



## El Gouna International School International Section Admissions

Admission to El Gouna School is dependent on:

1. The submission of an application form with 4 recent photographs of the child - applications are downloadable from the website: [www.elgounaschool.net](http://www.elgounaschool.net) and available in school.
2. The production of the child's school reports from the previous school for pupils applying for Y1 and above. Your application cannot be considered until these documents have been submitted to the school.
3. An interview with the Headteacher and the Principal.
4. Pupils will undergo an assessment to ascertain their academic ability. Pupils will also be invited to spend a day in the school an observation can be made of them within the proposed class of entry for pupils applying for Y1 and above. During this visit the pupil will be assessed as to the level of their English language ability. If it is deemed necessary the pupil will be required to take additional English language lessons which carry an additional charge to the parents of LE 75 per lesson.
5. The production of the following required documents for the pupil's file in school:
  - a. For Egyptian pupils: the submission of the original birth certificate + copy of the pupil's school report from the previous school where applicable.
  - b. For Foreign Pupils: The submission of a copy of a valid passport with a valid residents visa + the original birth certificate confirming the child's nationality and

date of birth + Proof of acceptance by the Ministry of Education (procedures attached).

Without these documents and official approval the pupils cannot be admitted or enrolled to the school.

Please note the following:

- ✚ Places will only be offered to children who will benefit from the educational programmes of the school.
- ✚ Admission to classes is not dependent solely on age but a combination of age, academic performance, English language ability, level of independence, behaviour and any other pertinent circumstances that may be communicated to/ recognised by the school.
- ✚ Registrations for the new academic year are accepted from the beginning of April to the end of August provided there are places available.
- ✚ Registrations during the school year will be considered for overseas applicants provided there are places available.
- ✚ Parents are welcome to visit the school for information and application on Mondays and Wednesdays from 09.00am to 11.00am, preferably with prior appointment.
- ✚ Assessments are held with prior appointments.
- ✚ The school transport service is provided according to availability of places on the buses. New parents applying for the school and wishing to use this service should indicate their wish in the application form and communicate with the Head of HR/Coordinator for bus registration prior to the payment of registration fees; places on the buses cannot be guaranteed.

Please note that the school's administrative staff are not available during weekends (Friday or Saturday) or official and school holidays.

Places can only be confirmed and guaranteed upon full payment of a 1000US\$ Registration Fee which is due following the issuing of an order of admittance. Pupils' enrolment can only be guaranteed upon the total fulfillment of the requirements of the Ministry of Education.

Parents are also required to submit travellers' cheques to the value of one term's fee per child. These will be retained in the school and returned when the pupil leaves the school providing the correct notice to withdraw has been followed.

Documents held by the school.

While the child remains in the school the following documents will be retained:

- Original Birth certificate.
- Copy of the last school report.

- Copy of valid passport with a valid resident visa for foreign students.
- Original Proof of acceptance by the Ministry of Education.

#### Withdrawal of Pupil's from the school.

Parents are required to give the school one terms notice in writing regarding the pupil leaving the school unless this occurs at a nature break in the child's school career.

At the end of primary education (Y6) or after IGCSEs have been completed.

When the correct procedures are followed all original documents and travellers cheques will be returned to the parent.

In the event of pupils being withdrawn without one term's notice in writing being given the travellers cheque will be cashed by the school.

#### Non payment of Fees

The following information was released by the Ministry of Education regarding Private Schools.

School may take the following actions taken against students who do not pay their fees.

1. Withholding of end of year reports and examination results.
2. Not allowing their progression/promotion to the next year group unless all fees are paid.
3. Private schools should be asked to send lists of students who have outstanding fees to the Directorate of Education; this is in order to ensure they are not issued with any certificates of results or endorsements until they have paid all the due school fees and a stamped letter from their school is sent to the Directorate of education to confirm payment of outstanding fees. This applies to all age groups.

[www.emoe.org](http://www.emoe.org)

General additional Information to be attached for parents

1. Fees: School fees scheme + examination fees scheme for IGCSE/AS/A level exams
2. School calendar: including holidays and events
3. School day
4. Extracurricular activities
5. Curriculum
6. Staff / Accreditations
7. School Transportation.