

KHALIL GIBRAN SCHOOL RABAT



KHALIL GIBRAN SCHOOL

مؤسسة جبران خليل جبران

School Admissions Policy and Guidance for Parents

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1 Admissions Policy

- 1.1 Khalil Gibran School (hereinafter referred as “KGS” or “the School”) is a selective, mixed ability, co-educational school providing the Moroccan International Bacculaureate and British Curriculum pathways for children from 3 years of age to 18 years of age. English, Arabic and French are the languages used as medium of instruction.
- 1.2 KGS aims to admit any student who can access the KGS curriculum with modifications reflecting and respecting the local context of the Kingdom of Morocco and the School’s international student body. The curriculum spans from Early Years to Infants, Juniors to Middle School and through to Senior School, where students in the British Curriculum complete their GCSEs and IGCSEs in Year 10 and complete their A-Levels in Years 12 and 13 and students in the Moroccan International Bacculaureate complete the national assessments set forth by the Ministry of Education in the Kingdom of Morocco.
- 1.3 Happiness and confidence, emotional and social development are equally as important as intellectual development. For this reason, screening is part of our assessments and students are assessed for entry to the year group appropriate for their age, in line with the Ministry of Education of the Kingdom of Morocco and educational best practice.

2 Overview

- 2.1 This policy contains information about applying for a school place at Khalil Gibran School Rabat.
- 2.2 KGS offers two curriculum pathways: Moroccan International Bacculaureate and the British Curriculum.
- 2.3 The School caters for students who have the following attributes:
 - 2.3.1 An age-appropriate fluency in English, French and Arabic language (speaking, reading, writing and comprehension).
 - 2.3.2 A positive attitude to learning.
 - 2.3.3 The ability to thrive in a high achieving environment.
 - 2.3.4 Individual learning needs which can be largely met within the mainstream classroom and without significant additional adult support.
- 2.4 Parent/s or Legal Guardian/s are advised to take time to read this policy and guide on KGS Admissions procedures and requirements before completing the Application Form.
- 2.5 Students wishing to enrol in the School must be proficient speakers of English and display the intellectual capacity to fully participate in and benefit from the School's curriculum.
- 2.6 The School will not accept applications where the desired date of entry is more than one year ahead of the date of application.

- 2.7 Application forms must be accurately completed and signed by parent/s or legal guardian/s. The parent/s or legal guardian/s must include a copy of the child's last school report and any additional information e.g. professional educational or medical diagnosis documents and recommendation letters. Withholding such information or providing inaccurate details may result in the child's place being withdrawn. A separate application form must be completed for each child.
- 2.8 If places are unavailable in the academic year group required, the child will be put on a waiting list. The waiting lists will close when maximum numbers are reached.
- 2.9 Year 11 and Year 13 are important years in the British Education system as students take their GCSEs and A Levels/BTEC exams respectively. GCSEs and A Levels/BTEC are usually taken over two years. Applications for entry to Year 11 and Year 13 are dependent on us offering the same subjects and exam boards that the student is studying. The School do not usually admit students to Years 10 and 12 after the first term of the school year on account of the assessment and examination schedules of the GCSE and A Level programmes.
- 2.10 School Tours
- 2.10.1 Should a school tour be required; the parent or legal guardian must contact the School's Admission Team by phone or email to arrange a tour. The team will also be happy to answer any queries parent/s or legal guardian/s may have. School tours are arranged by prior appointment with the individual schools.

3 Application Requirements

- 3.1 The following documentation is required to support the application form:
- 3.1.1 A copy of the child's passport showing the child's date of birth and nationality. A student's assigned nationality is determined by the nationality registered on their national ID or residence card.
- 3.1.2 The child's most recent school report. A copy of the child's latest school report, including comments on academic, social progress and behaviour must be submitted with the form. This must be stamped and signed by the issuing school. If the child has been homeschooled, the School would request a written report from the institution parent/s or legal guardian/s have registered with. A report issued by a student's parent/s or legal guardian/s does not apply. All reports should be in English or a certified translation. (This is not required if the children have not yet been attending school.)
- 3.1.3 A confidential reference from the Head of Year, Head of Section or Senior Leader including safeguarding clearance may be requested at a later date.
- 3.1.4 The child's vaccination records from birth. KGS follows the Ministry of Health's Immunisation Schedule for the Kingdom of Morocco. It is therefore essential for the child to have a complete vaccination record prior to starting at KGS. This can be requested from the Admissions Office at the time of Application.
- 3.1.5 Four passport-size photographs from within the last 6 months.
- 3.1.6 The Application and Assessment Fee payment can be made by credit card, cheque or bank transfer. Cheque payments must be made payable to Khalil Gibran School Rabat.

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Applications from outside the Kingdom of Morocco should make their payment by bank transfer. The Application and Assessment fee is NON-REFUNDABLE.

- 3.1.7. The Registration Fee payment can be made by credit card, cheque or bank transfer. Cheque payments must be made payable to Khalil Gibran School Rabat. The Registration fee is NON-REFUNDABLE.
 - 3.1.8 A copy of the child's National ID or Residence ID must be submitted. An application can be placed before this is received on the understanding that it has been applied for by the parent / guardian.
 - 3.1.9 Signed copy of the Parent Contract and Inspired Parent Code of Conduct.
 - 3.1.10 Copies of parent/s' or legal guardian/s' passports and National IDs or Residence IDs.
 - 3.1.11 Signed Medication Consent Form.
- 3.2 If information relevant to the extent of the child's educational, emotional, social or health needs has not been disclosed during the admissions process, the School reserves the right to ask the parent/s or legal guardian/s to withdraw the child when it becomes apparent at a later stage once the child has been admitted to the School. This may include Educational Psychologist reports, medical reports or information about medication being taken.
- 3.3 The Application Form and supporting documents can be submitted by hand or be scanned and submitted by email. The date the completed application (including vaccination records, passport copies, reports and registration fee) is received by the School will determine the applicant's initial place on the waiting list.

4 Application Process

- 4.1 Once the School has received the completed application form, the following process will take place:
- 4.1.1 The School will check that the desired date of entry is not more than one year ahead of the date of application. The School will not accept applications where the desired date of entry is more than one year ahead of the date of application.
 - 4.1.2 The School will check whether a place is available or likely to become available in the appropriate year group for the child either on the date the parent has requested or, if no places are available, within one year of that date. If a place is likely to be available, the School can continue processing the application.
 - 4.1.3 If the School considers it unlikely that the child will gain entry within one year of the requested date, the parent will be informed that if they wish to continue with the process, the child will be assessed for a place on the waiting list only and no guarantee of date of entry. The School will also request for the most recent school report at this point.
 - 4.1.4 If a place is available for the child, the School will then proceed with checking the Application information and supporting documents.

- 4.1.5 If the application is incomplete, the parent will be requested to provide the missing item(s). Providing that the parent has submitted the passport copies, school reports and application fee, the School will, at the school's discretion, allow the application to proceed.
- 4.1.6 Once the parent has submitted all the required admissions documentation, the parent will then be contacted by the Admissions team to schedule an appointment for the entry assessment test or in certain circumstances e.g. a pandemic situation, the student will be assessed based on the previous school report.

5 Admissions Criteria

- 5.1 At KGS, students are selected based on their ability to cope with the demands of the curriculum. The School does not admit students who will not be able to meaningfully access the curriculum offered. Students are admitted only where there is an appropriate curriculum for the individual to follow.
- 5.2 Admission to the School requires the following elements to be successfully completed:
 - 5.2.1 KGS Admissions Application Form completed in full with all accompanying documents, including all relevant medical information, as required by the Ministry of Education and the Ministry of Health.
 - 5.2.2 Required accompanying documents to be submitted are copy of passport, National or Residence IDs, school report, leaving certificate from the previous school, vaccination and medical records, and signed Parent Contract.
 - 5.2.3 Assessments to be completed by the student will measure their readiness for the School's curriculum which includes ability in English, Mathematics, Non-Verbal Reasoning and Spatial Ability. Students may be evaluated for Admission based on their previous school reports in extenuating circumstances e.g. *a pandemic situation*.
 - 5.2.4 Satisfactory reports/references from previous schools in which the School can check academic attainment, effort, homework record, classroom and general behaviour, attendance and punctuality.
 - 5.2.5 Payment of fees which include: application and assessment fee, registration fee, educational technology fee (applicable for Year 3 onwards) and tuition fee.
- 5.3 In addition, the School requires the following for Admissions into Sixth Form A-Level courses:
 - 5.3.1 5 GCSE results of grade A*-C / 9-4, including English and Mathematics; and
 - 5.3.2 Typically, an A*-B grade in those subjects they wish to pursue at A-level. Some specialist subjects require particular grades for entry.

6 Normal Application Timeline

- 6.1 Although the School accepts students throughout the school year, the usual time to start the application process for a September start would be to apply from October in the previous year. Should the applications received exceed the places available, the School will close the applications at its discretion. Places for September are usually finalised by the end of the academic year.

7 Assessment Process

- 7.1 The School's entry assessments are designed to ensure that the curriculum and teaching the School offers is appropriate to the child's learning needs. Screening the student is part of the assessment process. In any year group occasionally, additional assessment may be required at the school's discretion e.g. EAL (English as an additional language). The School places children in an age-appropriate class according to the British curriculum taking into consideration the previous Grade completed for Ministry of Education purposes. For general guidance, the usual provisions are followed but in extenuating circumstances e.g. a pandemic situation, students will be evaluated on the most recent school report.
- 7.2 FS1 and FS2 children are observed on KGS premises. Children applying to FS1 will be assessed on social skills and behaviour. FS1 assessments are held in January/February prior to the September start. Ideally, these 'Readiness for School' evaluations are conducted by the Infant School staff and allow the children to play and interact using educational toys provided. In addition, parents of FS1 and FS2 applicants must sign a declaration that their children are potty-trained before joining the school.
- 7.3 At the start of the school year, FS2 children will be assessed in a similar way to FS1 children. However, as the year progresses, they will also be assessed on their phonic knowledge, ability to read, and early number skills.
- 7.4 Year 1 and Year 2 are assessed on KGS premises. They will be evaluated on their ability to sustain a conversation, social skills and behaviour. A simple reading assessment is conducted whenever necessary.
- 7.5 Year 3 to Year 6 entry assessments are usually conducted under exam conditions. The school uses CAT4 for entry assessments and utilises this to plan the child's learning as they join the school. The School allows the applicants two to three hours to complete the assessments. These assessments are designed for the year group for which a student is seeking admission. These assessments consist of a Math, English and Non-Verbal reasoning assessment and the applicant completes a short-written piece.
- 7.6 Year 7 to Year 10 entry assessments are usually conducted under examination conditions. The school uses CAT4 for entry assessments and utilises this to plan the child's learning as they join the school. These are online controlled assessments which consist of Math, English and Non-Verbal reasoning assessment. Once completed the applicant completes a short-written piece.
- 7.7 Sixth Form Qualifications (Year 12). A Levels are more demanding than I/GCSEs and for that reason, the School have entry requirements which are typical for most schools and colleges around the world. Offers are conditional on achieving certain GCSE or other academic grades prior to entry. All applicants will usually undertake an online controlled assessment which tests verbal, mathematical and nonverbal skills. The school uses CAT4 for entry assessments and utilises this to plan the child's learning as they join the school. Each application received from students from other education

systems is reviewed on a case-by-case basis, taking into consideration our own entrance test and prior achievements (including school reports and examination certificates).

- 7.8 The School requires a minimum of five passes at Grade 5 or above at GCSE or the equivalent. This must include English and Mathematics, regardless of the subjects the applicant wishes to study. Additionally, the applicant will need a Grade 6 or 7 or above in most of the subjects the student wishes to study at A Levels.
- 7.9 Parent/s or Legal Guardian/s are advised to read the Sixth Form Prospectus carefully available from the Admissions Office or from the School's website. Parent/s or Legal Guardian/s are invited to attend the School's information evening, talk to individual Heads of Department for any questions. In all cases, entry to the School's Sixth Form will be based on careful discussions on an individual basis.
- 7.10 All students who enter the School's programmes in Year 12 are taken on a 'trial' basis and their suitability will be reviewed after a short period of 6 weeks. This gives the students time to settle into their studies and get to grips with the demands of studying at this level.
- 7.11 Reports from previous schools will be assessed, as will any academic examinations already taken. Occasionally an interview will be held, or previous schoolwork may be requested.
- 7.12 If the applicant has not taken GCSEs or equivalent in his or her previous school but have taken alternative qualifications, the School will require the original certification for sitting entrance tests.

8 Special Needs

- 8.1 KGS is a mainstream school and so has only limited resources to cater for students whose learning needs require significant support. It is not in the best interests of anyone and least of all the students involved, if he or she is not able to benefit from the educational programme the School offers and to thrive within an academically high achieving environment.
- 8.2 To ensure that the KGS is the right school for a child, part of the Admissions Process is screening of the child. Parent/s or Legal Guardian/s of children who have a history of requiring support that falls outside of the classroom are required to bring to the attention of the School all the detailed information regarding their child's specific learning needs. This information should include previous school reports, SENCO reports, and copies of previous IEPs (Individual Education Plans) and/or reports from educational psychologists. Parent/s or Legal Guardian/s are strongly advised to meet and discuss with the respective Head Teacher of the relevant school or Head of Admissions prior to making a formal application to ensure that the KGS is able to meet the needs of the child.
- 8.3 Failure to declare accurately at the stage of application the extent of a child's individual learning needs may result in parent/s or legal guardian/s being subsequently asked to withdraw their child because the School is unable to meet his or her needs. This is a situation that the School is anxious to avoid because the School is aware that it may impact adversely on the child's self-esteem and future learning prospects.

9 Placement of Twins/Multiples

- 9.1 On the whole, the School recommends that twins or multiples are placed in separate classes. Requests for any exceptions can be made by contacting the Head Teacher of the relevant school section directly.

10 Application Decision

- 10.1 The School is committed to meeting each student's needs to the best of its ability. The final decision on the acceptance and placement is based on the potential of the applicant to benefit from the programmes and educational services available. Acceptance decision is based on the following criteria:
- 10.1.1 Entrance assessment which is designed to determine that a student will be able to fully access the School's curriculum and achieve academic success.
 - 10.1.2 The KGS curriculum is delivered through the medium of English, French and Arabic and the School requires that students applying for entry are proficient speakers of English.
 - 10.1.3 The School also factors the student's previous records of academic attainment and references from their current school that were submitted with the application form.
 - 10.1.4 Previous attendance records and behaviour will also be reviewed.
- 10.2 Below are some aspects that may increase the likelihood of being offered a place:
- 10.2.1 Evidence of exemplary academic and behavioural records.
 - 10.2.2 The child is a native English speaker.
 - 10.2.3 Siblings already attending KGS.
 - 10.2.4 The child has limited ability to access a local education.
 - 10.2.5 The child has made an early application (the earliest possible date is one year in advance of the desired date of entry).
- 10.3 Below are some aspects that can reduce the likelihood of being offered a place
- 10.3.1 The child is in need of Learning Support that is either at a level that the School cannot provide OR there are no vacancies available within the School's Learning Support programme.
 - 10.3.2 The parent/s or legal guardian/s have not met fees or other financial commitments to a previous school.
 - 10.3.3 The parent/s or legal guardian/s have acted in a manner that is unsupportive to the School and/or its aims and objectives.
 - 10.3.4 The parent/s or legal guardian/s have been unsupportive of the School with regards to the education, behaviour etc. of siblings enrolled, or students previously enrolled, at KGS.
 - 10.3.5 The application was later than others who were also eligible for the places available.
 - 10.3.6 The parent/s or legal guardian/s have a poor fee-paying record for children currently or previously enrolled in the School, or at other schools.
- 10.4 When the application has passed the above criteria, the School then must review the availability of places in the year group that the child qualifies for. The possible decisions are:
- 10.4.1 Unconditional place offered in the year group for which the applicant applied for.

- 10.4.2 Conditional place offered in the year group for which the applicant applied for. This would be linked to conditions the School has set (and which The parent/s or legal guardian/s must accept prior to entry) to help the child succeed in the School.
- 10.4.3 Met the entrance criteria but there are no places available in the year group. Refer to the next section for clarification.
- 10.4.4 The parent/s or legal guardian/s are requested to provide further information/school reports and then a re-test may be required at the discretion of the School and the application will be re-assessed.
- 10.4.5 The application was unsuccessful. The child does not meet the eligibility and requirements for a place at the KGS. This decision has been reached based upon academics, behavioural records and readiness to access the KGS community.

11 Waitlists

- 11.1 Waitlists exist for most of the year groups, so parent/s or legal Guardian/s are encouraged to apply early for a place at the School. The School operates a rolling waitlist system so if children are unable to gain entry on the desired period of enrolment, their applications will continue to stay on the School's waitlist until a place becomes available throughout the academic year, with the exception of the exam year groups, Year 10 and Year 12, where entry is preferred at the beginning of the academic year and no later than the end of October, subject to the Executive Headteacher's approval.
- 11.2 Being placed on the waitlist does NOT in any way guarantee that a place will later be offered to the child. The School selects students from the waitlist according to criteria listed in Section 11 Application Decision. The date of application or the date of being placed on the waitlist are not the most important factor.
- 11.3 If, towards the end of the academic year, the child has not been admitted, contact the Admissions Team who will advise further on the next steps. It is likely that the child will be offered a re-evaluation that will enable the School to judge his/her progress since the first assessment and subject to a successful assessment, the child would be waitlisted as a priority to roll-over to the next academic year.
- 11.4 The School can accept a deferred application for one academic year only.
- 11.5 Below outlines the next steps after being offered a place:
 - 11.5.1 Once an applicant has qualified, and a vacancy becomes available, he or she will be offered a place according to the admission priority from the waitlist.
 - 11.5.2 The Admissions Office will inform any successful applicant that they have been offered a place both by telephone and by email. The email will contain a deadline date for the parent/s or legal guardian/s to accept the offer made to the child. To accept, the parent/s or legal guardian/s must, by the date specified, sign and return the Parent Contract and pay the following for each child accepted into the School:

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- 11.5.2.1 Registration Fee. This is a once-only fee that is additional to the tuition fees and is non-refundable.
- 11.5.3 The School may withdraw the offer for applicants who miss the specified deadline for the return of the signed Parent Contract and the payment of Registration Fee.
- 11.5.4 After the School has received the signed Parent Contract and the Registration Fee, the School will raise the invoice for the first set of Tuition Fee and Educational Technology Fee.
- 11.6 Enrolment to the school is not considered final until the Registration Fee, First Term Tuition Fee, Educational Technology Fee and all documentation has been received by the School. Once a child has been admitted to KGS the first term is probationary. In Year 12 a first revision takes place after six weeks, in addition to the above probationary period.
- 11.7 Below outlines the Conditional Offers Policy:
 - 11.7.1 If a conditional offer (the conditions of which are noted on the Parent Contract) is made to a new student, the Head of Admissions must ensure the parent/s or legal guardian/s and students are clear regarding the consequences of not meeting the conditions by the review date.
 - 11.7.2 It is the responsibility of the respective Headteacher of the School to review the conditional status of the student(s) admitted to KGS. The procedure for the reviewing of the conditional entry is as follows:
 - 11.7.2.1 Collate central data from the Data Tracker.
 - 11.7.2.2 Meet with the student’s teachers of subjects which relate to the conditional offer and ascertain the progress (or not) that is being made. Establish if the student is a cause for concern.
 - 11.7.2.3 Contact the parent of the student to establish the extent to which the terms of the conditional offer have been met.
 - 11.7.2.4 Request from the parent/s or legal guardian/s as much of the following evidence as possible to prove that the conditional offer has been met. Evidence should take the form of:
 - 11.7.2.4.1 A report from a tutor outlining the contents of the tuition carried out with the student and the progress made (to include contact details of said tutor)
 - 11.7.2.4.2 A report from an after-school class outlining the contents of the tuition carried out with the student and the progress made (with an official school stamp and contact details of the teacher who delivered the content)
 - 11.7.2.4.3 A retake of an admissions test (from KGS)
 - 11.7.2.4.4 School assessments that provide evidence of progress made since entry to school.
 - 11.7.2.5 Request a meeting with the parent/s or legal guardian/s to go through the evidence collated and, as a result, establish if the terms of the conditional offer have been met.

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- 11.7.2.6 Forward all related material for a final decision regarding the conditional status of the student.
- 11.7.2.7 Recommend to the Headteacher of the relevant section if the conditional status:
 - 11.7.2.7.1 Has been passed.
 - 11.7.2.7.2 Should be extended.
 - 11.7.2.7.3 Requires further action (such as removal of the student from the School) to be explored.
- 11.7.2.8 The Headteacher to write to the parent/s or legal guardian/s finalising the conditional situation of the student.
- 11.7.2.9 A copy of the review of the conditional offer and its outcome will be added to the student's file.

12 Age Qualification Guide

ACADEMIC SCHOOL YEAR SEPTEMBER 2025 – JUNE 2026			
Year Group	Child's Age in Year Group	Date of Birth Falls Between	
Nursery	3 turning 4	1 Sept 2021	31 Aug 2022
Reception	4 turning 5	1 Sept 2020	31 Aug 2021
Year 1	5 turning 6	1 Sept 2019	31 Aug 2020
Year 2	6 turning 7	1 Sept 2018	31 Aug 2019
Year 3	7 turning 8	1 Sept 2017	31 Aug 2018
Year 4	8 turning 9	1 Sept 2016	31 Aug 2017
Year 5	9 turning 10	1 Sept 2015	31 Aug 2016
Year 6	10 turning 11	1 Sept 2014	31 Aug 2015
Year 7	11 turning 12	1 Sept 2013	31 Aug 2014
Year 8	12 turning 13	1 Sept 2012	31 Aug 2013
Year 9	13 turning 14	1 Sept 2011	31 Aug 2012
Year 10	14 turning 15	1 Sept 2010	31 Aug 2011
Year 11	15 turning 16	1 Sept 2009	31 Aug 2010
Year 12	16 turning 17	1 Sept 2008	31 Aug 2009
Year 13	17 turning 18	1 Sept 2007	31 Aug 2008

ACADEMIC SCHOOL YEAR SEPTEMBER 2026 – JUNE 2027			
Year Group	Child's Age in Year Group	Date of Birth Falls Between	
Nursery	3 turning 4	1 Sept 2022	31 Aug 2023
Reception	4 turning 5	1 Sept 2021	31 Aug 2022
Year 1	5 turning 6	1 Sept 2020	31 Aug 2021
Year 2	6 turning 7	1 Sept 2019	31 Aug 2020
Year 3	7 turning 8	1 Sept 2018	31 Aug 2019
Year 4	8 turning 9	1 Sept 2017	31 Aug 2018
Year 5	9 turning 10	1 Sept 2016	31 Aug 2017
Year 6	10 turning 11	1 Sept 2015	31 Aug 2016
Year 7	11 turning 12	1 Sept 2014	31 Aug 2015
Year 8	12 turning 13	1 Sept 2013	31 Aug 2014
Year 9	13 turning 14	1 Sept 2012	31 Aug 2013
Year 10	14 turning 15	1 Sept 2011	31 Aug 2012
Year 11	15 turning 16	1 Sept 2010	31 Aug 2011
Year 12	16 turning 17	1 Sept 2009	31 Aug 2010
Year 13	17 turning 18	1 Sept 2008	31 Aug 2009

The above guide must be used to understand in which class the child will be considered for entry. Parent/s or Legal Guardian/s are encouraged to contact the Admissions Team directly for any information concerning entry into GCSE and A-Level/BTEC years.

The School does not accept applications more than one year in advance of the desired date of entry.

Looking ahead for FS1 Admissions		
Academic Year	Date of Birth Between	
2025 - 2026	1 Sept 2021	31 Aug 2022
2026 - 2027	1 Sept 2022	31 Aug 2023
2027 - 2028	1 Sept 2023	31 Aug 2024

13 Medical Requirements

- 13.1 KGS follows the Ministry of Health’s Immunisation Schedule for the Kingdom of Morocco. It is therefore essential for the child to have a complete vaccination record prior to starting at KGS.
- 13.2 The child will not be permitted to start at KGS if parent/s or legal guardian/s cannot produce a complete vaccination record. Parent/s or Legal Guardian/s must have at least started any Hepatitis A/B courses or have contacted the School Nurse or produced a letter from the Doctor as to why the child does not have the required Ministry of Health Vaccinations for the Kingdom of Morocco.
- 13.3 Below are the information required by the School in an Emergency:
- 13.3.1 Experience has taught the School that should there be a cause to call for emergency services because the child needs to be brought to the hospital, the School must be informed of the following in order for the School and for the Emergency Response Team to provide a fast rapid response in this situation:
- 13.3.1.1 Any allergies, medical conditions, and if the child has had any recent diagnosis has to be mentioned to us.
- 13.3.1.2 Parent’s/Legal Guardian’s contact details need to be provided, and the School kept up to date with any changes.
There have been instances when parent/s or legal guardian/s were completely unreachable during emergencies and therefore need to keep phone numbers available. An emergency contact form will be given, and this is to be completed before the child begins in School. As well as parent/s or legal guardian/s details, the School also requires two further contacts in case parent/s or legal guardian/s are uncontactable.
- 13.3.1.3 Provide a copy of the child's current National ID or Residence ID and ensuring the child has been included in the student list for the school’s insurance company.

14 Exit Procedures

- 14.1 If a child is transferring to another school or family relocation, the parent/s or legal guardian/s must inform the Admissions Team in the first instance in writing, preferably by email to the Admissions Office. The team will be able to assist in case of any request for external entrance invigilation for the

child or references required for the child's new school. Parent/s or Legal Guardian/s must also inform the child's form tutor and the Headteacher of the relevant school in writing prior to the child's withdrawal from the School. The School requires at least one full academic term's notice for any child leaving KGS. This allows the team to prepare any request for exit documentation or references, transcripts and reports. Where the notice period is less than one full academic term, the parent will be required to pay one full academic term fees in lieu of notice.

- 14.2 This documentation will not be provided until all school fees are paid and all books and equipment belonging to the school have been returned. The child's form tutor will assist them with the necessary exit arrangements before he or she leaves the school.

15 Application Checklist

- 15.1 The below requirements are required for a child's application in the KGS:
- 15.1.1 Signed and completed application form
 - 15.1.2 Copy of the child's passport
 - 15.1.3 Copy of parent/s' or legal guardian/s' passports
 - 15.1.4 Copy of child's CPR/Smart Card
 - 15.1.5 Copy of parent/s' or legal guardian/s' CPR / Smart Card
 - 15.1.6 Two passport sized photographs of child
 - 15.1.7 Copy of child's immunization records from birth
 - 15.1.8 Child's most recent school report
 - 15.1.9 All special circumstances that the child requires recorded
 - 15.1.10 Completed medical consent form
 - 15.1.11 Paid application and assessment fee
 - 15.1.12 Paid registration fee
 - 15.1.13 Signed Parent Contract
 - 15.1.14 Paid educational technology fee and tuition fee

16 Updating Child's Information

- 16.1 It is essential to keep the Admissions Office informed of any change of details of the child and parent/s or legal guardian/s.
- 16.2 When a place becomes available, the School will attempt to notify the parent/s or legal guardian/s at the home or mobile numbers provided. If parent/s or legal guardian/s are not in a position to commit at that time, the place will be offered to another applicant and the child will remain on the waitlist until a second opportunity arises. Should parent/s or legal guardian/s not be able to accept a place when the School offer again, the child's application will be withdrawn. Any future interest in joining KGS would require a new application.

17 Onboarding of New Families

- 17.1 The Admissions Team organises an in-person onboarding for new families at the beginning of each year and each term.
- 17.2 The Admissions Team provides a virtual onboarding booklet for every new family that joins the School.
- 17.3 Each respective school will contact new families regarding the onboarding of new students who will be joining their respective schools.
- 17.4 Settling in calls are conducted by the Admissions Team one to two weeks after joining to check with the family if the child has settled well in School or if the child is experiencing any issues in School. Settling in calls report are then shared by the Head of Admissions to the respective Headteachers of the different schools.

18 Fees, Terms and Conditions

- 18.1 Payment of Tuition Fees
 - 18.1.1 All fees must be paid in accordance with the invoice on or before the deadline date on the invoice.
 - 18.1.2 Failure to pay the fees by the invoice due date may cause the School to exclude a child and others from the same family from School until payment is made in full. With respect to persistent late payers, the School reserves the right, without giving notice to the parent, to cancel the places allocated to the family, and additionally, offer them to new children waiting for places at the School.
 - 18.1.3 Fees for the term are payable in full regardless of sickness or absence for other reasons (including study leave). No refund will be given. If a child is scheduled to join the School after the mid-term point, the registration fee, educational technology fee and half the term's tuition fee will be payable.
- 18.2 Method of Payment of Tuition Fees
 - 18.2.1 In accordance with the instructions on the invoice, payment may be made by direct bank transfer, credit card (excluding registration fee payments), or by cheque at the School's Accounts Office.
 - 18.2.1.1 Related bank charges are the responsibility of the remitter.
 - 18.2.1.2 Cheques should be made payable to Khalil Gibran School Rabat.

19 Additional Costs

- 19.1 The parent/s or legal guardian/s are responsible to pay the GCSE, and A-Level examination entry fees. The total GCSE, and A-level fees can amount to several hundred Moroccan Dirhams. Entry into examinations and activities for which fees are due will be denied where these have not been paid.

KGS Policy – School Admissions Policy

- 19.2 The below items are all mandatory additional costs paid separately by the parent/s or legal guardian/s and not included in tuition fees
- 19.2.1 Educational Technology Fee
 - 19.2.2 Uniforms
- 19.3 The below items are all non-mandatory additional costs paid separately by the parent/s or legal guardian/s and not included in tuition fees
- 19.3.1 Some Extra-Curricular Activities conducted outside school
 - 19.3.2 Field Trips (local or overseas)
 - 19.3.3 Optional Instrumental Tuition
 - 19.3.4 Cafeteria Lunches
 - 19.3.5 Bus Transportation
 - 19.3.6 After School Enrichment Programmes

20 Admissions Contact Details

Physical Address	4, Rue Bir Kacem Souissi, Rabat Kingdom of Morocco
Email Address	admission@kgs-rabat.education
Telephone Number	+212 661 57 47 20

21 Glossary of Terms

KGS	Khalil Gibran School
GCSE	General Certificate of Secondary Education
A Level	Advanced Level
AS Level	Advanced Subsidiary level
SENCO	Special Educational Needs Co-ordinator
IEP	Individual Education Plan
EAL	English as an Additional Language