



Oshwal Academy Nairobi

Admissions Policy

1. Purpose of this document

- Set out minimum criteria for admission into and withdrawals from Oshwal Academy to ensure alignment with the ethos and standards of our schools.
- Act as a reference point for all matters related to admissions.

2. Related documentation

The following forms must be completed and returned in order for the application to be considered:

- Admission Requisition Form
- Admissions form
- Medical form
- Student's referral form
- Subject selection form (for Senior School)
- Any additional documents required by the Academy

3. Policy statements

3.1. General admissions criteria

- Applications are welcome from all social and cultural backgrounds.
- A student, either new or returning, enrolls for the entire academic year.
- The Inclusive Education Department (IED) caters for children with more complex Special Educational Needs. The number of places within this facility is limited by the resources available.
- Each application is carefully considered for admission. The Academy has the right to accept or decline any applicant based on the criteria outlined in 3.2 below.
- Failure to provide correct or incomplete information may result in the admission process being delayed and could result in the application being rejected.
- A fraudulent application will result in immediate termination of the admission process and if the child has already been admitted, they will be removed from roll. The school reserves the right to take further action on this matter.
- Priority will be given to students from our feeder campuses during the admissions process.

3.2. Admission selection criteria

Applicants are admitted according to the following criteria being met:

- A place is available in the eligible year-group.
- The applicant meets the age criteria (as defined in section 3.3).
- All admissions procedures and eligibility criteria are met.



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- Entrance Exams will be conducted for year 1 and upwards. The results of these exams will determine the placement of the child.
- Where applicable, all academic entry level requirements are met.
- Rules and regulations issued by the Academy are agreed to.
- Positive outcomes of parent-student interviews.
- Receipt of favourable school recommendations. These must be submitted directly to the Admissions Office by the current school, labelled 'Confidential' and addressed to the 'Head of School'.
- Possession of a school leaving record and a referral letter from the previous school.
- For admission to Year 12 the applicant must have at least five (5) credits in the IGCSE examination (or equivalent 'O' level qualification), 2 of which should be in English and Maths. The remaining credits should be in the subjects/related subjects to be pursued at 'A' Level.
- Students who have sat for KCPE and KCSE in November (and others) will be provisionally admitted in January on the strength of their results and admission selection criteria defined above.
- Candidates from other 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). Confirmation of the admission will be based on final results and will be at the discretion of the relevant authorities..
- No admission is granted in Year 11.
- Admission in Year 13 is subject to exceptional performance at Year 12 and admission selection criteria defined above.
- A parent or guardian may apply for admission at any time during the year. However, admission will not be granted during the third term from Year 7 upwards.



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3.3. Age requirements for admission:

The Academy takes the applicant's age on 31st August to determine the entry year-group, and our class placements by age are as follows:

CLASS	AGE (YEARS)
Playgroup	1.5 – 2.5
Pre-School	2.5 – 3.5
Kindergarten	3.5 – 4.5
Reception	4.5 – 5.5
Year 1	5.5 – 6.5
Year 2	6.5 – 7.5
Year 3	7.5 – 8.5
Year 4	8.5 – 9.5
Year 5	9.5 – 10.5
Year 6	10.5 – 11.5
Year 7	11.5 – 12.5
Year 8	12.5 – 13.5
Year 9	13.5 – 14.5
Year 10	14.5 – 15.5
Year 11	15.5 – 16.5
Year 12	16.5 – 17.5
Year 13	17.5 – 18.5

3.4. Roles and responsibilities

The following responsibilities are applicable to parents and applicants:

Parents will be required to sign the Admission Form to indicate their understanding of, acceptance of and adherence to the School Policies on the website. The parent also agrees that these policies can be changed/modified from time to time.