PEPONI SCHOOLS

Admissions Policy

To be reviewed by:	Headmaster Peponi School Head Peponi House Director of Admissions and Marketing
Date of Policy:	September 2026
Review Frequency:	Annually
Review Date:	September 2027

General

Peponi Schools are 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 Thank you so. 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. We aim to admit pupils who will benefit from and contribute positively to the academic, co-curricular and pastoral life of the school.

Enquiry

If, after looking at the website or visiting the school, you are interested in applying for a place for your child, please either fill the Enquiry Form on our website, or contact the School's Registrar to begin the admissions process, which follows the procedure below.

Website Enquiry Form
Peponi House and Kabete Kindergarten: https://www.peponischool.org/peponi-house/admissions/
Peponi School: https://www.peponischool.org/peponi-school/admissions/

Peponi House Preparatory School and Kabete Kindergarten
Alison Bush, email registrar@peponihouse.sc.ke

Peponi School
Katrina Massey, email: registrar@peponischool.org

Registration

At the point of entry, parents / guardians complete a registration form and pay a registration fee. Registration does not guarantee a place for a pupil; it means the pupil's name is placed within the application process. The registration fee is non-refundable. Each pupil will be registered using their name in full as per the child's passport or birth certificate where they do not have a passport (further details can be found in the Admissions and Attendance Registers Policy'.

Assessment

Kindergarten and Years 1 and 2

Peponi House (Years 3 – 8)

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

The children will be asked for their most recent report from their current school plus any other professional 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 will also be needed.

Peponi School (Years 9 - 13)

All applicants will be asked for their most recent report from their current school plus any other professional reports related to their learning eg. Educational Psychologists report.

For Sixth Form entry, subject choices will be dependent on IGCSE or equivalent recognised grades.

A reference and leaving certificate from the child's current school/learning environment will also be needed.

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. More information on scholarships can be found on Peponi School's website https://www.peponischool.org/peponi-school/admissions/scholarships/

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 Head 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 to the School is subject to the availability of places and the applicant meeting the school's admissions requirements at the time of entry. The school reserves the right not to offer admission where safeguarding concerns arise that would prevent the school from adequately fulfilling its safeguarding responsibilities.

Admissions decisions are made at the discretion of the Head. Parents may request feedback on an admissions decision and, where appropriate, may seek a review of that decision.

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 enrolment 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. For entry into Peponi School (Years 9 –13) a passport copy is essential due to exam board requirements. Parents have three weeks to accept, or the place may be forfeited.

The school will not hold open places for children if the 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.

The school reserves the right to withdraw an offer of a place if information supplied during the admissions process is found to be materially inaccurate or incomplete.

If you wish to withdraw your child from the school other than at the normal leaving date which will be the end of Upper VI (Year 13), you shall give either a terms notice to that effect or shall pay one terms fee in lieu of notice. This notice should be in writing to the Head.

Deferred places

On occasion, family circumstances may change and parents may wish to request a deferral of their child's place. Any request for deferral must be made in writing and will be considered at the discretion of the Head. Deferrals will normally only be considered within the same academic year. Where a deferral of more than one academic year is requested, a new application will be required and the admissions process will commence again, as the school only maintains waiting list and admissions records for the relevant academic year.

Should a deferral be approved, the full deposit will be required to secure the place for the agreed deferred entry date. The school reserves the right to review the offer should circumstances materially change prior to entry.

Peponi Schools

All children leaving Peponi House Kabete Kindergarten at the end of Reception will automatically have a place at Peponi House Preparatory School in Year 1.

All children leaving Peponi House Preparatory School in Year 8 will automatically have a place in Peponi School for Year 9.

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:

- children transitioning through Peponi Schools;

- siblings from across the Peponi Schools;
- children whose family members have previously attended the school; and
- children of current staff.

When all available places have been allocated, a waiting list will be operated by the school. Provided the registration form has been filled and the registration fee has been paid and 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 all siblings.

Data Protection

Application details provided on, and with the registration 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.