



REIGATE GRAMMAR SCHOOL
RIYADH

Date of Application ____/____/____

STUDENT ENROLMENT APPLICATION 2026/2027

Please select Reigate Grammar KSA campus:

Qurtubah Prep Campus ☐

Nursery (KG1)- Year 6 (Grade 5)

Ghirnatah Senior Campus ☐

Year 7 (Grade 6)- Year 13 (Grade12)

King Salman District Prep Campus ☐

Nursery (KG1)- Year 6 (Grade5)

Student First Name _____ Students Family Name _____

Year & Grade _____ Preferred Start Date _____

***Please specify which year group your child will attend in academic year 2026/2027**

Please provide copies of ALL the documents below:	Yes/No	Comments
Student's VALID Passport & Visa		
Student's Birth Certificate		
Student's VALID ID (Iqama, Diplomatic or Saudi ID) *(Students given 90 days from school start date to provide Iqama)		
Two Recent Passport Size Photo's		
Father's VALID Passport & Visa		
Father's VALID ID (Iqama, Diplomatic or Saudi ID)		
Mother's VALID Passport & Visa		
Mother's VALID ID (Iqama, Diplomatic or Saudi ID)		
Introduction Letter from Father or Mother's Employer		
Vaccination Certificate		
Documents to be attested and translated (English)		
Latest School Report from previous school *(Applications cannot be processed until reports are received)		
Transfer/Leaving Certificate from previous school		
Financial Clearance Certificate from previous school		
Applications for Enhanced Provisions Class & Learning Support ONLY:		
EP and LS – Medical report, no older than 6 months old		
EP and LS – Psychological Report, no older than 6 months old		

Please provide document copies only for enrolment purposes, we do not accept original documents.

Please Note:

- Failure to provide the above documentation could result in your child being withdrawn.
- It is the parents' responsibility to provide copies of renewed passports and Iqamas - failure to do so could result in your child being withdrawn



2026 - 2027 SCHOOL YEAR

British Curriculum Class	Equivalent Grade	Age of Child in Year Group	Date of Birth Between
Nursery	KG1	3 turning 4	1 Sept 2022 – 31 Aug 2023
Reception	KG2	4 turning 5	1 Sept 2021 - 31 Aug 2022
Year 1	KG3	5 turning 6	1 Sept 2020 - 31 Aug 2021
Year 2	Grade 1	6 turning 7	1 Sept 2019 -31 Aug 2020
Year 3	Grade 2	7 turning 8	1 Sept 2018 - 31 Aug 2019
Year 4	Grade 3	8 turning 9	1 Sept 2017 - 31 Aug 2018
Year 5	Grade 4	9 turning 10	1 Sept 2016 - 31 Aug 2017
Year 6	Grade 5	10 turning 11	1 Sept 2015 - 31 Aug 2016
Year 7	Grade 6	11 turning 12	1 Sept 2014 - 31 Aug 2015
Year 8	Grade 7	12 turning 13	1 Sept 2013 - 31 Aug 2014
Year 9	Grade 8	13 turning 14	1 Sept 2012 - 31 Aug 2013
Year 10	Grade 9	14 turning 15	1 Sept 2011 - 31 Aug 2012
Year 11	Grade 10	15 turning 16	1 Sept 2010- 31 Aug 2011
Year 12	Grade 11	16 turning 17	1 Sept 2009- 31 Aug 2010
Year 13	Grade 12	17 turning 18	1 Sept 2008 - 31 Aug 2009

STUDENT EDUCATIONAL BACKGROUND

Language of Instruction at Previous Schools: _____

Name of School	City/ Country	Period		Year/Grade Completed
		From	To	

PLACEMENT ASSESSMENT OVERVIEW

Year Group	Assessment Format
Nursery (KG1) & Reception (KG2)	Informal "Stay and Play" session 2Hrs
Year 1 (KG3)	Informal "Stay and Play" session 7.30am-1pm
Year 2 (Grade 1) – Year 6 (Grade 5)	1-hour assessment in Mathematics and English, followed by a 10-minute interview with Mr Stephen Dedy (Head of Prep) or a member of the Prep Leadership Team
Year 7 (Grade 6) – Year 13 (Grade 12)	Subject-specific assessments administered by the Secondary Team; prior school reports and exam results are required at time of application.

Please provide contact information of your child's current school to allow our team to arrange assessment:

School Name & Address: _____ Contact Name & Position: _____

Telephone Number: _____ Email address: _____



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STUDENT'S PERSONAL DATA

Family Name: _____
(Last Name as written on passport)

Date of Birth: ____ / ____ / ____

Nationality: _____

ID Number: _____
(Iqama, Diplomatic or Saudi ID)

Passport Number: _____

Students' Native Language: _____

Name(s) of Siblings at RGSR:

1. _____

2. _____

3. _____

Given Name: _____
(First Name as written on passport)

Country of Birth: _____

Religion: _____ Gender: _____

Expiry Date: _____

Expiry Date: _____

Transportation Method _____

Student Home Address

Home Phone: _____ Ext: _____

FATHER'S DATA

Family Name: _____

Employer: _____

School Fees are Paid By _____
(Your employer, yourself etc.)

ID Number: _____
(Iqama, Diplomatic or Saudi ID)

Passport Number: _____

Nationality: _____

Mobile Phone 1: _____

Preferred Email: _____

Given Name: _____

Position: _____

Expiry Date: _____

Expiry Date: _____

Work Phone: _____ Ext: _____

Mobile Phone 2: _____

Secondary Email: _____

MOTHER'S DATA

Family Name: _____

Employer: _____

ID Number: _____
(Iqama, Diplomatic or Saudi ID)

Passport Number: _____

Nationality: _____

Mobile Phone 1: _____

Preferred Email: _____

Given Name: _____

Position: _____

Expiry Date: _____

Expiry Date: _____

Work Phone: _____ Ext: _____

Mobile Phone 2: _____

Secondary Email: _____

Main contact for fees payment: Father/Mother

Emergency contact: Father/Mother (please circle)



SPECIAL EDUCATIONAL NEEDS PROVISIONS

Please indicate if your child needs any of the following support programmes available at the school.

Failure to do so can result in the school asking you to withdraw your child until a full assessment can take place.

☐ **Enhanced Provisions (for students with Neurodivergent profiles requiring small group interventions)**

Please List Diverse Needs:

If none please sign here: _____

Has your child been formally assessed?

Yes

No

☐ **Learning Support Programme
(for students requiring academic interventions to access the curriculum in mainstream classes)**

Subjects/ Skills Required for Additional Support

If none please sign here: _____

Has your child been formally assessed?

Yes

No

***PLEASE NOTE FULL YEARLY LEARNING SUPPORT ASSISTANT FEES ARE DUE AT THE TIME OF ENROLMENT.
ONCE FULL PAYMENT HAS BEEN RECEIVED RECRUITMENT CAN THEN BEGIN.**

☐ **Supplementary English Language Programme (for students who require additional support with their English)**

Please give details:

Years of English Study _____

Languages Spoken at Home _____

Please sign to confirm that your child does NOT require additional support programs at RGS Riyadh.

Name of Parent (Guardian): _____

Signature: _____ **Date:** _____



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INDEMNITY

I, _____
(Name of Parent / Guardian)

PO Box: _____
Riyadh: _____
Kingdom of Saudi Arabia

Being the lawful Parent or Guardian of _____ I hereby agree:
(Student's Name)

1. That the Reigate Grammar School, (including its Board of Governors as elected or nominated from time to time, and/or teachers, officials, employees, or voluntary helpers of the school) shall have no responsibility, of whatsoever nature, in respect of any bodily injury to the above-named student:
 - a) prior to the actual delivery of my child in to the custody of one of the said teachers or officials inside the grounds of the said school or after my child has been collected from the school grounds by a person authorised by me to do so, on a normal school day, outside the hours of 7:35 am and the end of the teaching day.
 - b) whilst on the school premises outside of the hours for which my child is enrolled
 - c) at any time unless my child is in the direct custody of one of the teachers or officials while on a recognised outing or function arranged by the school
 - d) unless the injury is caused by, or results from
 - i. a negligent act or omission of teachers, officials, employees, or voluntary helpers or persons authorised to act for or on behalf of the School
 - ii. any defect in the premises of the School
2. For my child to receive first aid at school and if need be medical treatment at a local clinic/hospital, in the event of an accident/emergency.
3. To indemnify and keep indemnified the school in respect of any amounts the school may pay in respect of medical or other expenses arising from accidental bodily injury to my child in circumstances other than set out as above.
4. To indemnify and keep indemnified the school in respect of any loss or damage to property belonging to or in the custody of the school caused by my child.
5. That no chewing gum, gobstoppers, or any other candy that might cause choking injury will be brought onto the premises.

DISCLAIMER

The school will not be held responsible for any students **behavioral** or **medical** conditions and has the right to ask a student to **leave** the school if any situation arises that would compromise the **Staff** or **School**. It is the **parents'** responsibility to update the school about any changes to contact information or medical details. Failure to disclose any medical and psychological diagnosis will result in your child being withdrawn from school.

I have read and agreed with the above terms

Name of Parent (Guardian): _____

Signature: _____ **Date:** _____



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MINISTRY OF EDUCATION EQUIVALANCY PROCESS

Students moving to Saudi Arabia will need to have their school reports attested before leaving their departure country. On arrival to Saudi Arabia, once the iqama has been issued, an appointment will need to be taken with Ms Malak our government relations officer to enable the equivalence of certificates/reports. The equivalency does not involve testing your child.

***Please note students entering Nursery, Reception and Year 1 do not require equivalency.**

REQUIRED DOCUMENTS FOR EQUIVALENCY

The required documents for equivalency are now:

- Iqama
- Passport
- Original latest school report attested by MOE and MOFA of your country or the Saudi embassy-birth certificate. (Please note school reports must be translated if it is not in Arabic or English)

From Year 2 to Year 13

Please email Miss Malak on malak.alshanbari@rgs.edu.sa to arrange an appointment on campus to complete equivalency.

I fully understand the requirements and actions that need to be taken by myself.

Name of Parent (Guardian): _____ Signature: _____

Date: _____



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PHYSICAL EDUCATION INFORMATION

Physical Education is compulsory at the Reigate Grammar School from Nursery to Year 9. These classes are mandatory within the British Curriculum, which the school is accredited to deliver, and form an integral part of that programme. However, Physical Education and swimming classes are optional under the IGCSE programme in Years 10 & 11.

Please be aware that classes are not separated by gender until Year 8 and students are not permitted to refrain from participating in lessons unless a medical certificate can be provided to the Physical Education staff.

Please refer to the Reigate Grammar School Dress code for appropriate sports and swimming attire.

CONSENT TO PE CONDITIONS AND MEDICAL TREATMENT

As Parent/Guardian of _____

I authorise the Teachers and Instructors to obtain initial treatment from the school clinic by a qualified school nurse and if need be, at a local clinic/hospital should an accident occur. I agree to pay all medical expenses incurred on behalf of the above student.

I agree to the discipline and dress Code outlined in the School Prospectus

Name of Parent (Guardian): _____

Signature: _____ Date: _____

EARLY YEARS AND SPECIAL NEEDS TOILET TRAINING

We unfortunately do not accept any child into our school who are not toilet trained.

A toilet-trained child is a child who can do the following:

- 1) Be able to TELL the adult they must go to the bathroom BEFORE they must go.
- 2) Attempt to pull down their underwear and pants and get them back up.
- 3) Be able to wipe themselves after using the toilet.
- 4) Be able to get off the toilet by themselves.
- 5) Attempts to wash and dry their hands.
- 7) Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the class.

Please sign to **confirm your child is fully** toilet trained.

Parent Signature: _____



MEDICAL QUESTIONNAIRE

Please complete the following questions, detailing as much information as possible.

Vaccination Certificate Attached

Yes / No

If your child has had any of the following please explain in detail on the back of this page and provide a copy of the medical reports supporting this.

Behavioural Problems	Yes /No	Heart Condition	Yes /No
Concentration Problems	Yes /No	Migraine	Yes /No
Coordination Problems	Yes /No	Mobility Problems	Yes /No
Diabetes	Yes /No	Orthopaedic Problems	Yes /No
Eczema or other skin conditions	Yes /No	Speech Difficulties	Yes /No
Regular Medication	Yes /No	Allergies to medications	Yes/No

Please explain any **regular medication** your child currently requires and reason.

Please explain any **allergies** your child has and how you treat a reaction to an allergy.

Please explain if your child has **asthma** and what medication or treatment they receive.
You must provide an inhaler or medication for use in the school.

Please explain if your child has **epilepsy** and what medication or treatment they receive.
You must provide medication for use in the school.

Please explain any **hospitalisation and/or operations** your child has had.

Further Comments: *(continue on back if necessary)*

CONSENT TO TREATMENT / CONFIDENTIALITY

I consent to my child receiving initial treatment from the school clinic, from a qualified school nurse, and if need be, at a local clinic/hospital. I agree to pay all expenses incurred on behalf of my child.

I am aware that the school nurse and Principal will see my child's medical notes.

Name of Parent (Guardian): _____

Signature: _____ Date: _____



CLINIC POLICY

Staffing

- Two qualified currently registered nurses are on duty until 2:10 PM in the school clinic.

Admission Medical Questionnaire

- All parents must complete the Medical Questionnaire **before** their child enters the school.
- Any child with a medical condition is identified and further medical information may be required.
- Letters are sent to parents of children with asthma, allergies, epilepsy, etc., for more detailed information.
- Should your child's medical condition/medication change during the year it is requested that you inform the clinic.

Medical File

- Each student has a medical file. Allergies and significant medical problems are highlighted on the file. Current medications are recorded in the file.
- **All medications administered at school will be recorded in ISAMS, and an email will be sent to parents.**
- **All medical files are treated as confidential and are kept in a locked filing cabinet in the clinic.** Only nurses and the principal have access to these records, unless permission is given by the parents or the student, (if old enough to consent), for other staff members to view. All correspondence from parents, teachers and medical personnel are attached to the student's file, as are updated addresses and phone numbers.

Student's Medication

- All medication brought into school by students **must** be kept in the clinic. The medication should be accompanied with a note from the parents detailing dosage and time to be administered. The student will be told when to come to the clinic and the medication will be given at the correct time.
- When the medication needs replacing because it has expired or finished a letter will be sent via the student.
- **All prescription medications must be kept in the clinic and administered by the school nurse.** Exceptions are asthma inhalers, EpiPens and diabetic medications. **Students may only carry these medications if they are proficient in their use.**
- All unused medication left at the end of the school year will be disposed of.
- **Authorisation for a registered nurse to administer over-the-counter medication to students is implied by signing the consent to treatment on the medical questionnaire.**

Name of Parent (Guardian): _____

Signature: _____

Date: _____



STUDENT SICKNESS

- Should a student become injured or sick during school hours, the student must notify a member of staff and be seen by the school nurse. The nurse will assess and treat the student and if necessary, give permission for them to be excused from class/classes.
- When it is considered necessary for the student to be sent home parents will be contacted and asked to arrange immediate collection.
- In most incidences, students will remain in the clinic until collection.
- **Parents must always be contactable and are expected to collect their child within a reasonable time frame, (approx. 1 hour after initial contact)**
- **Please ensure you have the school phone number keyed into your mobile.**
- It is sometimes arranged for the student to go home on the 1:00 PM bus instead of the 2:10 PM bus, but parental consent must first be obtained.
- If a driver is sent to collect the student, he should, if possible, have a note from the parents, or his name and iqama number should be obtained.
- The student must recognise his/her driver.
- Parents are advised that students who are ill prior to the start of the school day **must** remain at home.
- Communicable diseases are common among schoolchildren and school provides an ideal environment for diseases to spread. Some diseases present a risk to others such as **pregnant women** and students may need to be excluded.
- Students who are not well should be excluded even if they are not infectious.
- **Students and staff should be excluded if they have diarrhoea or vomiting and they should not return to school until they have been symptom-free for 48 hours, (unless the cause is non-infectious ie. travel sickness or coeliac disease).**
- **Letters to parents advising of medical treatment given in school.**

Emergencies

- In the event of an emergency, the student will be transferred to a suitable medical facility, (Mauwasat Hospital). Parents will be contacted as soon as possible so they may join their child.

Signed: _____ Date: _____

Emergency Contact Details	
Name: _____	Relation to Child: _____
Email: _____	Phone Number: _____



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PHOTOGRAPHY

The Reigate Grammar School staff will be taking photos for our brochures, websites, and social media throughout the school year and this involves students from Nursery to Year 13 being photographed in a range of different scenarios.

Do you consent to your child having their photograph taken for RGS Riyadh publicity materials? (I.e. the school website, social media pages, and brochures)

- ☐ Yes
☐ No

In addition to this, each year we have class and school photographs taken.

Do you consent to your child having their photograph taken for class and school photographs?

- ☐ Yes
☐ No

Signed: _____

Date: _____

SAFEGUARDING PRACTICES AND PROCEDURES

At RGSR, we are committed to the highest standards of protecting and safeguarding our pupils and students. We adopt a **“it could happen here”** approach. To achieve this, here are the following steps and protocols taken:

- RGSR has adopted a compliant Child Protection and Safeguarding Policy with annual training delivered to ALL staff as part of their induction program on policy and procedures, followed up by regular intervals of refresher sessions.
- We focus on appropriate and sufficient resources available to implement the Child Protection and Safeguarding Policy and well-being care for our students. This includes but is not limited to a school counsellor on site. In addition to this, the school provides a **clinic** located in each building for students.
- There are processes in place to check and follow up on **ALL staff DBS status** and criminal record checks in line with safer recruitment procedures and best practices, where appropriate.
- ID (for Staff) and Designated Colour Lanyards (for visitors) are used to always ensure safe and secure monitoring of staff and visitors on school grounds.
- Pastoral care and well-being care are provided via processes in place to respond to pupils who are persistently absent and /or missing from education.
- A child-friendly Safeguarding Policy is shared during regular homeroom time sessions to raise awareness within the school.
- Combined Support Services – we believe no child should be left behind, in line with this ethos, we offer support services including, but not limited to SEN and EAL to ensure the best prospects for all our pupils.

PASTORAL CARE AND WELLBEING

At RGSR, our students Pastoral Care and Wellbeing plays an integral role in our holistic approach of ensuring no student is left behind. We believe a robust pastoral care system provides a nurturing environment where students feel valued, supported, and safe to express themselves. We provide this through the following approaches:

- Behaviour policy introduced and shared with parents from the start of the year. This ensures continuous parent engagement dialogue to maintain a transparent and consistent approach.
- Restorative Practice - At RGSR we believe in presenting our students an opportunity to reflect on their behaviour and set out a roadmap to improve interactions amongst pupils moving forward. We have adopted a restorative practice approach towards dealing with incidents where required.
- Parent engagement – regular meetings and follow-up on the progress of students, be it academic or emotional support. We believe in empowering our students with clear, achievable goals.
- Establishing a culture of caring and mutual respect conducive to learning needs - at RGSR we believe that our teachers, counsellors, learning support assistants, school nurses, and others on the front line should be supported to deliver the best pastoral care possible.

Please provide previous or current school contact details to complete our safeguarding checks.

School Name : _____ Contact Name & Position: _____

Telephone Number: _____ Email address: _____



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PAYMENT POLICY

- Fees must be paid prior to the commencement of each due date.
- Semester reports will not be released for the students with outstanding fees and legal actions will be taken against the parent.
- Please note that invoices for each semester are sent in advance. Misplacing or not receiving the invoice will not be considered a valid reason for failure to pay the school fees by the due date.
- Registration or semester fees cannot be transferred to another student or another semester.
- Parents are responsible for advising their sponsoring companies regarding the school's payment policy and payment schedule to avoid any delay in payment.
- If a parent withdraws a student from the school within the initial 7 days of the term/semester, a 50% refund of the full semester fees will be provided; however, after this period, no refunds will be issued.
- If a parent withdraws a student from the school during a semester, no portion of the fees will be refunded. If the fees have not been paid for any reason, you will still be liable to pay them. There will be no proportionate fee adjustments calculated based on the days attended, **and no school report will be released.**
- Term Fees are not refundable for students' Supplementary Programmes.
- Students leaving the school will only be refunded their Book Deposit once all their books have been returned in good condition and all the fees due are cleared. The book deposit should be claimed within 3 months of the student leaving the school.
- To guarantee a place in the school for your child in 2026/2027 you will be asked to pay SAR 5,000.00 per student. This amount will be subsequently deducted from the semester one fee due for 2026/2027. Please note this amount is non-refundable under any circumstances.
- New Students who gain admission to the school for the following academic year need to pay the registration fee, and book deposit at the time of Registration. The first semester fees must be paid before the due date.

I have read and understand all the terms and conditions regarding registration, re-registration, and leaving procedures.

Parent/Guardian Signature: _____ Date _____

Parent/Guardian Name (in capitals): _____

Name of Child _____ Class _____

☐

Original - **Registrar**

☐

Copy – **Parent**



PARENT CODE OF CONDUCT AND AGREEMENT

I _____ parent of _____, declare that I have received, read, and understood the terms and conditions of this code of conduct.

I understand my obligations under this code of conduct and agree to comply fully with them. I will ensure that my conduct does not breach this code in any way, including not:

- Being abusive or threatening to any member of the school community.
- Raising voices inappropriately at another individual.
- Using foul, abusive, or offensive language.
- Behaving inappropriately or aggressively in any way.
- Being discriminatory towards any member of the school community.
- Trespassing on the school property.
- Sending inappropriate, abusive, or aggressive messages to school staff.
- Causing intentional damage to school property.
- Making racist or sexual comments.
- Bullying, harassing, or intimidating, including physical, verbal, and sexual abuse offline and online
- Breaching the school's security and safeguarding procedures.
- Using physical violence on the school premises or on a member of the school community, e.g. hitting, slapping, punching, kicking, and pushing.
- Posting abusive, offensive, or defamatory comments about an individual or the school that damages its reputation on social media.
- Psychologically harassing any member of the school community, including displaying vexatious behavior which is humiliating for the individual and damaging to their self-esteem.
- Displaying disruptive or other inappropriate behavior which interferes or threatens to interfere with any of the school's operations or activities.
-

I understand that the consequences for breaching the Code of Conduct can include but is not limited to:

- Request for a meeting to resolve the issue. Non-attendance at the requested meeting will result in immediate escalation.
- Issue a warning regarding the behavior and that it is a breach of the parent code of conduct.
- Withdraw the right to be on school premises or at school events.
- Give notice to parents that the enrolment contract with their child/ren has been rescinded and an alternative school will need to be found.
- Sharing details of complaints with future schools or educational establishments as part of a student's reference.
- The school reserves the right to escort anyone off the premises who is displaying aggressive or disruptive behavior.

Signed: _____ Date: _____