



# JEDDAH PREP AND GRAMMAR SCHOOL

## Admission 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](mailto:registrar@jpgs.org). Please make sure to attach a copy of your bank transfer (for the application fee of SR 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).

### 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).

### 1. Leaving Certificate (from last attended school):

#### If the student is transferring from a school within KSA:

##### Private & Public Saudi Schools:

- If the student has completed a full academic year, the original reports do not need to be stamped by the Ministry of Education.
- If the student 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.

##### International Schools:

- The leaving certificate needs to be stamped by the Ministry of Education.

#### If the student 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.

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

Kindly ask the school to change the status of the applicant from "existing student" 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 Head Teacher in the context of the policy approved by the Board of Governors.
2. After the result of the assessment has been determined by the Head teacher, the school will then contact parents with the result by email.
3. If the Head Teacher 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 Head Teacher after consulting with relevant 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.
5. From the date of the offer of a place for the child in the School, parents then have one week 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.