



The policy ensures proper admission procedure with respect to each application received for admission. It also seeks to set selection criteria which is transparent, fair and consistent.

PYP Admission Policy

Egyptian International School





IB MISSION STATEMENT

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



EIS MISSION STATEMENT

EIS aims to contribute to making the world a better place through education of a new generation an education that results in generations who are passionate about their Egyptian identity, their mother tongue (Arabic) and who have a good command of the English language.

EIS works towards exposing students to different cultures locally and internationally to foster the development of research and leadership skills.

EIS helps students develop their research and leadership skills, have strong sense of identity and also cares about young people who help to create a better and more peaceful world through intercultural understanding and respect.

To fulfill this objective, the school provides its learners with high-quality international education in a local environment, which values respect for international as well as national cultures.

EIS aims to enhance good manners, to develop life-long learners and to guarantee the satisfaction of the different stakeholders.

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IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.



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Therefore, the school is keen on: -

- To instill in students a love of science, as well as a passion for knowledge and aspiration that lasts with the students for life.
- Establish a school community characterized by stability and care so that students feel happy and reassured in it.
- The relationship between the different subjects is documented so that students around the world see a group of interconnected and integrated fields.
- It enhances the value and knowledge of different cultures.
- The students gain various skills (such as communication and thinking skills, etc.), practical experience, as well as educational qualifications.
- It develops a balanced educational curriculum that integrates art and music to provide opportunities for students to explore express and develop their artistic and creative skills. Moreover, the school enables students to learn about others' experiences and appreciate their creativity.
- Physical education is incorporated to develop students' physical skills as well as to encourage them to embrace a healthy and balanced lifestyle.
- Encourages the student to volunteer work in the areas of community service.
- The development of leadership and social skills that may assist students in their future lives.

Submission procedures

1. Announcement will be on the website of the ministry of education, school website and the school Facebook page in order to receive applications at the beginning of Feb. till 28th Feb according to the Egyptian ministry of education instructions
2. The announcement includes application condition for PYP 2 which is the minimum age is four years by the first of October according to the Egyptian ministry of education instructions and the vision impaired are accepted according to the inclusion policy at school.
3. After receiving applications, the school will announce the exact dates for acceptance tests in June of the same year.
4. Interviews for parents will be held for students who passed the acceptance test.
5. The acceptance test mark will be added to the interview mark then school will arrange the accepted students according to their total score in a list.
6. The list of the accepted students will be put on the website and a waiting list will be provided in case an apology from an accepted student is received.
7. Fees will be paid at the school bank account according to the previous lists.
8. In case of any vacancies, the waiting lists will be reviewed.
9. The school will not accept any students out of the waiting list.
10. The school year starts September.

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Online Submission procedures

1. An announcement will be on the website of the ministry of education, school website and the school Facebook page in order to receive applications at the beginning of Feb. of each year till 28th Feb according to the ministry of education instructions.
2. The announcement includes application condition for PYP 2 which is the minimum age is four years at first of October according to the Egyptian's ministry of education instructions and the vision impaired are accepted according to the inclusion policy at school.
3. After receiving applications, the school will announce the exact dates for acceptance tests of the same year.
4. A final list of numbers and names of students applying for the first stage of kindergarten (PYP2) is prepared and sent to the sponsoring institution.
5. Name list of teachers and technicians, who are responsible for monitoring the implementation of the test, is prepared.
6. The sponsoring institution divides the students into groups and sends their names to the Egyptian International School.
7. The sponsoring institution sends the testing mechanism as well as the parent approval formula of the test online.
8. Name list of technicians, who are responsible for implementing the test mechanism and solving any technical problem, is prepared.
9. Google form is the used platform in the test.
10. On the test day, the sponsoring institution divides the test into parts and sends each part to the technical support team at the Egyptian International School no later than ten minutes before the beginning of each question.
11. The test will be divided into parts and each part will be sent to the parents on time.
12. The parents send a video of each part of the exam within an hour during the different parts of the test.
13. The school activates a feature of not receiving any video after the scheduled date, as well as not receiving more than one video for each part of the test.
14. Teachers of both the Egyptian International School and the sponsoring institution correct the tests using specific criteria that are shared with them.
15. The sponsoring institution reviews the correction process and takes the average score for each student.
16. The Egyptian International School is informed of the names of the accepted students whose parents will be interviewed by the sponsoring institution.
17. Set up committees for parents' interviews, each committee consists of two persons, one from the sponsoring institution and the other from the Egyptian International School.
18. Interviews for the selected parents will be held on the scheduled dates using Zoom meetings app.
19. The committees send the results to the sponsoring institution to filter the final results.
20. The student's score in the tests is added to the score obtained by the parent in the interview and then a list is made according to the students' total score by the sponsoring institution.
21. The list of the accepted students will be sent to the Egyptian International School and a waiting list will be provided in case an apology from an accepted student is received.
22. A list of the accepted students will be announced in the school and on the same previous official sites.
23. Fees will be paid at the school bank account according to the previous lists.
24. In case of any vacancies, the waiting lists will be reviewed.
25. The school will not accept any students out of the waiting list.
26. The academic school year starts in September.

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Transfer admission steps

An announcement will be on the website of the ministry of education, school website and the school Facebook page in order to receive transfer applications to E.I.S at the beginning of May of each year till mid of June of the same year on the condition that all applications submitted to the school will be in the waiting lists until there are any vacancies in the school.

Transferring Conditions

- 1.The student must be must be Egyptian according to the Egyptian's ministry of education instruction
- 2.Enrollment only in a private language/ experimental/International schools according to the Egyptian's ministry of education instruction
- 3.The school does not accept the transfer from Al-Azhar schools according to the Egyptian's ministry of education instruction
- 4.The submission form on the school website needed to be filled out and printed.
- 5.Upload the following documents on the school's website (proof of enrollment for the first, second and third primary grades certified with the Eagle seal , First term score statement certified with the Eagle seal from the Educational Administration for the fourth and fifth primary grades).
- 6.The student needs to receive 95% of the total grades in the first term of the academic school year.
- 7.The student needs to pass the exam that the school holds. The exam's date will be announced to the parents.
- 8.Approval of the school's internal regulations is needed.
- 9.The Egyptian International School prepares a list of the names of the students transferred to the school according to each class and sends it to the sponsoring institution.
- 10.The sponsoring institution divides the students into committees according to their academic grades. Each committee consists of two persons, one from the sponsoring institution and the other from the Egyptian International School, who are responsible for monitoring the implementation of the test.
- 11.Set up committees for parents' interviews, each committee consists of two persons, one from the sponsoring institution and the other from the Egyptian International School.
- 12.Interviews for the selected parents will be held on the scheduled dates using Zoom meetings app.
- 13.The committees send the results to the sponsoring institution to filter the final results.
- 14.The student's score in the tests is added to the score obtained by the parent in the interview and then a list is made according to their total score by the sponsoring institution.
- 15.The list of the accepted students will be sent to the Egyptian International School to inform their parents.
- 16.A waiting list will be provided in case an apology from an accepted student is received.
- 17.A list of the accepted students will be announced in the school and on the same previous official sites.

Communicating the policy

- All EIS IB policies are posted on the EIS website available for downloading and in an easy Printing format.
- For teachers, training sessions will be conducted along with handing them a printed version of the policy and sent by e-mail.
- For parents a version of the policy will be sent by e-mail.

References Lists:

The Egyptian's ministry of education instruction

Green Land Pré Vert International Schools Giza and Zayed (GPIS)

The Admission Policy committee:

School principal

PYP coordinator

Some teachers

The board of trustees

It will be reviewed according to the Egyptian's ministry of education instruction and Green Land Pré Vert International Schools Giza and Zayed (GPIS)

Policies connection:

It's recommended to read the admission policy with inclusion and academic integrity policies.

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6. Process Flow Diagram:

Steps	Documents	Responsible
Nursery/School tour	School Visits ADMN/04	PYP/MYP Assistant or Students Affairs Officer
Fill in the application form, pay the application fees and sign GPIS Tuition fees Policies & Agreement form	ADMN/01/08 ADMN/01/09	Front office
Set a date for the student's admission test and student's birth certificate and their IDs	Student's Birth certificate Parents IDs	PYP/MYP Assistant or Students Affairs Officer
Does not meet the acceptance criteria Inform Parents	Admission Test Acceptance criteria	Heads of Schools
Meets the acceptance criteria Repeat the test Does not meet the acceptance criteria File	Parents Interview schedule with Chairman & IOS ADMN/01/09	PYP/MYP Assistant or Students Affairs Officer
Contact parents to fix the parents Chairman/School Heads Schedule		
Inform parents officially	Parent passes Yes	Heads of Schools
Sign the application form to confirm the acceptance of students	Application form ADMN/01/08	Heads of Schools
Inform parents (within a maximum of 5 days from application date) within 5 working days & fill in all forms & bring all required	ADMN/01/09 ADMN/01/09 ADMN/01/09 ADMN/01/09 ADMN/01/09 ADMN/01/09 ADMN/01/09 ADMN/01/09 ADMN/01/09 ADMN/01/09	Student Affairs Officer The Parent
The application will be cancelled File	Payment of fees Yes Yes	
Update the form log of Parents' Information (Class)	ADMN/01/09	Students Affairs Officer
Complete the student's file and put the student's name in the class list	Students file process SA/02	
Medical checkup of the students	Medical report ADMN/02	School Doctor

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