSIONS**

The acceptance of applicants to NLS is based on the following factors:

- Capacity of NLS including, but not limited to the following:
  - the number of classrooms in the school;
  - the number of student population in each classroom.
- The age of the applicant.
- The date the application is received at NLS.
- Applicant residency as transportation service is available for assigned areas only.
- Applicants should pass the admission test for the stage/year level.

NLS does not offer Special Education Needs (SEN) or English Language Support (ELS) services for children across all Y/S Levels. The school is aware not to admit students for whom it cannot provide appropriate support.

### **PRIORITY FOR ADMISSION**

- Children of Nefertari School alumni (the NIS alumni have to have spent 5 years or more in NIS as a student to be granted this privilege);
- Siblings of current learners at all Nefertari School Divisions;
- Children of NIS staff members;
- Applicants who meet the admission criteria;

### **ADMISSIONS PROCESS**

#### **APPLYING FOR PRESCHOOL**

- Application fee is paid (non-refundable).
- Application Form for Student Enrollment, Health Form and Parent Checklist for Kindergarten Readiness are completed and signed by the Parent/Legal Guardian of the child.  
The Parent Checklist for Kindergarten Readiness requests information about the child allergies, serious illness, medical diagnosis, behavioral attitudes, motor skills, sleeping habits, etc.
- An interview is scheduled for the child with the Preschool Headmistress / Preschool teacher.
  - The interview enables the child and the interviewer to interact in the actual school environment and helps the interviewer to identify any issues that may affect the child ability to comfortably adapt to the NLS system. It also serves as an informal orientation for the child who is applying to NLS.
- A Teacher Observation Preschool Skills Checklist is completed and signed by the interviewer (Preschool Headmistress/Preschool teacher).
- NIS understands that some children may not meet the standards of the assessment as they may feel nervous. Accordingly, the child may (at the school's discretion) be invited to repeat the assessment once again.
- Acceptance is informed to the Parent/Legal Guardian via a phone call or email by the Office of Admissions.
- A meeting is scheduled for the Parents/Legal Guardian of the accepted child with the School Chairperson/Head of School and the school Principal to explain the School Guiding Statements, and terms of School-Parent Code of Conduct.
- When the applicant is eligible, the following documents are presented:
  - Original computerized Birth Certificate of the applicant

- Copy of both parents' ID
- 6 recent photos of the applicant
- The Parent/Legal Guardian gets the Fees Payment Permission from the Office of Admissions, that ascertains that the applicant has become eligible to join NIS, and pays the required fees at the School Accounting Department.
- The Office of Admissions is responsible for adding new applicants to the school database in the appropriate Y/G Level.
- Filing System takes place once the applicant submits all the required documents.

### **APPLYING FOR Year/Stage KG2 TO 3<sup>rd</sup> Secondary**

- Application fee is paid (non-refundable).
- Application Form for Student Enrollment and Health Form are completed and signed by the Parent/Legal Guardian of the child.
- A date for the written and oral assessments is scheduled.
- A Copy of the applicant's End of Year Report Card for the year/stage level precedent to the year/stage level applying to is submitted. In case the applicant is applying before the end of the academic year the most recent Term/Semester Report Card is required.
- **PLACEMENT ASSESSMENT**
  - New applicants must sit for placement assessment in English and 2<sup>nd</sup> Language (French or German). The exams are set to meet the learning standards of the year/stage level immediately precedent to the one being applied to.
  - Since all learning and teaching of English, Math, Science at NLS take place through the medium of English Language, an interview is carried out with the applicant to assess the language proficiency.
  - In case the applicant does not meet the expected learning standards of the stage/year level, another date is scheduled for reassessment upon the Parent's/Legal Guardian's request. Applicants are given the chance up to 2 trials.
- Acceptance is informed to the Parent/Legal Guardian via a phone call or email by the Office of Admissions.
- When the applicant is eligible, the following documents are presented
  - Original computerized Birth Certificate of the applicant
  - Copy of both parents' ID
  - 6 recent photos of the applicant
  - Enrollment Letter for the past scholastic years issued by the previous school(s) the applicant has joined
  - Transfer Request with the stamp of the following Educational Directorates:
    - the one the applicant is transferring from
    - the one the applicant is transferring to
- The Parent/Legal Guardian receives the Fees Payment Permission from the Office of Admissions, that ascertains that the applicant has become eligible to join NLS, and pays the required fees at the School Accounting Department.
- The Office of Admissions is responsible for adding new applicants to the school database in the appropriate Y/G Level.
- Filing System takes place once the applicant submits all the required documents.

### **INTERNAL TRANSFER (FROM ONE DIVISION OF NEFERTARI TO ANOTHER)**

- No application fee is paid.
- Application Form for Student Enrollment and Health Form are completed and signed by the Parent/Legal Guardian of the applicant.
- A copy of the most recent Academic Report Card is requested.
- A confidential Behavioral and Academic Insight Form, signed by the Headmistress of the Division the applicant is currently enrolled in, is requested.
- Acceptance is informed to the Parent/Legal Guardian via a phone call or email by the Office of Admissions.
- The Office of Admissions of the new Division requests the transfer of the student's file.
- The Office of Admissions is responsible for adding new applicants to the school database in the appropriate Y/G Level.
- Filing System takes place once the applicant's documents are transferred.

### **DECLINE TO ADMISSIONS OR RE-ENROLMENT**

Nefertari International School reserves the right to decline admissions or re-enrolment to any applicant if there are reasons to believe that admissions or re-enrolment will not be in the best interest of the applicant or the school.

Examples of this include, but are not limited to:

- Expulsion from their previous school for a violent or aggressive behavior, or any other behavior seen as a serious offence in our handbook.
- Failure of obtaining any official documents required for admissions.

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