

**THE BANDA SCHOOL**



# **ADMISSIONS POLICY**

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## **General**

The Banda is a co-educational, day Preparatory school for children between the ages of twelve months and thirteen years. The Banda has approximately four hundred and thirty pupils.

### **The Banda School is split into three sections:**

Pegasus Early Years: Playgroup/Nursery to Reception (12 months – 5 year olds)

The Lower School: Year 1 – Year 4 (5 – 8 year olds)

The Upper School: Year 5 – Year 8 (9 – 13 year olds)

## **Visiting the School**

You are welcome to visit the school at any stage of the admissions process. Open days which give a general introduction to the school are announced on our website, but we welcome individual visits, where possible with a prior appointment.

## **Timings of Entry**

Children can join The Banda at any stage from Playgroup (12 months) to Year 8 (12-13 years) at any time of the year and any stage in their education. Pupils are placed in the appropriate year group according to their age on September 1<sup>st</sup> up to August 31<sup>st</sup> of the following year.

## **The Entry Procedure**

As the admissions journey varies according to which year a child is entering prospective parents are encouraged to complete and submit the initial Admission Enquiry form on the website. This is received by the Admissions Team who will make contact and guide you through the admissions process (see Appendix 1).

## **Guidelines to Support Entry**

- The Banda is a non- selective school.
- An invitation to the prospective parents/guardians to visit and look around the school and soak up the atmosphere is recommended.
- If appropriate, a copy of the pupil's most recent school report is requested.
- Any learning weaknesses must be declared, together with any supporting documentation.
- An invitation for the prospective pupil to experience a 'taster' day is available. This may include a formal or informal assessment which is carried out by the Learning Support Department.

Pupils transferring from a member school of the Kenya Association of International Schools (KAIS) cannot be accepted without a Leaving Certificate or written clearance from the Head Teacher of their current school.

## **Deposits and Contracts**

Should the prospective pupil complete all the requirements and conditions of entry and be offered a place, a non-refundable Registration (if not previously paid) and Entry Fee is paid in order to secure the place.

On completion of this admission procedure, a contract exists between the school and the signatories on the acceptance part of the form. Withdrawal of a child after this date would only be permitted if one academic term's notice is given in writing or if one term's fees are paid in lieu of notice. Fees are payable termly in advance and are due on or before the first day of each term.

## **Transfer from Pegasus Early Years to the Main School**

Pupils in Pegasus Early Years have priority in the allocation of places subject to availability into Year 1 (the main school).

## **Guide for Siblings**

Although admission is not automatic, siblings have priority in the allocation of places subject to availability in the relevant year group.

## **Equal Opportunities**

There is no discrimination at entry on grounds of race, religion, disability, socio-economic background or gender and no preference is given to a particular parental occupation. We encourage applications from pupils with as diverse a range of backgrounds as possible.

## **Children with Learning Difficulties**

The Banda does not discriminate in any way regarding entry. We welcome pupils with special needs, *provided that our Learning Support Department can offer the support they require and the pupil can access (to a greater degree) our school curriculum independently.* We welcome pupils with physical disabilities provided our site can, with reasonable adjustments, accommodate them. Parents of children with special educational needs or physical disabilities must discuss their child's requirements with the Headmistress or Head of the Learning Support Department providing full disclosure of any medical, educational psychologist or other reports regarding their child's disability, medical condition or educational need.

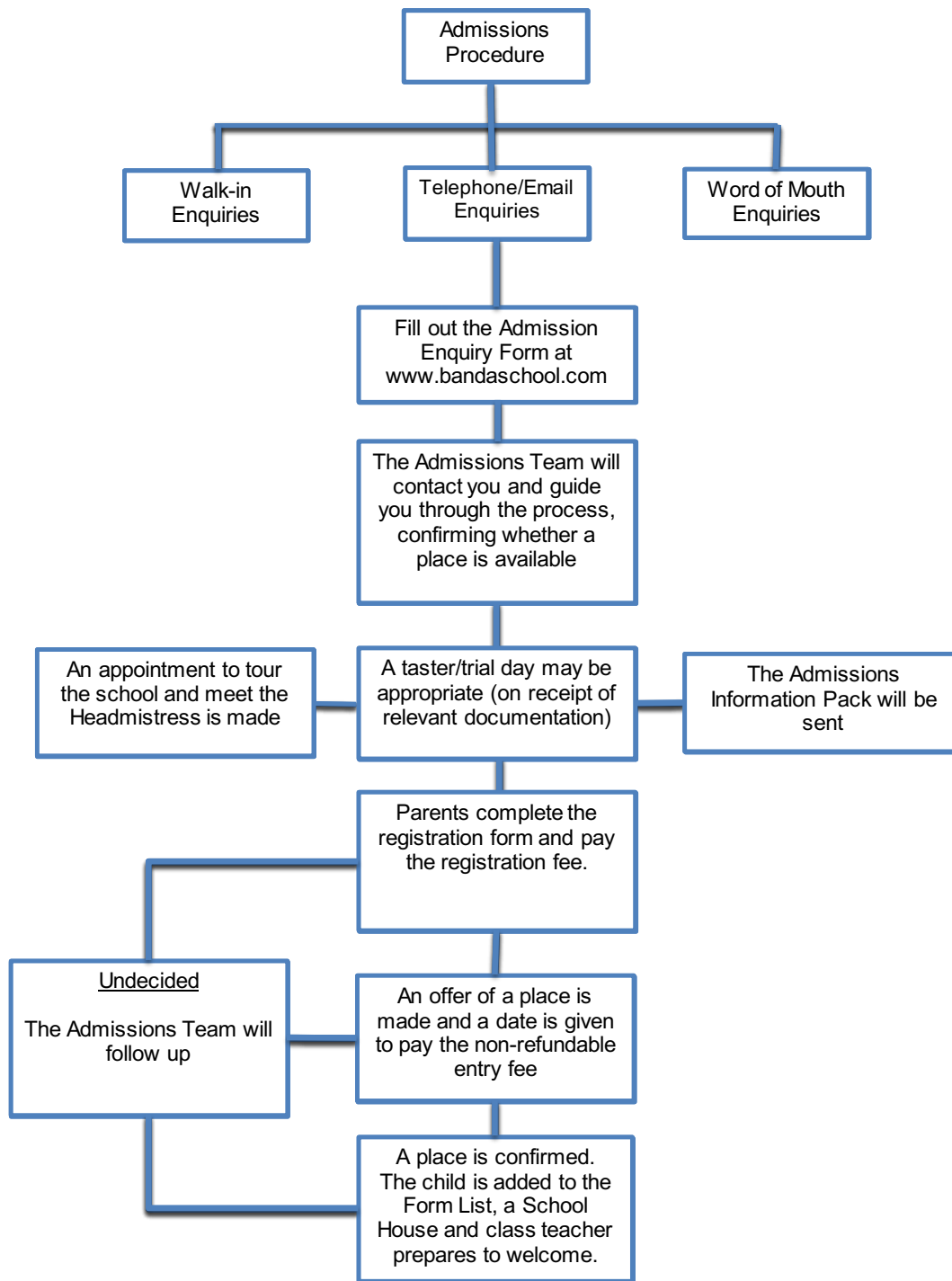
## **Children with English as a Second/Additional Language**

We do not have a designated ESL department but welcome children whose first language is not English. We can advise on ESL teachers who could support the learning of these pupils as an extra programme either within or outside school hours. Most of the younger children benefit from full immersion in English in the classroom.

## **Religious Beliefs**

Although The Banda has Christian roots, we do not select for entry on the basis of religious belief, and we offer opportunities for all to practise their own faiths as well as celebrating all the major religions.

## Appendix 1 – Admissions Flow Chart



Signed by:

**Headmistress**

**Chairman**

**Updated:**

KM – January 2022