



# PEPONI SCHOOLS

## Admissions Policy

To be reviewed by:	The Heads, Director of Marketing, Admissions Registrars
Date of Policy:	October 2023
Review Frequency:	Annually
Review Date:	October 2024

## General

Peponi is a diverse educational community with an extensive focus on creating a unique learning journey for all our pupils, offering forward-looking preparation for success and happiness in a rapidly changing world. Hard work, friendships, co-operation and respect underpin our mutually supportive community, bolstered by pastoral excellence and a growing expertise in pioneering and dynamic teaching and learning.

We aspire for ambitious results, therefore our academic programme is at the heart of what we do. That said, we strongly believe that the journey is as important as the destination so, through to the core of our curriculum, we ultimately aim for happiness: A true sense of contentment, belonging and security. It is crucial that our pupils enjoy learning, thrive and have fun. Therefore, alongside our challenging academics, pupils are given opportunities to acquire broader skills and interests. We encourage all our pupils to have high aspirations and to nurture their individual passions. Through pupil dedication to learning and developing the self, they strive for academic and personal excellence.

## Application

If, after reading the School's prospectus, looking at the website or visiting the School, you want to proceed with applying for a place for your child, please contact the School's Registrar to begin the admissions process, which follows the procedure below.

### **Peponi House and Peponi House Kabete Kindergarten**

Alison Bush, email [registrar@peponihouse.sc.ke](mailto:registrar@peponihouse.sc.ke)

### **Peponi School**

Katrina Allan, email: [registrar@peponischool.org](mailto:registrar@peponischool.org)

## Registration

At the point of entry, parents/guardians complete an Application Form and pay the relevant Application Fee for the School you are applying to. Registration does not guarantee a place for a pupil; it means the pupil's name is placed on the appropriate waiting list. The registration fee is non-refundable.

## Assessment

### **Peponi House Kabete Kindergarten and Years 1 and 2**

For all children considered for entry into the Kindergarten, assessment may be conducted informally while observing play in small groups.

Children being considered for entry into Year 1 and 2 will be invited to attend an assessment carried out by our Head of Pre-Prep and Pre-Prep Teachers. This will include a phonics check, reading,

assessments of understanding of language and basic number recognition. This assessment will be with other children from their current Kindergarten and will be for about one hour on a chosen date.

### **Peponi House (Years 3 – 8)**

All applicants are asked to complete an entry assessment to ensure that the School is able to meet your child's needs. Children are asked to come to the School for their assessment.

The children will be asked for their last 3 terms reports from their current school, plus any other reports related to their learning eg. Educational Psychologists report.

For children at schools outside the Nairobi area, the child's current school may be sent an assessment to take in the same conditions as if they were at Peponi. This will be explained by the Registrar.

A reference from the child's current school/learning environment is also required.

### **Peponi School (Years 7 – 13)**

All applicants are required to visit the School and have a personal interview with the Headmaster or a member of the Senior Leadership Team.

The pupils may be asked for their last 3 terms reports from their current school, plus any other reports related to their learning eg. Educational Psychologists report.

Pupils with special educational needs may be requested to sit an assessment at the School, prior to admission.

For 6<sup>th</sup> Form entry, subject choices will be dependent on IGCSE or equivalent results.

## **Scholarships**

Peponi School welcomes applications for scholarships and exhibitions at 13+ entry and 16+entry. There are a number of awards available in a wide range of pupil activity. The aim is to reward and encourage pupils to excel and to strive for the very best in their endeavours. Information on our Scholarships can be found on our website.

## **Special Educational Needs**

Peponi welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require, cater for any additional needs, and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn. We require parents of prospective children with special educational needs, disabilities or allergies to

discuss their child's needs with the School.

We require a copy of any professional report(s) (such as educational psychology, learning, behavioural or medical) to be provided to the School with the Registration Form. Failure to disclose information relevant to the child's admission to the School may lead to a place not being offered or to a place being withdrawn if the child has already started. The reports are necessary. We reserve the right to decline a place at the School if, after consultation with parents and professionals, the needs of the child cannot reasonably be met by the School.

## Offer of a Place

Following the completion of all aspects of the Entry Procedure, the Headteacher will consider the information gathered during the admissions process and will decide whether to offer a place for a child at the School; and, if so, the year group to which the offer relates.

Admission will be subject to the availability of a place and a child satisfying any admission requirements at the time.

The School will offer a place to a child by way of a letter to the parents. Parents will also be sent an Acceptance Form and a copy of the School Contract, which sets out the terms on which the School will provide education to the child. In order to accept the place, all those who have parental responsibility for the child must complete, sign and return the Acceptance Form together with a payment of the Caution Deposit and copies of the child's Passport and Birth Certificate. Parents have three weeks to accept, or the place may be forfeited.

The school will not hold open places for children if the Caution Deposit is not paid and their names will be added to the waiting list. Should your child be unable to take up their place for whatever reason, the deposit is non-refundable. Otherwise, it will be refunded when your child leaves the school, provided you have given us one term's notice.

## Peponi Schools

All children leaving Peponi House Kabete Kindergarten at the end of Reception will automatically move to Peponi House for Year 1 unless notice has been given.

All children leaving Peponi House Preparatory School in Year 8 will automatically be offered a place in Peponi School for Year 9 but must submit an application in the usual way to register their interest in transferring. An Application Fee will not be required, and the Caution Deposit will be transferred from Peponi House at the point of admission. A top up of the Caution Deposit will be required as per our current Fee Structure.

There may be exceptional circumstances where we feel the school will not be the right environment, in which case, the Head will speak to the parents.

## Oversubscription criteria and waiting list

Where the School is unable to accommodate all applications, preference, but not a guarantee, will be given to:

- i. Children from Peponi House Kabete Kindergarten
- ii. Siblings;
- iii. Families looking to join who have siblings joining other Year Groups;
- iv. Children whose family members have previously attended the School; and
- v. Children of current staff.

When all available places have been allocated, a waiting list will be operated by the School. Provided the Application Form has been filled and the Application Fee has been paid and any necessary assessment taken, a child can join the Waiting List. Any places that become available will be allocated according to the criteria of the Admissions Policy and not necessarily on the length of time on the waiting list. The waiting list will be reviewed whenever a child is added to, or removed from, the waiting list and at the end of each school year, the child's name may remain on the waiting list for the following school year at the parents' request. If a child remains on the waiting list, they may be required to take another assessment.

## Sibling Policy

For the purposes of the Admissions Policy, "Sibling" means the children must have one parent in common who has parental rights to both siblings.

## Data Protection

Application details provided on, and with the Application Form, will be held on file by the School in line with data protection legislation.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. Reasons to retain for longer might include if the parents express an interest in the option for the child to be placed on a waiting list or who may have had to relocate and are returning at a later date, or to deal with any ongoing matters or queries arising from the application.