

# Kivukoni School

Kivukoni International School, Kilifi, Kenya

## **Kivukoni Admissions Policy**

Kivukoni International School is committed to providing a high-quality education to students from diverse backgrounds.

### **1. General Admission Guidelines**

The admissions policy of the Kivukoni is designed to provide an inclusive and diverse learning environment for students from both the local and international community.

The school does not discriminate against applicants based on their nationality, race, religion, gender, or any other legally protected status.

Admission to the school is subject to availability and the applicant meeting the required age and academic standards for their desired grade level. (see application review process below).

### **2. Class Size Limitations**

At Kivukoni, we believe in maintaining an optimal student-to-teacher ratio to ensure effective teaching and learning. Therefore, the default maximum class size is set at 24 students.

However in cases where new staff members have children or when a third or fourth sibling is seeking admission, temporary allowances may be made to accommodate up to 26 students maximum in a class. This is to support the school community and ensure a smooth transition for new staff and families. As others leave the class, the number will be brought back down to 24.

### **3. Application Review Process**

Prospective students must complete the school's application form online and submit all required documents, including academic transcripts, birth certificate or passport, immunisation records, and any additional information requested by the admissions office.

Applicants will be asked to visit the school, if they have not already done so, along with their parents/ guardians. They will be assessed based on an informal interview, their academic achievements, feedback from previous schools and other relevant factors that demonstrate their suitability for the desired grade level.

In cases where space is limited, priority will be given to siblings of current students, children of staff members, and applicants with unique talents or skills that align with the school's programs.

The school reserves the right to conduct further interviews or additional evaluations to assess an applicant's suitability for admission where there is any uncertainty. If the school concludes that it cannot sufficiently meet an applicant's learning needs, or that the needs of other students in class/ school will be significantly compromised, this will be communicated to parents and other suggestions for specialised schools will be made.

Age considerations: If a student is best suited in a class above or below their regular age range, this will be considered on a case by case basis by the SEN department and academic management team. Where it is strongly in the student's best interest, this recommendation will be made to parents. It will be the parents final decision if they accept the recommendation, however the school may decline admission if it feels strongly that the student will not manage in the regular age-related class.

Students admitted in KS4 who may surpass the age of 18 can be considered on a case by case basis, and in discussion with both student and parents.

*All students, regardless of age, are still subject to school rules and will be required to abide by them as a condition of enrollment. These rules are usually designed to promote a safe and respectful learning environment for all students.*

NB: Students cannot be put in different classes based on availability of space in that class.

#### **4. Notification and Enrollment**

Once the application review process is complete, the school will notify applicants and their families of the admission decision.

Accepted applicants will be provided with the necessary information and deadlines for enrollment, including payment of applicable fees and submission of all required enrollment documents.

Failure to complete the enrollment process within the specified timeframe may result in the forfeiture of the offered admission.

#### **5. Visiting Students**

Kivukoni welcomes visiting students from abroad who wish to experience our educational environment and contribute to our vibrant community.

Visiting students are those who join the school for a limited period of time, usually for a few weeks or semester, due to their parents' work or personal circumstances.

To ensure a balanced classroom environment, the number of visiting students in a class will be limited to two students per class, bringing the total class size to a maximum of 26 students on a temporary basis.

In return for their experience, visiting students are expected to support the school's sponsored student scheme, where they contribute financially to help fund educational opportunities for less privileged students. They will be requested to contribute a minimum of 50% more than the standard fee, pro rata, towards the KET sponsorship scheme.

## 6. Staff children

Staff are welcome to apply to register for places for their children at school, though this will be dependent on availability. Full time contracted staff will be eligible for staff fee support, at the relevant fee support level, once they have made the correct applications. Further details are laid out in the Fee and HR policy.

## 7. Waiting list

A waiting list is kept of those interested in admission to the school. Priority on the list will be given based on the date of application and/ or other sibling admissions in the school.

Parents will be notified in writing when they are in the top 2 waiting spaces, so that they may start making plans for if and when places become available.

Once we have confirmed notification of a space available, parents will then be asked to go through the admission process as above. Once admission is confirmed, they will be requested to make fee payments within one week in order to secure their space. If payments are not forthcoming, the space will be offered to the next pupil on the list.

Payment in lieu of admission: should a place become available but the parent/guardian is not able to join in time, they are permitted to pay for fees in lieu of admission, for up to one term, at a rate of 70% (less consumables). Beyond a term the place will be offered to another student.

## 8. Removal from School

Kivukoni International School is committed to maintaining a safe, respectful, and constructive environment for all members of its community. To preserve the integrity of this environment, the following guidelines apply:

- **Student Behavior:** Students of any age who fail to comply with established school rules and behavior management processes may face disciplinary actions. These actions include warnings, suspension, or expulsion, and will be communicated with parents or guardians in accordance with the school's Behavior Management Policy.
- **Parental/Guardian Conduct:** Parents and guardians are expected to behave in an orderly, respectful, and constructive manner when interacting with staff, children, and other parents within the school community. Behavior that undermines the school's values or disrupts the positive environment we strive to create will not be accepted.

Examples of unacceptable behavior include, but are not limited to:

1. Use of aggressive or disrespectful language or actions.
2. Confronting children, staff, or parents in a manner that causes emotional distress or disruption.
3. Undermining the trust and morale of the school community through negative or inappropriate comments.

- **Consequences for Parental Misconduct:** Should a parent or guardian fail to adhere to these expectations, the school reserves the right to take the following steps:
  1. Issue formal warnings outlining specific incidents of concern.
  2. Restrict or revoke access to the school premises temporarily or permanently, with immediate effect.
  3. Reassess the student's enrollment status, up to and including removal from the school if the behavior persists and negatively impacts the school community.

The school is committed to open and constructive dialogue to resolve concerns collaboratively whenever possible. However, in cases where the actions of a parent or guardian create ongoing disruption or harm, Kivukoni will take necessary measures to protect the well-being of its students, staff, and wider community.

## **9. Leaving the school**

All parents are required to provide a minimum of one term's notice in writing to the admission department, if they choose to be leaving the school before the last year of educational provision. This is to allow places to be filled by incoming parents in good time.

Failure to give **one full term notice** will result in fees being charged in lieu of notice (tuition fees only).

Families leaving the school will be sent an anonymous EXIT SURVEY to help the school build on best practises.

Kivukoni's admissions policy is periodically reviewed and may be subject to revision as necessary to meet the changing needs and circumstances of the school and its community. Any updates or changes to the admissions policy will be communicated to prospective applicants and is available on request.

Last Review: November 2023