



Peponi School

Admissions Policy

Background

Peponi School is a co-educational school educating pupils from the age of 13 to 18. The School's principle concern is to act in each child's best interest and this forms the basis of its Admissions Policy. The overriding aim is to ensure that every pupil who joins is capable of accessing the full breadth and depth of the curriculum, both in terms of academic and extra-curricular activity. The School aims to get the very best from its pupils, and to stretch and challenge them intellectually as well as physically.

Our aim is that every child who is educated at Peponi School, understands the principles of our foundation as recorded in the school's mission statement and has a happy and successful time. The School aims to allow every child to achieve his or her full potential.

The admissions policy is equal opportunity in all matters of gender, race, social background, disability and religion. Admission to Peponi School will only be denied in cases where the entry criteria are not actually met, where space is not available, or where fundamentally the School will not serve the best interests of a specific pupil.

All enquiries, visits, registrations and admissions to Peponi School are communicated and managed via the Registrar.

Application

Parents may apply to the School at any time by completing the Application Form. Application Forms should be sent, together with the non-refundable application fee (currently KSh.4,000) to the School Office. The completion of an Application Form does not guarantee admission and neither does it in any way bind parents. Once the Application has been received an appointment with the Headmaster is organised by the Registrar.

Registration

Once parents have seen the School and discussed their child with the Headmaster, and wish to continue with the application, then a Registration Form should be completed. A registration fee is then payable (currently KSh.6,000). This will ensure that the child is placed on the school's offer (waiting list) list. The Registrar will then remain in constant contact with parents informing them of the admission stage and process. The completion of a Registration Form does not guarantee admission and neither does it in any way bind parents.

Offer Letters

The School is proud to operate a very broad and inclusive entry policy. Pupils are selected based on their interview with the Headmaster and consideration is taken on what the child can contribute to Peponi School. Entry criteria are set to ensure that all pupils joining us are able to access and thrive whilst studying a syllabus that will usually include 9 IGCSE subjects, a minimum of 4 AS Levels and subsequently 3 A Levels.

Year 9 Entry

This is considered the normal entry by Peponi School. Entry into Year 9 from a Preparatory School that offers the Common Entrance Examinations will be conditional on the child's performance in those papers. An average of at least 50% will be expected. Level 1 Common Entrance papers are not acceptable without prior discussion. However, the Headmaster, on the basis of Preparatory School references and previous school's re-ports, can guarantee entry prior to Common Entrance. Entry from schools not offering the Common Entrance Examination is based on the completion of the Peponi School Entrance Examinations. A place will also be offered on the basis of references and previous school reports. Children from the Kenyan 8:4:4 system, who are preparing for their KCPE are encouraged to complete their examinations in November and enter the school in January. Entry is confirmed after receiving both references and mock examination results.

Year 10 Entry

Entry into Year 10 is based on the child's references, progress reports and a leaving certificate from their previous school. Examination results from the previous school will also be required. All candidates will be expected to sit the Peponi School Entrance Examination papers.

Lower VI Entry

The Headmaster and the Head of VI Form will interview children who wish to join the VI Form at Peponi School. A place will be offered based on reports, references, and mock examination results from their previous school. A place will only be offered conditionally on the achievement of a specified IGCSE / GCSE performance. In particular the School requires all entrants to the VI Form to have achieved 5 C grades at IGCSE / GCSE, including Mathematics and English Language. This is because a sound academic basis is required for continuing study at AS and A-level. The Headmaster reserves the right to make exceptions to this only in very unusual circumstances and when a suitable programme of study is available for the student. The School recommends that students have a B at IGCSE / GCSE in subjects they wish to study at AS level, or in a related supporting subject. Students should have an A in Mathematics IGCSE / GCSE if they wish to take Mathematics at AS level. Pupils who are entering from non-British Curriculum Schools may be expected to sit the Peponi School Entrance Examinations (16+) in Mathematics, English and Science.

Year 11 & Upper VI

Entry into Year 11 or Upper VI is unusual, and will only be considered if the curriculum fit is strong enough to be in the best interests of the pupil.

Scholarships & Awards

1. The following awards will be possible, carrying a reduction in fees, the amount of which will range from 10% to 30% of tuition fees depending on the quality of the candidate.
 - (a) Academic Scholarship
 - (b) Music Scholarship
 - (c) Sports Scholarship
 - (d) Drama Scholarship
 - (e) Art Scholarship
 - (f) All-Rounder Scholarship

2. This list is not intended to be exhaustive. Peponi School is prepared to recognise all forms of exceptional talent.
3. Successful candidates will be admitted to Peponi School subject to successful Common Entrance performance and subject to advice from the candidates Preparatory/Junior School.
4. All those who wish to be considered for an award will be expected to come to the Scholarship Weekend at Peponi School. This is normally the first weekend of the Hilary Term.
5. Candidates must have completed the School's application and registration procedures before the Scholarship Weekend.
6. Timetable for the weekend:
 - (a) Saturday
 - i. Examinations
 - ii. Interviews
 - iii. Practical Examinations (as appropriate)
 - (b) Sunday
 - i. Examinations
 - ii. Interviews
7. Results should be released to parents and schools by the end of January.

References

The School will always seek a confidential written reference from the previous school in support of any pupil's application. All details of learning support and reports from any Educational Psychologist, are expected to be provided by the parents. Parents considering transferring their children to Peponi School are advised to inform their current school of their plans, and to ensure that they fulfil all financial obligations to that school prior to joining.

Offer & Acceptance of a Place

The decision to admit a pupil is taken by the Headmaster. Letters offering places are sent from the Admissions Office. These will normally follow Common Entrance Examination results or shortly after any child has completed the Peponi School Entrance Examination. Common Entrance candidates, who are expected to pass will be informed that their place is secure and any weak performance will be addressed by the School shortly after the result is published. The School works closely with preparatory school Headmasters and Mistresses to ensure that there is no rejection in June.

In order to secure a place at Peponi School a Caution Deposit is payable and is non-refundable in the event that a pupil's application is subsequently withdrawn. This is a binding agreement between the school and the parents of the child. The place is guaranteed, subject to any conditions specified by the Headmaster in the offer letter. This deposit is returned after the completion of the leaving forms at the end of the Upper VI year.

Parents are requested to provide copies of passport(s) and Birth Certificate for their children.

Pupils Pass

All pupils that are not citizens of Kenya, are from non-diplomatic families and are in Kenya solely for the purpose of education, are required by law to have a Pupil's Pass from the Department of Immigration.

Peponi School will assist in processing the application for the pass but is not responsible for ensuring it is granted. Any costs incurred by the School are chargeable.

Fees & Charges

The annual fees for each year group, and schedule of extra charges, are set by the Board of Directors and are not negotiable. Full details of the current fees are published within the Information and Admissions booklet.

Withdrawal

A full term's notice is required by 12 noon on the first day of the prior term if a pupil is to be withdrawn from any part of the School, with the exception of departures from Upper VI. A full term's fees become payable in the absence of the notice period given above.

Document History

1st Draft - October 2014
August 2015
October 2015
September 2017