



**ASPIRE    ACHIEVE    ADVANCE**

## **REGISTRATION PROCESS**

To maintain the position of The International British School IBS as a Centre of excellence, it is essential that the students who gain admission meet standards that enable them to gain as much as possible from their learning experiences.

We aim to make the process of finding out about our school and applying for a place for your child as straightforward as possible and we hope you find the information within this section useful.

### **1. NEW REGISTRATIONS:**

Parents and students who are considering joining IBS may request a tour of our campus. Tours can be arranged by contacting Reception. When parents contact the school, they will be asked for the age of the child, and what their interests are, so that a relevant tour route can be planned.

The colleagues involved in the admissions process will be on hand to help and advise prospective parents throughout the application process. The various steps of the process are as follows:

#### **a) STEP ONE**

In the first instance, parents of prospective students are, kindly requested to contact our Admissions Team. This can be via email, telephone or in person to book an entrance test appointment.

Email: [registrar@ibskuwait.com](mailto:registrar@ibskuwait.com)

Telephone: +96522219242/45 (Extension 106)

Physical Address: **block 9, Ibn Taimiya Street, Fahaheel.**

#### **b) STEP TWO**

- I. The Registrar will require some basic documentation, including the personal details page of the child's passport and a copy of their most recent school report. Please make sure you have those papers ready for the entrance test.

### **For Early-Years:**

- The test for KG requires a parent interview, which lasts around 30 minutes. Each child is tested on both motor-skills and basic knowledge of English. If a KG class is available, he/ she will join the lesson and be encouraged to play and interact with other children.



- The test for Reception requires a parent interview, which lasts around 30 minutes. Finer motor-skills will be assessed as well as basic Mathematics and English. If a Reception class is available, the candidate will join the lesson and be encouraged to play and interact with other children.

### **For Primary:**

- For Y1, the Head of Primary will ask a few questions to the prospective pupil to assess his/ her speaking and listening skills. A reading test based on a standardized reading test will be conducted. The whole assessment lasts about 45 minutes.
- From Y2-Y6, the Head of Primary will have a short conversation with the candidate to assess his/ her speaking and listening skills. A standardised reading test will assess the child's reading age. Finally there is a writing task consisting in a short composition.
- Mathematics consists of questions assessing concepts ranging from the four basic operations to problem solving. The whole entrance tests lasts around one hour

**For Y7-Y9**, the entrance test consists of Mathematics and English. This is based on the baseline test taken by all students in those year groups.

**For Y10-Y12**, prospective students will take an entrance test in Mathematics and English and IGCSE option subjects will be discussed with the Head of Secondary.

**For Y12** students, a minimum of a B in IGCSE is expected or students will have to take a past paper to assess their level.

It should be noted that it is not possible for students to join Year 11 unless they have completed year one of the appropriate two-year GCSE/IGCSE courses

- II. A test fee of 25 KD must be paid to the cashier on the day, before the candidate can take the entrance test.

#### c) **STEP THREE**

Once the entrance testing has been conducted and the results processed, prospective parents will be contacted with a decision by the Head of Department.

#### d) **STEP FOUR**

For students who are offered a place, parents will meet with the Registrar to complete the initial data entry required for the registration form.

Email: registrar@ibskuwait.com

Telephone: +96522219242/45 (Extension 106)



Physical Address: **block 9, Ibn Taimiya Street, Fahaheel.**

e) **STEP FIVE**

The next step is to visit the Accounts department in order to pay a registration fee (100 KD) and any fee settlement required.

Email: r.jacob@ibskuwait.com

Telephone: +96522219242/45 (Extension 112)

Physical Address: **block 9, Ibn Taimiya Street, Fahaheel.**

f) **STEP SIX**

The sixth and final stage of the process is for the parent to return to the Registrar in order to complete the required data entry for the registration form and receive final confirmation of admission.

g) **STEP SEVEN**

The Registrar will liaise with the Head of Department to confirm a start date for the student. On the first day of school, the tutor/ class teacher will receive the student and introduce him/her to their new tutor group/ class.

## **2. RE-REGISTRATIONS**

Early in Term 3, parents of students already registered at IBS will receive notification of the deadline for re-registration, which has been agreed with the Ministry of Private Education. This date is always in the first week of April.

Should a parent fail to re-register a student before the deadline, IBS cannot guarantee a place. As IBS is in high demand, we urge parents to re-register early to avoid disappointment.

Parents are required to visit the school and to meet with the Registrar. During the meeting, parents should update details on their child's registration form and then visit the Accounts Department to pay a non-refundable re-registration deposit, plus refundable compulsory charges per student.



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### **CONDITIONS OF ENTRY INTO SIXTH FORM: YEAR 12**

Compulsory education in Kuwait ends after Year 11. Sixth Form comprises Years 12 and 13.

The Sixth Form at International British School (IBS) caters for high-achieving students who are studying towards International Advanced Subsidiary (IAs) Level or International Advanced (IA) Level qualifications.

Only students with academic, behaviour and attendance records that indicate a very high likelihood of success at IAs Level may join Year 12 at IBS.

#### **General requirements for continuing IBS students:**

- ✓ **Grade A\*-C or 9-4 on the final Year 10 report in any subject to be studied at IAs Level;**
- ✓ **Grade A\*-C or 9-4 on the Year 11 winter report in any subject to be studied at IAs Level;**
- ✓ **Grade A\*-C or 9-5 in the final Year 11 examination in any subject to be studied at IAs Level;**
- ✓ **Grade A\*-C or 9-5 passes in at least 6 GCSE or IGCSE subjects;**
- ✓ **Fewer than five days (or half-day equivalents) of unauthorised absence in Year 11.**

The Examination Officer and Head Teacher will adjudicate the case of any student who joins IBS directly into Upper Department and whose English capability is still developing, who narrowly fails to meet one of these general requirements or for whom a serious disciplinary issue emerges.

Entry to certain IAs Level subjects for which it is not necessary to have completed the corresponding GCSE or IGCSE course will be reviewed on a case to case basis.

#### **Future intentions meetings :**

During Term 3, the Examination Officer and the Head of Secondary hold meetings with Year 11 students and, if desired, their parents. These meetings aim to ascertain students' plans beyond Year 11 and to establish provisional IAs Level option choices for students who hope to enter Year 12.



IBS will reserve a place on an IAs Level course for any student who is meeting the general requirements at the time of the future intentions meeting and who has achieved grades A\*- C or 9-5 in the mock examination for that subject.

Students who are meeting the general requirements at the time of the future intentions meeting but who do not achieve mock examination grades required in a subject that they wish to study at IAs Level, will be placed on a waiting list and admitted to the course only if they continue to meet all general requirements and if they achieve the required grades in the final public examinations, subject to available places on the course.

The foregoing conditions of entry are applied to any student from another school who applies to join Year 12 at IBS as closely as the system in their current school permits. Further supporting documentation and/or entrance testing is usually required.



## **ASPIRE    ACHIEVE    ADVANCE**

### **CONDITIONS OF ENTRY INTO YEAR 13**

The Sixth Form caters for students engaged in studies leading to International Advanced Subsidiary (IAs Level) and International Advanced (IA Level) qualifications.

It consists of Year 12, in which IAs Level module examinations are taken in June, and Year 13, in which IA Level components/A2 units may be taken, in some cases together with an additional IAs subject.

Sixth Formers are voluntary school students whose academic aim is to succeed at a level acceptable for admission to quality universities worldwide.

As such, they are afforded special privileges in return for which they are expected to behave with special responsibility and maturity.

In late January, consultations held with Year 12 students and their parents will aim to:

- ✓ **Discuss and agree expectations for final IAs Level grades**
- ✓ **Discuss each student's plans for the next academic year**
- ✓ **Determine subject options for those students who are planning to join Year 13 at IBS.**

Students intending to proceed to A2 courses are advised to achieve an absolute minimum of 50% in each of the corresponding IAs units.

To succeed at A Level, students require a high level of self-motivation and independent study skills. Other factors which may be taken into account when judging suitability for entry to Year 13 include attendance patterns, behaviour records and attitudes to learning.

We appreciate that these conditions of entry are rather complex. If you have any queries please do not hesitate to contact either of us.

Yours sincerely

The Head of Secondary



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### **ENTRY REQUIREMENT**

International British School's admissions testing system does not favour students from any one national education system. Nevertheless, as English is used in nearly all situations at IBS, it is essential that students joining IBS can communicate in English.

With over 30 different nationalities of students, it is important that IBS employs an admissions testing system that does not favour students from any one national education system.

As outlined in the admission process, to gain admission to IBS:

#### **For Early-Years:**

- The test for KG requires a parent interview, which lasts around 30 minutes. Each child is tested on both motor-skills and basic knowledge of English. If a KG class is available, he/ she will join the lesson and be encouraged to play and interact with other children.
- The test for Reception requires a parent interview, which lasts around 30 minutes. Finer motor-skills will be assessed as well as basic Mathematics and English. If a Reception class is available, the candidate will join the lesson and be encouraged to play and interact with other children.

#### **For Primary:**

- For Y1, the Head of Primary will ask a few questions to the prospective pupil to assess his/ her speaking and listening skills. A reading test based on a standardized reading test will be conducted. The whole assessment lasts about 45 minutes.
- From Y2-Y6, the Head of Primary will have a short conversation with the candidate to assess his/ her speaking and listening skills. A standardised reading test will assess the child's reading age. Finally there is a writing task consisting in a short composition.
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**For Y12** students, a minimum of a B in IGCSE is expected or students will have to take a past paper to assess their level.

It should be noted that it is not possible for students to join Year 11 unless they have completed year one of the appropriate two-year GCSE/IGCSE courses

Parents should therefore set aside at least two hours between delivering their children and picking them up.