



# West Nairobi School

P.O. Box 1333 - 00502  
Nairobi, Kenya

Tel.: 020-8086290, 0733-610394

www.westnairobschool.org info@westnairobschool.org



Network of International  
Christian Schools

---

## Admissions Policies

West Nairobi School does not discriminate on the basis of national, ethnic, or racial origin. The school respects the religious preferences of parents or guardians. Classroom instruction is based on a Biblical world view and all students are expected to participate in religious instruction and activities. The school maintains the right to refuse admission, re-admission or reenrollment to students not meeting the school's academic, social, or behavioral expectations. WNS only admits students whose educational and/or developmental needs can be met in the school's existing programs.

### Admissions Process

Students desiring admission to West Nairobi School must complete the admissions process. Applying families should contact the admissions director, rather than other school personnel, throughout the admissions process unless otherwise directed.

1. The appropriate application and other paperwork should be submitted for each applicant. Paperwork includes copies of:
  - o transcripts for the previous two academic years applicants for first through eighth grades,
  - o transcripts for the previous four school years applicants for ninth through twelfth grades,
  - o standardized testing for the previous academic year,
  - o birth certificate or proof of birth date,
  - o completed Health Assessment Form,
  - o photo/information page and dependent page/pupil pass page of passport,
  - o letter of recommendation from previous school,
  - o letter of financial good standing or leaving certificate from previous school.
2. Children will take an admissions/placement test after the Application Fee is paid.
3. Results of the test will be communicated to the family within ten business days after testing.
4. Prior to enrollment, the admissions director will schedule a meeting between the admitted family and the director of finance.
5. Space will be held for two business days following admission. If a family does not pay the enrollment fee (accepted before the school year begins) or the enrollment fee and tuition payment (once school has begun) within two business days the space may be given to the next family.
6. Admitted students may begin classes two business days after the enrollment fee and tuition payment is paid. If they do not pay the enrollment fee and tuition payment within two days their space may be given to the next family.

### Admissions Period

Current students may reenroll for the new school year during the annual reenrollment period, January through March. During the reenrollment period their space at WNS is protected. Following the reenrollment period they may lose their space at WNS to new accepted applicants.

New applicants may be admitted for a new school year beginning in March of the previous academic year. Children may be accepted any time throughout the school year for elementary students (ECLC through fifth grade). Secondary students (grades 6-12) directly transferring from an American (USA) curriculum system may be admitted throughout the school year at the discretion of the WNS administration. Considerations for admissions include credit transfer and course alignment. Children transferring from a different curriculum system may be admitted at the beginning of a quarter for middle school students (grades 6-8) and at the beginning of a semester for high school students (grades 9-12) as long as they do not miss 9 class days.

### Waiting List

All new students applying prior to the open enrollment period for the following school year will be placed on an application waiting list.

Students in elementary (ECLC through grade 5) only may secure their place on the waiting list up to 12 months before the open enrollment period begins by meeting the following conditions:

- full conditional acceptance adhering to the appropriate admissions procedures,
- payment of the New Student Fee (fully refundable *until* the open enrollment period begins),
- signing the new student waiting list priority agreement

The new student waiting list priority agreement indicates that the New Student Fee is fully refundable until the open enrollment period begins. A family may receive the refund if they decide for any reason not to enroll their child up to the open enrollment period. WNS will also refund the New Student Fee if no spaces are available once the open enrollment period begins.

### Returning Students Re-Admission

An application for each returning student must be completed, and all updated forms submitted. Students returning to WNS may have the new student enrollment fee waived if they have not been away from WNS for more than three consecutive semesters. Students returning to WNS having missed more than three consecutive semesters will be considered new students. Returning students may still have to take an admissions/placement test.

### New Students Admission

Enrollment for new students begins in March for the next academic year. Families of new students will complete an application for each applying child. The admissions director will conduct initial screening of the student considering the criteria below.

1. Age Appropriateness: Students should be admitted to grades according to age appropriateness.
  - Early Childhood Learning Center (ECLC): Children considered for admission to ECLC must turn three (3) years old on or before September 1.
  - Kindergarten: Children considered for admission to kindergarten must turn five (5) years old on or before September 1. Exceptions may be granted to students with extenuating circumstances and only with permission from the elementary principal and school director.
  - First through eighth grades: Should turn the appropriate age by September 1 (see table below). Exceptions may be granted to students with extenuating circumstances and only with permission from the elementary principal and school director.

<u>Grade</u>	<u>Age by September 1</u>
First	6
Second	7
Third	8
Fourth	9
Fifth	10
Sixth	11
Seventh	12
Eighth	13

- Ninth through twelfth grades: Age requirements for each grade are superseded by credit requirements.
  - Maximum age: Students should not be more than two years older than the minimum age for admission by September 1 when admitted to any grade (i.e. a student may not be admitted to sixth grade if they turned 14 before September 1 of that school year).
  - Graduation age: Students should not be admitted if they will not be able to graduate before their twentieth (20<sup>th</sup>) birthday.
2. English-Language Ability: Students requiring English Language Learner (ELL) placement must comply with the ELL admissions policies. Prior to enrollment in ELL, parents will sign an agreement form for placement in ELL and return the form to the admissions director. The admissions director will notify the appropriate principal and accounts.
  3. Education Resource Services (ERS): Students requiring Education Resource Services (ERS) placement must comply with the ERS admissions policies. Previous documents regarding special learning services received and any learning challenges and diagnosed disabilities must be submitted. Prior to enrollment in ERS, parents will sign an agreement form for placement in ERS and return the form to the admissions director (new students) or principal (current students). The admissions director will notify the appropriate principal and accounts for new students; the principal will notify accounts for current students.
  4. Entrance/Placement Standards: Students must meet entrance and placement standards described below.
  5. Grade Maximum Enrollment: Students may only be admitted to a particular grade if the maximum number of students for that grade has not been reached (see table below).

<u>Grade</u>	<u>Maximum Number of Students Per Grade</u>
ECLC	12
Kindergarten	16
First	20
Second through Eighth	25
Ninth through Twelfth	35

Applicants will be placed on a waiting list in order of acceptance once the maximum enrollment for a class is reached. Students not paying the enrollment fee and tuition payment two business days after being accepted may forfeit their space to the next family on the waiting list.

### Admissions/Placement Standards

WNS desires students to be successful at school. In order to determine if a student will be successful at WNS, all applicants in kindergarten (second semester only) through twelfth grade will take an admission/placement test. The admissions/placement test will be used to determine grade placement appropriateness, identify if a child should receive ERS or ELL services, and identify any students who would not be successful at WNS. All students may take further placement tests once accepted.

#### Minimum Placement Standards

- ECLC and Kindergarten (first semester): Children must be toilet-trained and able to stay at school during the class day.
- Kindergarten (second semester) through Eighth grade: Children must pass the admissions/placement test appropriate for their grade.
- Ninth through Twelfth grades: Students must pass the admissions/placement test and have sufficient transfer credits for their appropriate grade. Additional testing may be required for high school students for math and world language placement.

### Admissions Committee

All applicants will be initially screened by the admissions director. The admissions director will then consult with the elementary principal for applicants for ECLC through fifth grade. The secondary principal and guidance counselor will be consulted for applicants for grades six through twelve. In addition, the ELL teacher(s) or ERS teacher(s) will be consulted as needed.

### Admissions Preference

Students whose siblings attend WNS are given preferred enrollment and are able to apply during the annual reenrollment period (January through March of each school year). All other applicants are evaluated based on order of application and admissions standards.