



**Kampala Community  
International School**

# Admission Policy

## **Review of Policy**

This policy will be reviewed every 2 years.  
Last Review: November 2025

**Policy Owner:** Director of Education

Signed off by Director: *D. Isharaza*

Date: 25th November 2025

## **Rationale**

KCIS is an inclusive school, welcoming students from all backgrounds and abilities, from both the local and international communities within Uganda. As a school community, we have a commitment to promote equality and we believe we offer a fair and equal admissions policy. In particular circumstances, admission will be at the discretion of the Head of School and/or the Director of Education.

## **Basis of Admission**

We will consider all applications for admission as we are an inclusive school and will admit pupils without reference to general ability or aptitude **providing** the school has the capacity to meet the educational needs of the student.

Admission to KCIS is based on the following:

- Available places;
- The potential of the student's ability to benefit from the academic programme;
- The capacity of the school to meet the educational needs of the student;
- The ability of the student's family to meet the obligations stipulated in the Financial Terms and Conditions. Fee payment structures, where necessary, can be discussed with a Director.

## **Admissions Procedure**

All applications will be treated on merit and in a sensitive manner.

The following procedure is used for all students entering KCIS:

1. Initial contact with the school is made in person, via e-mail or telephone. Where possible, a student enquiry form is completed;
2. Parents are invited to tour the school;
3. Interested parents are requested to complete an Enrolment form, and submit the previous two school reports;
4. The student is invited into school to undergo a reading, writing and maths activity at an appropriate level with the Head of School or where the Head is not available, the Director of Education. Assessments are charged at \$100. This is however deductible from the enrolment fee.
5. The appropriate year group is confirmed and parents submit final documents for enrolment and pay registration fees, term/annual fees and uniform fees. School fees are to be paid before a child commences at KCIS;

6. A welcome email is sent out;
7. The student begins at KCIS!

### **Admission Times**

The school may admit students at any time during the school year, provided they meet the admission requirements and there is space in the appropriate class.

### **Age of Admission to KCIS**

The age of the child on 1st September must be:-

- Year 1 students must be 5 by 1st September;
- Year 2 students must be 6 by 1st September;
- Year 3 students must be 7 by 1st September;
- Year 4 students must be 8 by 1st September;
- Year 5 students must be 9 by 1st September;
- Year 6 students must be 10 by 1st September.

### **Admission of Non-English-Speaking Children**

The school provides for comprehensive English as an Additional Language (EAL) support through our Learning Support programme.

### **Admission of Children with Learning Disabilities**

Admission is open to those students who are able to participate successfully in a mainstream class with some specialist support. In exceptional cases the school may require the parents to fund extra assistance beyond what is available in the classroom.

### **Class Size & Available Spaces**

The maximum class size is 20. If there are no spaces available in a year group, a student will be placed on to a waiting list and asked to complete the enrolment forms and pay 50% of the enrolment fee. Waiting list applicants will be admitted on a first-come-first-serve basis, as space becomes available.

### **Withdrawal From School**

Students are permitted to withdraw from school any time of the year. The correct communication channels and procedures as laid out in the Financial Terms and Conditions should be met. Requests for appropriate records for the new school will only be considered once all outstanding fees have been cleared.

### **Terminating a Child From School**

The Director of Education, seeking advice from professional staff involved, may discontinue a child's enrolment at KCIS if it is felt that the human or

physical resources of the school are not adequate to meet the child's needs; or that the child's learning or behaviour challenges are having a detrimental effect on the learning of other children in the class.

In the case of non-payment of fees the child will not be permitted to return to the school for the next school term.

### **Monitoring & Review**

This policy will be monitored by the school.

This policy will be reviewed every 2 years, or earlier in the light of any changed circumstances.