

# **CAPITAL SCHOOL**



**Ministry of Education Requirement and  
Process for Transfer to Private School in  
Bahrain**



# Capital School Policies & Procedures

## Ministry of Education Requirement and Process for Transfer to Private School in Bahrain

### IMPORTANT NOTES

- Students transferring from Kindergarten to Kindergarten or from Kindergarten to Year 1 are excluded from the requirements below and can be registered as long as the Ministry of Education requirement for the class capacity of the school is met.
- Parents should bring the original Transfer Approval letter to Admissions Department at Capital School.
- Students that have not complied with the above regulations and have not completed the transfer process will not be accepted into Capital school.

### Student transferring from Private school to Private school in Bahrain

1. Parents/guardians must provide the following to the Ministry of Education:
  - Letter from parent/guardian detailing the reason for transfer; and/or reason for not attending school if the student has not been attending school.
  - Original and copy, stamped and certified most recent school report taking into account the following details:

DATE OF TRANSFER	REQUIRED REPORT
Beginning of School Year	End of year report of previous academic year
Beginning of Second Term	End of First Term Report
During the school year ( <i>for personal reasons or emergency</i> )	Student Punctuality Record along with previous terms report.

- Copy of CPR (front & back)
  - Offer letter from new school
  - No objection letter from previous school. All fees and outstanding payments must be completed in order to obtain Ministry approval.
2. Private education department must ensure that the student has complied with the following:
    - Verify that the student has passed or failed the academic year. Students will not obtain transfer approval unless they have passed the second term examinations (*if they have been taken*).
    - Verify that the student reports have been stamped and signed by the Person/s recognised by the Private Education Department in the previous school.
    - Verify the Student capacity of the new school.
    - The school must comply with the fee regulation (25) from 1998 regarding the Private Training & Education Organisation.



# Capital School Policies & Procedures

## Ministry of Education Requirement and Process for Transfer to Private School in Bahrain

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3. Private Education Department must inform parents if application meets all necessary requirements. If all requirements have been met, parents will be asked to complete the transfer process from the previous school; completing all the pending payments. Private Education Department will then issue the Transfer Approval letter, to be collected by the parents.

### Student transferring from Government school to Private school

1. Parents/guardians must provide the following:
  - Letter from parent/guardian detailing the reason for transfer; and/or reason for not attending school if the student has not been attending school.
  - Original and copy, stamped and certified most recent school report.
  - Copy of CPR (*front & back*).
  - Offer letter from new school
2. Private education department must ensure that the student has complied with the following:
  - Verify that the student has passed or failed the academic year. Students will not obtain transfer approval unless they have passed the second term examinations (*if they have been taken*).
  - Verify that the student reports have been stamped and signed by the Person/s recognized by the Private Education Department in the previous school.
  - Verify the Student capacity of the new school
  - The school must comply with the fee regulation (25) from 1998 regarding the Private Training & Education Organisation.

Private Education Department must inform parents if the student has complied with the all requirements. If so, the Transfer Approval letter will be issued.

### Student transferring from Outside Bahrain to Private school

1. Parents/guardians must provide the following:
  - Latest School report from **Outside Bahrain** stamped and signed by
    - a. Ministry of Education (*from country of study outside Bahrain*)
    - b. Ministry of Foreign Affairs (*from country of study outside Bahrain*)
    - c. Embassy of Bahrain (*from country of study outside Bahrain*)
  - Student ID copy (*front & back*)
  - Offer letter from school that the student will be transferring to in Bahrain.



# Capital School Policies & Procedures

## Ministry of Education Requirement and Process for Transfer to Private School in Bahrain

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2. Approval letter issued by Private Education Department must be taken to the Examination department in order to obtain equivalency of certificates/reports according to Ministry of Education in Bahrain.
3. Parents must then take the equivalency to the Private Education Department in order to complete the transfer process.
4. Private Education Department must inform parents if all requirements have been met. If so, then the Transfer Approval letter will be issued.

### Student transferring from Private school to Government school

1. Parents/guardians must provide the following:
  - Original and copy, stamped and certified most recent school report.
  - CPR copy (*front & back*).
  - No objection letter from the Private school for the transfer of the student.
2. Private Education Department will issue the transfer letter to the parents; who must then send it to the Education Administration department.

Policy approved by .....
Signature .....
Position .....
Date .....
Next revision date .....