

Saudi pupil pre-admission process

This document outlines the pre-admission process for Saudi pupils wishing to enrol at the British International School Al Khobar (BISAK).

Preamble

This pre-admission process does **not** guarantee a place at BISAK. The purpose of this process is solely to obtain permission from the **Ministry of Education (MoE)** for Saudi families to apply to the school. If approval is granted, applicants will then proceed through the school's standard admissions process.

The MoE requires the following documentation to be submitted:

First Requirement

- The pupil must have been educated outside the Kingdom of Saudi Arabia.
- Parents must provide recent school certificates and/or reports from the pupil's previous school(s).

Second Requirement

- A letter that BISAK currently has pupil spaces in the age-appropriate year groups.
- Copies of the National Identity Cards of both parents and the child(ren).
- A letter from the parent requesting permission for enrolment, including a contact telephone number.

Submission Process to the MoE

- The school will **not** submit incomplete documentation to the MoE, as incomplete applications will be rejected.
- Once all required documentation has been received, the school will submit the application to the MoE and copy the parent into the communication.
- The school will **not** follow up on, or chase, responses from the MoE. This remains the responsibility of the parent.
- The school will **not** act as an appeals representative should the pre-admission request be rejected by the MoE.

Important Note

Approval from the MoE only grants permission for a Saudi pupil to apply to BISAK. It does not constitute an offer of a place. All applicants must subsequently satisfy the school's normal admissions requirements and procedures.