

KAMUZU ACADEMY



ADMISSION POLICY

Date updated: 1ST February 2024

Admissions Policy

Introduction

Kamuzu Academy is a selective co-educational secondary school for students aged 11 to 19 years old. Students at Kamuzu Academy study an English-style curriculum in Forms 1 to 3 and study for International General Certificate of Secondary Education (IGCSE) qualifications in Forms 4 and 5. In the two years of Form 6, students' study for International General Certificate of Education qualifications, at Advanced Level (GCE A level).

Students are selected for admission to Kamuzu Academy on the basis of their academic abilities, proof of age and previous good character.

1) Management of Admissions to Kamuzu Academy

Admissions to Kamuzu Academy are the responsibility of the Deputy Headmaster (Academic) who works together with the Admissions Officer to ensure that all aspects of the admissions process are managed efficiently. This includes:

- a) Advertising Entrance Examinations, Open Day and Information Events, to prospective parents
- b) Advertising Form 6 Scholarships to prospective students and their parents, including students in Form 5 at Kamuzu Academy
- c) Organising and hosting Information Events for prospective parents in Lilongwe, Blantyre, Mzuzu and at Kamuzu Academy
- d) Organising and hosting Information Events for prospective parents in Mozambique, Zambia, Tanzania and Botswana in liaison with Malawian Consulates in those countries
- e) Organising an annual Open Day for prospective parents at Kamuzu Academy, in liaison with Deputy Headmaster (Pastoral)
- f) Visiting feeder primary schools and secondary schools to provide information about Kamuzu Academy to prospective students and their parents
- g) Responding to enquiries from prospective parents and providing them with appropriate information, including the school Prospectus and Application Forms
- h) Organising and ensuring the efficient delivery of Entrance Examinations for prospective students in Lilongwe, Blantyre, Mzuzu and at Kamuzu Academy, in accordance with the dates published in the school calendar
- i) Making appropriate arrangements for prospective students living abroad to take entrance examinations
- j) Making appropriate arrangements for prospective students to take entrance examinations on dates other than those published in the school calendar
- k) Ensuring that appropriate examination papers are set and marked
- l) Recommending the names of students who have passed the Entrance Examinations, to the Headmaster for his approval
- m) Communicating the outcome of entrance examinations to parents
- n) Ensuring that parents receive copies of the Student Handbook, Boarding Manual and other important documents, once they have accepted the offer of a place and paid the required deposit

- o) Liaison with the Deputy Headmaster (Pastoral) and the Heads of Lower and Upper School, to assign new students to Form classes, IGCSE classes, and Houses
- p) Liaison with the Timetabler to issue new students with their timetable and with the Data Manager to ensure that students are added to class lists
- q) Organising the annual Induction Day for New Students, in liaison with the Deputy Headmaster (Pastoral)

2) Communications with the Deputy Headmaster (Academic) and the Admissions Officer

The Admissions Officer and Deputy Headmaster (Academic) can be contacted by emailing admissions@ka.ac.mw.

3) Information Events, Open Days and Information for Prospective Parents

- a) Prospective parents can find out information about the school from the school web site, including the school prospectus
- b) Parents can also request a school prospectus to be sent to them by email
- c) Information Events for prospective parents take place in Lilongwe, Blantyre, Mzuzu and at Kamuzu Academy in March each year, which are advertised in national newspapers and on social media
- d) Prospective parents are invited to visit the Academy for Open Day in March each year

4) Age of students Applying to Join Kamuzu Academy

Students applying to join Kamuzu Academy should be:

Form	Age on 31 st March (prior to joining Term 1 in September of that year)
1	10, 11 or 12 years old
2	11, 12 or 13 years old
3	12, 13 or 14 years old
4	13, 14 or 15 years old

Proof of age must be provided: birth certificate, passport, church baptism record or health passport

5) Applications to Form 1

- a) Entrance Examinations for Form 1 take place in May each year, in Lilongwe, Blantyre, Mzuzu and at Kamuzu Academy

- b) Dates of Entrance Examinations are published on the school calendar and advertised to prospective parents in national newspapers, on social media and in other media
- c) Students who are unable to attend the scheduled Entrance Examinations will be invited to the Academy to be tested.
- d) Prospective parents should contact the Admissions Officer or follow the links on the school web site to request an Application Form.
- e) The completed Application Form should be returned to the Admissions Officer, together with proof of age (birth certificate, passport, church baptism record or health passport), recent school report and proof of payment of the Application Fee (K170,000 or US\$100)
- f) Students sit examinations in English (including comprehension, spelling, punctuation, grammar and creative writing) and Mathematics (no calculators allowed)
- g) Examples of past papers are available on the school web site or can be emailed to parents
- h) Results of the Entrance Examinations are communicated to parents by email, along with either an offer of a place or a rejection letter.
- i) Parents must pay a non-refundable deposit in order to secure the place
- j) Upon receipt of the deposit, parents will be emailed details of the student's class and House, as well as copies of the Student Handbook, Boarding Manual and other important documents
- k) Students who are offered a place to start at the Academy in August, are invited to attend the Induction Day in June.

6) Applications to Forms 2-4

- a) Entrance Examinations for Forms 2-4 take place in May each year, in Lilongwe, Blantyre, Mzuzu and at Kamuzu Academy. There is usually limited availability of places in these Form groups
- b) Dates of Entrance Examinations are published on the school calendar and advertised to prospective parents in national newspapers, on social media and in other media
- c) Students who are unable to attend the scheduled Entrance Examinations will be invited to the Academy to be tested
- d) Prospective parents should contact the Admissions Officer or follow the links on the school web site to request an Application Form
- e) The completed Application Form should be returned to the Admissions Officer, together with proof of age (birth certificate, passport, church baptism record or health passport), recent school report and proof of payment of the Application Fee (K170,000 or US\$100)
- f) Students applying for Forms 2, 3 and 4 sit examinations in English (including comprehension, spelling, punctuation, grammar and creative writing) and Mathematics (no calculators allowed) and those applying for Form 3 & 4 also sit an examination in science
- g) Examples of past papers are available and can be emailed to parents

- h) Results of the Entrance Examinations are communicated to parents by email, along with either an offer of a place or a rejection letter
- i) Parents must pay a non-refundable deposit in order to secure the place
- j) Upon receipt of the deposit, parents will be emailed details of the student's class and House, as well as copies of the Student Handbook, Boarding Manual and other important documents
- k) Students who are offered a place to start at the Academy in August, are invited to attend the Induction Day in June

7) Applications to Form 5

- a) Students are not usually admitted to Form 5, as IGCSE courses run across both form 4 and Form 5 and we may not be able to offer the same subjects as a student has been studying elsewhere
- b) Applications may occasionally be considered in certain circumstances, such as where a parent has been relocated from outside the country
- c) Such applications are considered on a case-by-case basis

8) Applications to Form 6

- a) Students in Form 5 at Kamuzu Academy and at other schools, may apply to join Form 6 to study for A levels
- b) The entry criteria for Form 6 are:
 - i) at least 6 IGCSEs at grades A*-C, including Mathematics and English Language
 - ii) at least a B grade in the 3 subjects chosen for A level
 - iii) previous good character
- c) Students in Form 5 at Kamuzu Academy, are provided with written guidance and presentations, about which A level subjects to choose. They are asked to complete the Application Form, indicating their choice of a level subjects and return it to the Admissions Officer
- d) Parents of prospective students in Form 5 at schools other than Kamuzu Academy, should contact the Admissions Officer or follow the links on the school web site to request an Application Form
- e) For students from other schools, the completed Application Form should be returned to the Admissions Officer, together with proof of age (birth certificate, passport, church baptism record or health passport), recent school report and proof of payment of the Application Fee (K170,000 or US\$100)
- f) Students from other schools are also provided with written guidance on the A level subjects offered at the Academy and are asked to choose the three subjects which they would like to study
- g) Provisional offers are made for places in Form 6, pending the publication of IGCSE results

- h) Confirmed offers are made following the publication of IGCSE results. Students who do not fully meet the entry requirements may be offered a provisional place
- i) Scholarships are available to students joining the Lower Sixth and the reduction in schools' fees is awarded for the two years of a level study

i) Scholarships for Academic Excellence at IGCSE

Criteria and funding:

10 A/A* grades – 40% reduction in school fees

9 A*/A grades – 35% reduction in school fees

8 A*/A grades – 20% reduction in school fees

7 A*/A grades – 15% reduction in school fees

6 A*/A grades – 10% reduction in school fees

ii) Scholarships for Academic Excellence at MSCE

Top performing students in MANEB MSCE nationally.

Criteria – 6-10 points at MSCE

Nomination: By nomination to the Headmaster following selection by MANEB and interview

Funding: 100% reduction of school fees (Kamuzu Academy:50% Sponsors:50%)

iii) Scholarships for Elite Sports Performance

Criteria: Students who demonstrate Elite Performance in sport, having represented their school in national level competitions or represented the country internationally in one or more sports

Nomination: Recommendation by Director of Sport or by application to the Headmaster.

Funding: up to 50% reduction in school fees

iv) Scholarships for Outstanding Character

Students who exhibit outstanding character.

Criteria: Students who demonstrate Outstanding Leadership, Responsibility, Resilience, Integrity or Community Spirit.

Nomination: Recommendation by Headmaster or by application to the Headmaster.

Funding: up to 50% reduction in school fees