



JEDDAH PREP AND GRAMMAR SCHOOL

Admission Policy

All children are welcome to apply to JPGS, regardless of nationality, religion and ethnicity.

Admission to the school is selective and is based on previous school records; academic assessment (appropriate to the year group); meeting developmental milestones and availability of a place. An interview will be offered, where at all possible by a senior member of staff, to any prospective pupil, this is dependent upon the age of the child.

All pupils who are admitted to JPGS are required to follow the school curriculum/programmes of study. No pupil can be excused from any area of the curriculum without prior agreement on medical and/or academic grounds. The school is proud of its UK educational lineage and is coeducational. Parents/Guardians place their children within the school fully aware of and in agreement with the policies in place, based on UK educational practice, governing Physical Education, Swimming, Art, Music, Local Cultural Studies and Arabic.

Admission Requirement / Placement of Pupils

JPGS considers any pupil for admission who is at least 3 years old and not older than 17 years of age. Pupils must have reached the entry age below before 31st August.

Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Admission into JPGS and placement in classes is based on successful completion of all application procedures, submission of all required documentation and successful completion of entrance tests.

Admission Testing / Assessments

All pupils are required to participate in an entry assessment. The nature of the assessment varies depending on the age of the child as follows:

Nursery / Foundation 1: Basic skills / development assessment including speech, language and communication, physical, personal, social and emotional development (PSED).

Reception / Foundation 2: As above. Additionally, physical development including fine motors skills.

Years 1 and 2 – Key Stage 1: Basic skills assessment matched to national expectations, including English and Mathematics. PSED assessment carried out by Admissions and/or Class Teacher.

Years 3 to 6 – Key Stage 2: are required to meet end of year expectations according to the assessment most appropriate for their chronological age in English and Mathematics. PSED assessment / interview.

Years 7 to 10 – Key Stage 3 and 4: are required to sit an age-related assessment in English plus a CAT test.

Sixth Form:

There are 3 conditions to be satisfied for entry into the Lower Sixth (Year 12)

- **Disciplinary Record**

Entry into Lower Sixth will be conditional upon a satisfactory disciplinary record particularly in Years 10 and 11. The school reserves the right to contact the previous school of a pupil in order to acquire a behaviour report. In the case of a pupil who has been suspended or expelled from a previous school it will not be possible to consider the application until the school contact the Head of the pupil's most recent school.

- **Overall IGCSE (or equivalent) Performance**

At least five IGCSE (or equivalent passes) at grade B or above including a grade C or above in English Language and a grade C or above in Mathematics.

- **Individual Subject Requirements**

Sixth Form students must take the equivalent of at least three A Level subjects and must meet the individual subject requirements, most commonly an IGCSE grade B or higher in that subject or in a specified alternative subject. For some subjects, with a high proportion of the marks awarded through coursework, pupils will be required to have a good record of meeting IGCSE coursework deadlines.

N.B.

Pupils will not be admitted into a year above or below their age group.

JPGS will only accept pupils who pass the assessment.

Pupils who are tested for entry into a year according to chronological age cannot be tested for a year above or below that which they originally applied for. No re-assessment will be offered to any pupil within the same Academic Year.

Child Protection and Safeguarding:

As a British International School, we follow the Department for Education's, UK statutory requirements that any receiving schools should be made fully aware of any child protection issues that have arisen in a pupil's previous school.

A confidential child protection and safeguarding form regarding the pupil who has been accepted in Jeddah Prep and Grammar School will be sent to the previous school.

Availability of Places and Waiting List

An offer of place is dependent on availability. JPGS reserves the right to close admissions if a class is full and create a waiting list. However, waiting lists will only be maintained until the end of Term 2.

In cases where the number of applications exceeds the places available for a given year group, applicants are placed on a waiting list, with priority set by Admissions as follows:

Priority 1: British and Dutch Citizens with a current and valid UK/Dutch passport (as indicated on the iqama) with a sibling currently attending JPGS.

Priority 2: British and Dutch Citizens with a current and valid UK/Dutch passport (as indicated on the iqama).

Priority 3: Pupils from families of any nationality who have siblings presently attending JPGS.

Priority 4: International pupils who are currently attending school abroad.

Once offered a place, all applicable fees should be paid within 5 working days, after such time the offer will be automatically withdrawn. Furthermore, any pupil who has been offered a place but whose parents decide to delay admission will go to the bottom of the waiting list.

Pupil Withdrawal

Withdrawal by Parents / Guardians

If you choose to withdraw your child from the school then this must be done in writing addressed to the Registrar. A full term's notice or one term's fee in lieu of notice must be given to the school.

Re-Admission of Pupils: Pupils who left JPGS for more than one year must fulfil all the admission requirements of any pupil seeking admission. They will have no guarantee of place and must follow normal reapplication procedures. They shall not be given special consideration.

Withdrawal by the School

There is a 90 day probationary period. The school reserves the right to ask parents to withdraw their child at the end of the probationary period. Persistent and serious failure to conform to school rules and expectations will result in the removal of a pupil.

Pupils who do not have a minimum of 90% attendance may not be allowed to register for the following academic year.

Any pertinent information that is found to have been withheld on registration could result in the removal of the pupil from the school.

Every pupil's placement and continuation within the school as per policy is at the discretion of the Headmaster.

Leaving Documents

Any pupil transferring to other schools are provided with a leaving certificate which includes the years spent in school along with the most updated school report provided the parents have fulfilled all their financial obligations to the School.

Ministry of Education Regulations

In accordance with regulations set down by the Ministry of Education, all Saudi Arabian Nationals must obtain permission from the Ministry of Education to attend the school. The permission should be addressed to Jeddah Prep and Grammar School and no pupil will be allowed to attend school until permission is received.

Appointments and Tours

All prospective parents are welcome to visit the school so that they can speak to our Admissions Department. We also hold regular Open Days. However, because of security reasons and not to interrupt the daily routine of our pupils, tours of the campus can only be conducted after submitting an application and by appointments between 9.00am – 12.00pm.

Please contact School Registrar, registrar@jpgs.org or by calling the school on [6542354](tel:6542354) Ext 130.

Amendments to Admission Policy

JPGS through its Board of Governors has the right to alter the admission policy only in exceptional circumstances at any time during the academic year.



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Registration Process

Registration Process

Application forms can be obtained from the Admissions Department. It is only in the case of the families residing overseas that we will accept applications sent via the following email: registrar@jpgs.org. Please make sure to attach a copy of your bank transfer (for the application fee of SAR 350) along with your email.

Along with the application you will be asked to provide the following documents:

Items required from everyone:

- 1 passport sized photos of the child.
- 2 copies of your child's passport
- 1 copy of each parents/guardians passport
- 1 copy of the child's vaccination records provided
- End of Year Reports as well as leaving certificate from the last school attended (see further details below).
- A conduct letter along with an attendance report.

Items required from non-Saudi Nationals:

- 1 copy of the original Entry Visa for the family.
- 2 copies of your residence permit (Iqama) covering the family.
- 1 copy of the completed Ministry of Education document (attached).
- A letter from the Sponsor/Employer whose name appears on the Iqama, confirming your employment, position and duration of contract.

Items required from Saudi Nationals:

- 1 copy of each parents/guardians passport
- A copy of your Family Identification or child's Identification Document.
- Saudi Permission from Ministry of Education (Please note that it is the responsibility of the parent to obtain Saudi Permission once a place is offered).

After a place is offered the following documents are required:

1. Leaving Certificate (from last attended school):

If the pupil is coming from a school outside KSA: Leaving certificates and/or reports, stamped by the Saudi Embassy or Consulate-General of the country of issuance.

If the pupil is transferring from a school within KSA:

International Schools: The leaving certificate needs to be stamped by the Ministry of Education.

Private and Public Saudi Schools:

- If the pupil has completed a full academic year, the original reports do not need to be stamped by the Ministry of Education.
- If the pupil has only completed a part of the academic year, a leaving certificate accompanied by the reports issued by the previous school needs to be stamped by the Ministry of Education.

2. Noor System: The Ministry of Education online system:

Kindly ask the school to change the status of the applicant from "existing pupil" to the "pending / archived Noor database box".

Please note that if your child passes the assessment this does not guarantee a place in the School.

Should the assessment be undertaken, the procedure will be as follows:

1. The final decision on any child's entry is entirely that of the Headmaster in the context of the policy approved by the Board of Governors.
2. After the result of the assessment has been determined by the Headmaster, the school will then contact parents with the result by email.
3. If the Headmaster deems the assessment to be unsuccessful, the school will inform parents of this decision. Reassessments are only offered if it is felt that it is in the child's best interests. But this is at the discretion of the Headmaster after consulting relevant senior staff.
4. If the application is successful, then the school will offer a place for your child within the appropriate Year Group or a place on the waiting list if numbers within a Year Group merit such. The child's class will be allocated by the school and is non-negotiable throughout the time in school.
5. From the date of the offer of a place for the child in the School, parents then have 5 working days to accept this and register accordingly. After such time the offer will be automatically withdrawn.
6. For Saudi parents who do not have approval from the Ministry of Education, it is important that you follow up the application personally. This approval is needed before a place in the School can be offered.



JEDDAH PREP AND GRAMMAR SCHOOL

School Fees

School Fees 2022-23

Entry Fees	Net Amount	VAT	Total
Application Fees (Non-Refundable)	SAR 350	18	368
Assessment Fees (Non-Refundable)	SAR 850	43	893
Admission and Registration Fees (Non-Refundable)	SAR 12,000	600	12,600

Year / Level	Tuition Term 1			Tuition Term 2			Total Tuition Fees for 2022-23		
	Tuition Sept. 2022 (50%)	5 % VAT	Total	Tuition Jan. 2023 (50%)	5% VAT	Total	Total (100%)	5% VAT	Total
F1	SAR 16,000	SAR 800	SAR 16,800	SAR 16,000	SAR 800	SAR 16,800	SAR 32,000	SAR 1,600	SAR 33,600
F2	SAR 20,000	SAR 1,000	SAR 21,000	SAR 20,000	SAR 1,000	SAR 21,000	SAR 40,000	SAR 2,000	SAR 42,000
Y 1 to 6	SAR 23,500	SAR 1,175	SAR 24,675	SAR 23,500	SAR 1,175	SAR 24,675	SAR 47,000	SAR 2,350	SAR 49,350
Y 7 to 9	SAR 27,500	SAR 1,375	SAR 28,875	SAR 27,500	SAR 1,375	SAR 28,875	SAR 55,000	SAR 2,750	SAR 57,750
Y 10 and 11	SAR 28,250	SAR 1,413	SAR 29,663	SAR 28,250	SAR 1,413	SAR 29,663	SAR 56,500	SAR 2,826	SAR 59,326
Y 12 and 13	SAR 34,750	SAR 1,738	SAR 36,488	SAR 34,750	SAR 1,738	SAR 36,488	SAR 69,500	SAR 3,476	SAR 72,976

N.B.

- Admission and Tuition fees do not include school uniform.
- A discount of 10% of school tuition fees will be allowed for the third child.
- A discount of 20% of school fees will be allowable for the fourth child subsequently.
- Please note that the above fees are current fees and may be subject to change with a 5% VAT.

Fees Policy

All fees are quoted in Saudi Riyals. No other currency will be accepted.

There are 6 fee groups:

Group 1: Foundation 1 (Nursery)

Group 4: Years 7 to 9

Group 2: Foundation 2 (Reception)

Group 5: Years 10 and 11

Group 3: Years 1 to 6

Group 6: Years 12 and 13

The fees for Years 10 and 11 exclude IGCSE examination entry fees. The school will send an invoice to parents informing them of when the payment is due according to the subjects they wish to enter.

The fees for Years 12 and 13 also exclude examination fees. The school will send an invoice to parents informing them of when the payment is due according to the subjects they wish to enter.

All new pupils joining the school will pay the Registration fee and admission fee.

N.B. this is non-refundable.

All Tuition fees are set on an annual basis but, for the convenience of parents, payment are divided into two instalments. The Fees are payable in September and January of each academic year. Fees can be paid annually or in two instalments. Tuition Fees are subject to an additional surcharge of SAR500, if the fees remain unpaid after the first week of their due date.

Note: New pupils must pay the first instalment within 5 days of being offered a place. Admissions and tuition fees do not include school uniform. School uniform is available from the Uniform Shop on site.

Parents of more than two children will receive a discounted fee of 10% for the 3rd child and 20% for subsequent children. This applies as long as all children remain in the school.

N.B. Discount only applies to the youngest sibling.

Pupils who do not pay by the second week of September and January will be deemed to have left the school. As such their places will be offered to new incoming pupils. Should those pupils who did not pay by the beginning of September and January still wish to attend school they will be subject to the New Pupil Admission / Registration fee and may be requested to retake the Entry Test. The school cannot guarantee that their place will still be available.

Other instalments of fees not paid **within 15 days** of the due date may result in pupils being withdrawn from classes. Pupils with unpaid fees will forfeit their right to sit

examinations or receive Reports or Leaving Certificates. If fees remain unpaid for one month pupils will be removed from the register.

No refund will be given against tuition fees unless the student is leaving the Kingdom of Saudi Arabia on Final Exit or medical purpose.

Seat Deposit

In order for existing pupils to secure a place at the school for the following Academic Year a non-refundable seat deposit of SAR 4,000 (Reception – Year 11) and SAR 5,000 for (Year 12 and 13) will need to be paid by the end of February. Pupils who do not pay the deposit will not be guaranteed a seat for the following year and will have to reapply. This deposit will be deductible from the first instalment of the school fees.

Payment Details

Please make cheques payable to the International British/Dutch School or wire transfer to the International British/Dutch School, Saudi Fransi Bank, account number **97-42-79-00-174**, IBAN Number **SA56-55-00-00-000-97-42-79-00-174**, Palestine Street Branch, Jeddah. Please provide a copy of the bank confirmation for all wire transfers to accounts@jpgs.org.

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