



## ADMISSIONS POLICY

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## 1 Admissions Policy

- 1.1 We welcome students of all abilities, nationalities and religions who, in the school's opinion, will benefit from the rigorous academic, personal and social programmes on offer. We are proud of our visible commitment to diversity and international mindedness.
- 1.2 We take our responsibility for your child's academic, social and personal growth very seriously. In order to serve your child's individual needs and to support his or her transition to our school, it is important that we have complete information regarding previous academic experience.
- 1.3 Our school actively seeks to nurture the holistic development of your child. Where your child has a gift or talent then this should be identified and recorded on the online application form.
- 1.4 The school provides a rigorous international English-language education. Fluency in English is not a criterion for admission.
- 1.5 The school is inclusive and all efforts are made to accommodate different learning needs and styles. The school has a Learning Support programme. Students needing Learning Support may be admitted if it is believed that the school can offer appropriate support and that the children can function in a mainstream classroom. Parents or guardians of any applicant having a specific need must submit complete reports with their application. These might include Individualised Education Plans (IEPs), or reports from health professionals. In the case where a child's specific need has not been previously identified, the school reserves the right to review the situation in order to assess the capacity to address his/her needs within their existing level of provision.

## 2 Admissions Procedures

- 2.1 Applications for admission are accepted at all times during the school year. Applications must be completed online through the school website. If there are no places available at the time then the application is placed onto the school's registration list.
- 2.2 When a place becomes available then the school will contact the first eligible applicant and invite them to attend an assessment.
- 2.3 Selection Criteria
  - 2.3.1 Selection is based on multiple criteria. These are:
    - Performance in the entrance test in English and mathematics. FS1 and FS2 applicants are also assessed for school readiness. They must be toilet trained and have a level of independence.
    - Past school results and report.



- Face to face interview, if required, with the Admissions Officer /School Counsellor/ Academic Co-ordinator / School Principal / or other designated school staff.
- Age appropriateness for the year/grade level to which admission is sought.
- Transfer Certificate from the previous school.
- Priority will be given to siblings of those who have secured admission to the school.
- Students needing ESL instruction will be accepted from Year 1 to Year 6.
- The child's previous curriculum is taken into consideration as well as limitations with regards to transfer dates for local transfers.

## **2.4 Procedures for Assessment**

- 2.4.1 All invited applicants will undergo assessment. The specific nature of this assessment is the responsibility of the school, and the relevant details are appended to the end of this policy.
- 2.4.2 For applicants based locally, assessments will be undertaken at the school premises. If this is not possible then the assessment will be undertaken online under the supervision of a qualified teacher, where applicable.
- 2.4.3 Those below the age of 5 may be given an oral assessment.
- 2.4.4 Where appropriate a face-to-face interview may also be undertaken with the relevant school authority.
- 2.4.5 The following documents are required at the time of assessment:
- 2 photocopies of birth certificate, passport, visa, and Emirates ID card
  - latest 2 years full school reports or transcripts
  - Confidential school report
  - Photocopy of immunisation records
  - passport photos

## **2.5 Service Standards**

- 2.5.1 The admission process for each child needs to be completed within 5 working days of the assessment if the student is based in Dubai. To achieve this goal, the following process and service standards have been defined:-
- Responding to parents after receiving the application  
1-2 working days
  - Receiving test results from admissions/teachers 3 working days
  - Communicating the outcome to parents  
5 working days  
(from the date of the test)



## **2.6 Registration Fees**

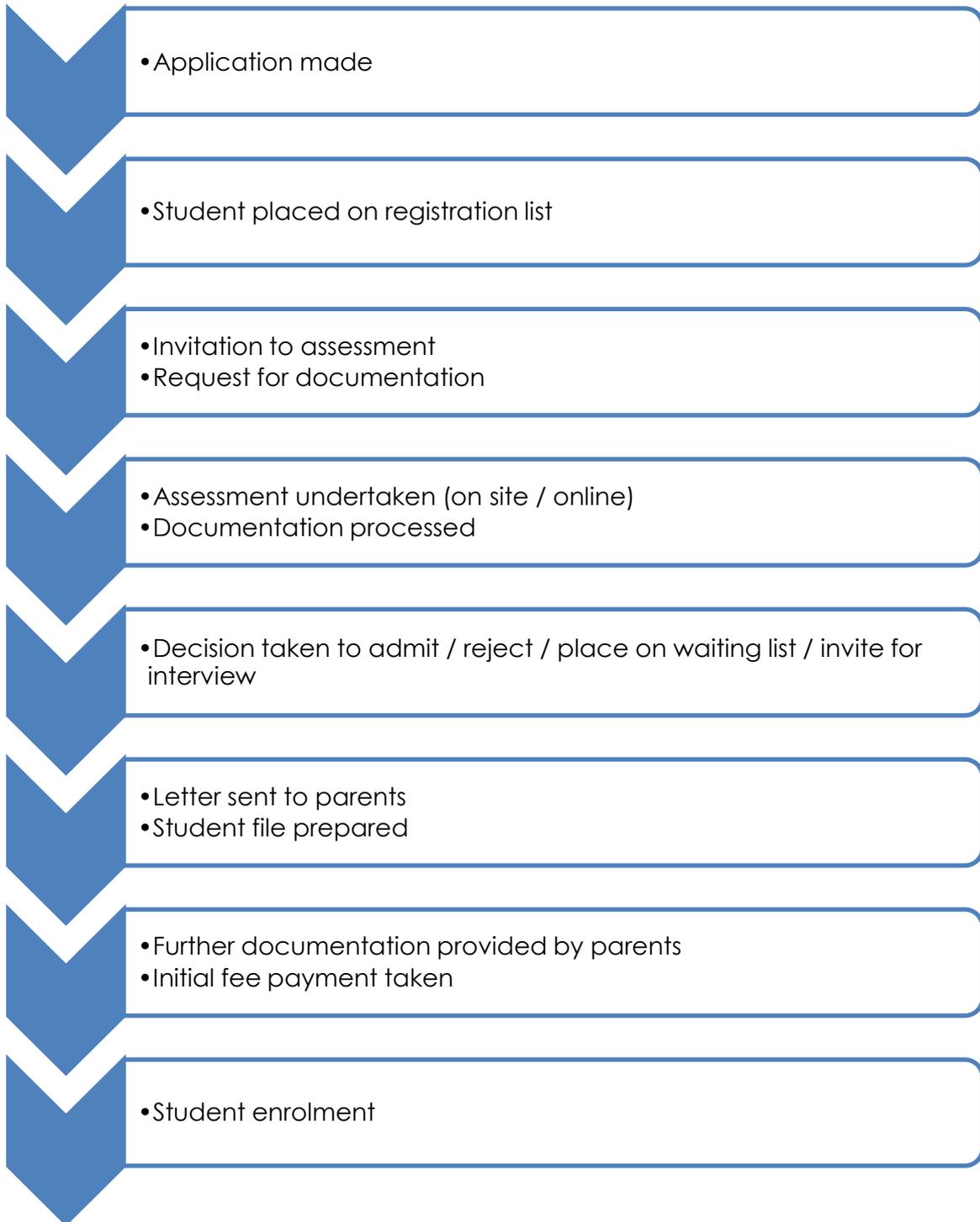
- 2.6.1 All applicants who are invited for assessment are required to pay a non-refundable assessment fee of 500AED. However, if the application is successful and the child admitted, then this amount is deducted from the first term's school fees.

## **2.7 Selection process**

- 2.7.1 Following assessment the school management will decide upon whether a place is to be offered or not, based upon all of the information from assessment and provided in the application.
- 2.7.2 The decision taken by the school is final, and all admissions follow the guidelines and regulations set by the KHDA.
- 2.7.3 Parents / guardians must respond to an offer within 7 days of receipt in order to secure the place.
- 2.7.4 Prior to admission a Transfer Certificate (attested where required) is to be submitted.

## **3 Appendix 1 Admissions Process Chart**

The processes outlined below are managed and administered by the central Admissions office, in collaboration and consultation with the school Principal.





#### **4 SEN Admissions Policy**

*Our policy is in line with Federal Law 29 (2006) regarding the education and outcomes of students with special educational needs (SEN) and disabilities.*

##### **Special Needs:**

Applicants with Special Needs are assessed by the School's Counselor/Special Education Needs Co-ordinator. The file is then reviewed by the Head of Section/Principal who decides if the school is adequately equipped to meet the needs of the child. The Head of Section along with the SEN Co-ordinator discusses the matter with the parent and they come to an agreement with regard to the placement and accommodations required.

##### **English Language Learning support:**

ESL support is provided to students who require English Language support. These applications are flagged by the admissions team for further evaluation by the ESL Co-ordinator and the level of support required is determined. The final approval for admission is given by Head of Section/Principal