



**DEENWAY**  
INTERNATIONAL SCHOOL

مدرسة دين واي العالمية

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## ADMISSION POLICY

### Documents required for admission:-

1. Photocopy -Certified birth certificate of the child.
2. 2 photograph (passport size).
3. Photocopy of parents' / guardian's ID.
4. Academic report where applicable.
5. Health report where applicable.
6. Dully completed admission form.

## **Our Core Value**

1. The Quran and Sunnah is our guide.
2. Integrity, Truthfulness, Humility, Compassion, Patience, and Justice for all.
3. Embracing diversity, Collaboration (Teamwork), Discipline and Hard work.
4. Quality Service delivery and Continuous Improvement.
5. Parent participation & Service to Community
6. Learn-Apply-Integrate-Innovate

## **Vision**

Lead in providing outstanding International Schools in East Africa that graduate balanced and holistic students versed in integrated Islamic Knowledge and Human Arts & Sciences.

## **Mission**

We aspire to engage and empower students in achieving educational excellence, character development and service to communities, through the integration of British National Curriculum and Islamic Studies.

## **STATEMENT OF PHILOSOPHY**

Deenway International School is an integrated learning centre offering holistic Islamic studies and British National curriculum - Edexcel with a main objective of shaping and moulding future generation to be progressive, dynamic individuals at the same time conscious and proud of their Islamic identity and heritage.

Deenway International School is an equal opportunity centre where we have adopted and embraced the Twenty-first-century learning methodologies where students master content while producing, synthesizing, and evaluating information from a wide variety of subjects and sources with an understanding of and respect for diverse cultures and above all the Islamic Values.

Deenway International School graduates will be expected to master the Holy Qur'an and demonstrate the three Rs: reading writing arithmetic, inclusive of the three Cs: creativity, communication, and collaboration. They will be able to demonstrate digital literacy as well as civic responsibility.

Deenway International School will offer Virtual tools and open-source software to create borderless learning territories for students from 12 years to 19 years in well-structured learning programs. The bigger picture is to nurture the akhlaq of students and to develop the ummah with strong Islamic values.

The principles underlying the integrated education system are:-

1. Knowledge is of utmost importance for students' to cope with life's challenges and acquire more knowledge for lifelong learning, continuous life improvements and righteous life
2. Acquiring knowledge will increase one's thinking ability. As a result to this, the students should be able to express opinions and views objectively and think critically.
3. In relation to good values, integrated curriculum will contain elements of spiritualism, humanitarianism and patriotism.
4. Promoting the development of Global citizen through facilitation and offering other foreign languages being taught for acquiring knowledge and to promote global understanding as essential step to acquiring of knowledge and secure an opportunity for the future generation to share knowledge.
5. Instill the culture and habit of being enthusiastic about reading and seeking knowledge
6. All subjects must co-exist and integrate well for a rich and exciting learning environment.
7. The capability to carry out duties as a servant of God and as a Caliph of God (representative or vicegerent of God on earth) and knowledge and virtuous deeds to achieve happiness in life in this world and the hereafter.

## **1. ADMISSION POLICY.**

- 1.1 Admission to **DEENWAY INTERNATIONAL SCHOOL** is open to students of all nationalities, religion, gender and culture who demonstrate the ability and potential to access and benefit from the challenging international curriculum and programs offered by the school.
- 1.2 Admission is dependent on:
  - 1.2.1. Meeting all admissions procedures and eligibility criteria
  - 1.2.2. Meeting all financial obligations.
  - 1.2.3. Availability of places inappropriate classes.
  - 1.2.4. Meeting the entry criteria through the entrance exams and ethics scrutiny.
- 1.3 Admission will be granted on the basis of performance in the entrance examinations, the vacancies available, and the parent-student interview outcome.
- 1.4 Students from our feeder campuses will get preference over other candidates during the admission process. For SGA Year 12 the feeder is the SGA Year 11's. For SGA Year 7 (Key Stage 3) the feeder campus is SGA Year 6 (Key Stage 2). For SGA Key stage 2 Primary, the feeder campus is SGA Key stage 1 the Pre-primary campus.
- 1.5 The school may find it necessary to place a student at an academic level, which may vary from that for which they had applied. Based on the results of the entrance examinations (1.3), the parent will be consulted and will be required to give in writing his / her consent to the placement of a child at a different level than applied for.

## **2. ELIGIBILITY REQUIREMENTS.**

2.1 In order to be eligible for admissions in Year 7 to 13, a student:

- Must meet the entry level criteria.
- Must meet the age criteria.

2.2 The age requirements for admission (as on the 1<sup>st</sup> September of the year of admission) into DEENWAY INTERNATIONAL SCHOOL areas follows. The table below is a guideline and the Head of a campus, in consultation with Principal can use his/her discretion to place a child at a level different from the one shown in the table below.

2.3

<b>GRADE</b>	<b>AGE</b>
<b>Year 7</b>	<b>11.5 - 12.5</b>
<b>Year 8</b>	<b>12.5 - 13.5</b>
<b>Year 9</b>	<b>13.5 - 14.5</b>
<b>Year 10</b>	<b>14.5 - 15.5</b>
<b>Year 11</b>	<b>15.5 - 17</b>
<b>Year 12</b>	<b>17 - 18</b>
<b>Year 13</b>	<b>18 - 19</b>

2.4 Admission in Year 12 and Year 13 for all applicants will be dependent on the following criteria.

2.4.1. Admission in Year 12: The applicant must have at least five (5) credits in the IGCSE examination (or equivalent 'O' Level qualification) of which 2 should be in English and Mathematics. The remaining credits should be in the subjects that he/she wants to pursue at 'A' Level (or in related subjects).

2.5 Term 2 Intake (January Intake) at **DEENWAY INTERNATIONAL SCHOOL**.

2.5.1. Students who have sat for KCSE in November will be provisionally admitted in January on the strength of their Mock results as stipulated by the admission policy and good conduct.

2.5.2. Candidates from other East African countries who have sat for examinations under their National Curriculum before January will be provisionally admitted in January on the strength of their Mock results (if their results of National Exams are yet to be released) and good conduct.

2.5.3. However, the parent / guardian of such an applicant must sign an undertaking regarding the late admission.

2.6 No admission is usually granted in years 11 it being an examination class. However, the Head in conjunction with the Principal will use discretion in admitting students in examination classes in exceptional circumstances.

2.7 Admission in year 13 is subject to exceptional performance at the AS Level, meeting the age criteria, good conduct and the vacancies available.

**3. ADMISSION PERIOD:**

3.1. A parent may apply for admission anytime during the year.

3.2. The period of the Admission tests in 3.1 will determine the period of admissions.

**4. APPLICATION PROCESS:**

4.1 A prospective parent can collect an application form from the Secretary (admissions), by paying Kshs. 2,000/= (**non-refundable**), if there is vacancy in a particular year group. This rate is subject to revision from time to time. The admissions secretary will mandatorily note down all contact details of parents collecting admission forms.

4.2 The parent may also choose to fill in a wait-list form if there is no vacancy in the year group in which the parent seeks admission for his/her child.

4.3 The parent will be given a date for an interview only if seats are available. The candidate must attend the interview as well. (Interview for senior school applicants will be at the discretion of the Head).

4.4 If the interview is successful, the parent will receive a communication from the school regarding the entrance examination date.

4.5 If parents are required to serve a notice to the current school of their child (regarding the withdrawal of the child), such a notice must be provisional.

4.6 The completely filled in application form will have to be submitted to the Secretary (admissions) within 3 working days after issue of form.

\*4.7. If admission is granted, the parent will receive a communication (written and telephonic) after the entrance examination is conducted.

4.8. The parents must pay the required fees within **5 days** of receipt of the admission offer.

4.9. All parents transferring their children to **DEENWAY INTERNATIONAL SCHOOL** from other schools are required to pay the total fees upfront upon receipt of the admission offer and within the deadline specified.

4.10. **All fees, except the caution deposit, paid at the time of admission is non-refundable and non-transferable.**

## **5. RANKING LIST FOR ADMISSIONS**

5.1. The performance in the entrance exams determines the rank of students.

5.2 Students are put on the waiting list depending on their rank and vacancies available.

5.3. Students obtaining a higher rank will get first preference. (Example: If there are 3 vacancies, students ranked 1, 2 and 3 will be given admissions. Students ranked below 3 will be waitlisted)

5.4 A rank list is only valid for two terms. This means if a (listed) candidate cannot get admission in the term he/she is applying for or in the successive term, the (rank list) becomes invalid.

5.6. In case a rank list becomes invalid, a student has to appear for the entrance test again.

5.7. A waitlisted candidate sitting for a retest need not fill up the admission form again. The candidate needs to pay a fee for the retest. The fees for the retest will be the cost of the admission form

## **7. BEHAVIORAL REPORT**

7.1 If previous reports or the Confidential Student Report /Student Referral form (CSR) indicate behavioral and / or academic issues, the previous school will be contacted in order to seek clarification and further information. A probationary period may be offered before a student can be formally admitted to SGA.

7.2. As learning and /or behavioral difficulties may not always be apparent at the time of admission or may arise after a student has been attending SGA, the Principal/Head of School reserves the right to advise parents/guardians that a student must be withdrawn from SGA.

## **8. SIBLINGS POLICY**

8.1 In keeping with the School's family ethos, in cases of candidates with relatively similar academic merit and interview performance, priority will, where possible, be given to sibling of current pupils.

8.2 Such priority assumes that the sibling candidate has done sufficiently well in the written examination papers and, in our view, shows the potential to take advantage of all that the school offers.

## **9. STAFF CHILDREN POLICY**

Daughters and daughters of established members of staff will be subjected to the same selection process as siblings of current senior school pupils.

## **10. OFFER OF ADMISSION**

Upon meeting the admission criteria successfully, an applicant will receive a letter of offer granting admission to the Academy.

However, such an offer will remain valid only for five (5) days from the date of issue and all fees, as stated in the letter of offer, must be paid within five (5) working days.

The letter of offer will automatically be redundant within five (5) working days from the date of issuance of the letter.-

## **11. APPEALS PROCESS**

Parents wishing to appeal a decision should write to the Head teacher and copy to the School Board of Directors' Teaching and Learning Committee, stating their reasons for the appeal. The school will respond to this within two weeks of receipt.

## **12. SCHOOL FEES PAYMENT GUIDE**

- i. It is very important that you note that all Fees are Payable in Advance every Term. A penalty of 10% will be levied for all the late payments past the payments deadlines. Tuition Fees is neither refundable nor transferable. Refund of Caution deposit is subject to the Pupil's returning all the school property in Good condition.
- ii. In the event that the deadline for payment of fees is not met, the academy reserves the right to offer the place of your child to the next child on the waitlist.

- iii. One full term's written notice to withdraw is required to withdraw a child, failing to which, caution deposit will not be refunded, school leaving documents will not be processed and a term's tuition fees in lieu of notice will be levied.
- iv. Family discounts, on **tuition fees only** are allowed in bills as follows:
  - a) 2<sup>nd</sup> Child: 7%
  - b) 3<sup>rd</sup> Child: 10%
  - c) 4<sup>th</sup> Child & subsequent Child 15%
- v. A surcharge of 1.5% is levied per month for the late payment of fees past the term deadlines
- vi. Activities fees and Transport fees are charged separately and must be paid with the term school fees
- vii. The Board of Directors reserves the right to alter the fees at six months' notice.

### **13.DEENWAY INTERNATIONAL SCHOOL SCHOOLS**

#### **STUDENT CONDUCT SHEET**

All students should remember and observe the following points concerning conduct during the school day:

- ⊕ **Uniform and Appearance:** It is your responsibility to know the uniform guidelines and dress appropriately. Students must be smartly dressed at all times. A watch is the only jewellery allowed in School. No facial piercings or visible body tattoos are allowed. For all students, hairstyles should be of natural colour, smart, tidy, be clean-shaven and should be kept neat.
- ⊕ **Promptness and Punctuality:** It is your responsibility to know where you are meant to be throughout the day and arrive in good time, properly equipped to commence each lesson. Unless otherwise instructed by your teacher, be waiting quietly in your classroom by the time the bell rings.
- ⊕ **Security Issues:** Remember that prime responsibility for your valuables lies with you. Keep valuables such as money with you at all times. Do not leave valuables in your school bag. The school cannot be held responsible for any losses.
- ⊕ **Chewing gum:** This is strictly forbidden at school.
- ⊕ **Absences:** If for any reason you are absent from school, please ensure that the school office receives a call on the first day of your absence. You are also required to bring a letter of explanation from your parent or guardian to give to your form tutor /class teacher on the first day of your return.
- ⊕ **Late Arrival to School:** If on a particular day you arrive late to school, you are required to sign the 'late arrivals book' at the office, and to notify your form tutor/class teacher as soon as possible after your arrival.
- ⊕ **Leaving School during the Day:** To be absent from school for part of a day you must bring a letter from your parent or guardian to show to your form tutor /class teacher and to any teacher whose lessons you will miss. This should be done, if possible, on the preceding day. You must be signed out by the Principal in the 'permission to leave book' that is kept at the office, and you will be given a gate pass slip. In the absence of the Principal, a senior member of staff can sign you out.
- ⊕ **Food matters:** Addictive drinks and food from outside are not allowed in school. Food and drink should not be consumed in classrooms.
- ⊕ **Litter and Graffiti:** DEENWAY INTERNATIONAL SCHOOL is our environment so please do your part to keep it clean. Place all litter in the bins provided and encourage others to do so. Any student involved in acts of graffiti will be punished.
- ⊕ **Mobile Phones:** Mobile phones ARE NOT ALLOWED in school. If under any important cases, the student must inform the secretary and hand over the phone until the end of the day.
- ⊕ **Visitors:** You are not allowed to entertain anyone who is not a current DIS student without prior permission from a member of the senior staff.
- ⊕ **Smoking, Drinking and Drugs:** These items are STRICTLY FORBIDDEN.

In general, please remember to respect all members of the DEENWAY INTERNATIONAL SCHOOL community and their property at all times. Any form of bullying behavior will be dealt with harshly. Appropriate language and behaviour is required from everyone. Be polite and sensible; always consider the needs of others...and ensure that your individual contribution as a member of our community sets an example for other students to follow.