



Granada School

Admissions Policy

Policy Name	Admissions Policy
School	Granada School
Applies To	Junior School (Grades 7–9), Senior School (Grades 10–12), Parents/Guardians, and Teaching Staff (CBC Curriculum)
Approved By	Board / School Leadership
Review Date	September 2026
Next Review Date	September 2027

This policy is available on the public area of the school website and on request from the School Office



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1. Introduction & Philosophy

Granada CBE/CBC School is an institution dedicated to girls' education, delivering the Kenyan Competency-Based Curriculum (CBC) for learners in Junior School (Grades 7–9) and Senior School (Grades 10–12).

Unlike traditional systems that filter students solely on high-stakes academic testing, our admissions model focuses on identifying a learner's capacity to thrive within a learner-centered, skills-focused environment. We assess core competencies (such as critical thinking, creativity, and communication), values, and developmental milestones rather than memorized facts.

We operate in strict alignment with the Kenyan Ministry of Education school calendar, running on a calendar-year cycle (January to November). While our primary intake occurs at the beginning of the academic year, we accommodate rolling admissions mid-year for families relocating or transferring under valid regulatory frameworks.

2. Term Structure and Intake Timelines

Our school year is divided into three distinct terms. Admissions applications are processed against the following seasonal windows:

- **Term 1 (Main Intake): January.** This is the primary entry point for Junior School (Grade 7) and Senior School (Grade 10).
- **Term 2 (Mid-Year Intake): May.** Open to inter-school transfers, subject to class capacity and successful regulatory clearance.
- **Term 3 (Restricted Intake): August/September.** Generally closed for transition classes due to national assessment timelines (e.g., KPSEA tracking), but open to exceptional international returnees or unique transfer circumstances.

3. The Admissions Journey

To ensure an objective and supportive transition, all prospective families must progress through the following sequential pathway:

1. **Initial Inquiry & Engagement:** Families attend an Open Morning or schedule a physical school tour to experience our CBC classrooms, digital literacy spaces, and practical learning zones.
2. **Application & Document Submission:** Parents complete the formal Application Form and submit required data, including the child's birth certificate, past school progress reports, and a non-refundable Application Fee.
3. **Holistic Competency Assessment:** The learner participates in oral and written internal assessments, as well as age-appropriate evaluations designed to measure developmental milestones, core CBC values, or pathway aptitude (see Section 5).
4. **KEMIS & KNEC Review:** The Admissions Office verifies the learner's tracking history via the Kenya Education Management Information System (KEMIS) and checks previous Kenya National Examinations Council (KNEC) assessment profiles where applicable.
5. **Letter of Offer & Enrolment:** Upon approval by the Head of School, a formal Letter of Offer is issued. Parents secure the seat by signing the Enrolment Terms and paying the Registration Fee and Term 1 fees.



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4. Placement, Age Policy, and Government Compliance

In accordance with Ministry of Education regulations, learners must meet the minimum age requirements below by January 1st of their entry year. While social-emotional maturity is factored into our holistic view, chronological age baselines are strictly observed to protect national registration compliance.

Educational Level	CBC Grade / Year	Minimum Age Requirement (as of Jan 1st)
Junior School (JS)	Grade 7	12 Years Old
Junior School (JS)	Grade 8	13 Years Old
Junior School (JS)	Grade 9	14 Years Old
Senior School (SS)	Grade 10	15 Years Old
Senior School (SS)	Grade 11	16 Years Old
Senior School (SS)	Grade 12	17 Years Old

Mandatory Transfer Documentation

For any learner transferring into Junior or Senior School, admission cannot be finalized without:

- 1. KEMIS UPI Number:** A valid Unique Personal Identifier. The electronic transfer must be initiated by the releasing institution and approved on the portal by Granada School.
- 2. Assessment Numbers:** The learner's official KNEC assessment number to ensure continuity of formative scores (especially crucial for Junior School entry following KPSEA).

5. Assessment Framework by Level

To determine optimal academic placement and support learner progression, oral and written internal assessments will be administered to candidates in both Junior School and Senior School prior to final placement.

Junior School (Grades 7–9)

We evaluate a learner's potential to actively participate in collaborative, inquiry-based learning rather than testing rote memory.

- **Internal Oral & Written Assessment:** Comprehensive diagnostic evaluations in foundational literacy, numeracy, and communication skills to ensure readiness for the Junior School CBC framework.
- **Cognitive Profile:** A standardized curriculum-neutral cognitive ability test measuring verbal, quantitative, and spatial reasoning potential.
- **Performance Task:** A short creative writing prompt and a collaborative, hands-on problem-solving exercise observed by educators to assess teamwork, communication, and critical thinking.
- **Portfolio Review:** Comprehensive evaluation of past report cards and existing CBC rubrics from the previous school.



Senior School (Grades 10–12)

Admissions at this tier focus on academic aptitude and alignment with the specific CBC pathways chosen by the student.

- **Internal Oral & Written Assessment:** Subject-specific written tests and oral interviews to evaluate analytical readiness, subject mastery, and communication skills before final pathway allocation.
- **Aptitude Evaluation:** Advanced analytical, scientific, and linguistic reasoning evaluations.
- **Pathway Interview:** A 15-minute conversation with the Head of Senior School. Applicants are asked to bring a portfolio item, project, or artifact showcasing their commitment to their chosen track (e.g., STEM, Social Sciences, or Arts and Sports Science).
- **Creative Essay:** A 45-minute reflective essay analyzing a contemporary, real-world issue.

6. Diversity, Inclusion, and Learner Support

Granada School believes passionately in equity. As a purely girls' school, no learner will be denied admission based on race, religion, ethnicity, or social background.

7. Waiting Lists and Priority Criteria

When a class track reaches maximum legal capacity, qualified applicants who have completed the assessment process are placed on a rolling waiting list. Places are allocated chronologically based on the initial date of successful application approval, applying the following priority overrides:

1. Siblings of learners currently enrolled and in good standing at Granada School.
2. Learners transferring directly from other registered and verified CBC institutions.
3. General pool filtered chronologically by original application completion date.

8. Appendices & Operational Attachments

Appendix A: Senior School Pathway Allocation Criteria (Grade 10 Entry)

Granada School offers specialized pathways at Senior School under the Kenyan CBC framework. Admission into Grade 10 is governed by a combination of foundational academic metrics and practical interest portfolios.

1. The STEM Pathway (Science, Technology, Engineering, & Mathematics):

- **Academic Threshold:** Strong performance in Mathematics, Integrated Science, and Technology education throughout Junior School.
- **Aptitude Focus:** High spatial perception, quantitative reasoning, and abstract logic scores on the computer-neutral cognitive tracker.
- **Portfolio Requirement:** Evidence of design-and-make projects, coding, science fair models, or logical puzzle-solving tasks.

2. The Social Sciences Pathway (Humanities & Business Studies):

- **Academic Threshold:** High performance in Languages (English/Kiswahili), Social Studies, and Religious Education.
- **Aptitude Focus:** High verbal reasoning and conceptual text-analysis indicators.
- **Portfolio Requirement:** A reflective essay or a project addressing a contemporary community issue, showcasing critical thinking, ethical framing, and historical/social awareness.



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3. The Arts & Sports Science Pathway:

- **Academic Threshold:** Documented engagement and skill development in Creative Arts and Sports/Physical Education during Junior School.
- **Aptitude Focus:** High spatial, kinesthetic awareness, or specialized performance indicators.
- **Portfolio Requirement:** A physical or digital portfolio showcasing artistic works, musical performance videos, theatrical monologues, or certified athletic performance timelines.

Appendix B: Mandatory Document Checklist for Parents

Before an application can be passed to the Head of School for final sign-off, the Admissions Office must verify and file copies of the following documents:

- Child's Official Birth Certificate (or valid passport for international tracking).
- Two Passport-Sized Photographs of the learner.
- National Identity Cards / Passports of both parents/legal guardians.
- KEMIS Unique Personal Identifier (UPI) (Mandatory for all transfers).
- Official KNEC Assessment Number (Mandatory for Junior School/Grade 7 transfers and above).
- Past Two Years of School Progress Reports/Portfolios from the releasing school.
- Proof of Payment for the non-refundable Application Fee.

References & Regulatory Framework

- 1. The Basic Education Act (No. 14 of 2013), Republic of Kenya:** Governs school age baselines, non-discrimination in admissions, and the right of every child to access basic schooling.
- 2. Ministry of Education (MOE) Guidelines on Competency-Based Curriculum (CBC) Implementation:** Directs operational calendar year frameworks, phase transition criteria (Junior to Senior School), and national tracking policies.
- 3. Kenya Education Management Information System (KEMIS) Operations Manual:** Dictates legal electronic data procedures required to transfer a student record from one institution portal to another.
- 4. Kenya National Examinations Council (KNEC) Assessment Frameworks:** Establishes data integrity rules for maintaining continuous formative assessment tracking scores (such as KPSEA) across school transfers.



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Institutional Endorsement

This policy stands as the definitive safeguarding authority for Granada School (Junior School & Senior School). It will be formally reviewed, audited, and updated every 12 months by the Full Governing Board to reflect any emerging updates in Kenyan statutory law or national education standards.

Approved and executed by:

Jedidah Mwangi,
Executive Principal,
Granada School



Signature: _____ | Date: 17th September 2026



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