

Admissions Policy 2024/25

AIM: (final result we are aiming to achieve):

The aim of this policy is to inform prospective parents of the admission criteria and process, and to ensure inclusivity and fairness in the admission process.

RATIONALE: (The reason for which this policy has been written)

We are a non-selective school which embraces inclusivity and diversity. This is reflected in the values and culture of the whole school community so that learners feel welcome, accepted, safe and valued whatever their background.

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 and pastoral welfare.

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 application form. The school provides a rigorous British education that follows the National Curriculum for England. Our English language support is limited in scope and only provided in-class through modifications. Students must be able to access the entry assessments to be considered for an offer of admission.

The school is responsibly inclusive and has an inclusion support programme that seeks to address the individual needs of all students including those experiencing special educational needs and disabilities as well as those who have been identified as more able and/or talented. Where needed, we modify our curriculum accordingly and measure the impact of any intervention and specific support mechanisms through the use of feedback from monitoring and assessment processes. Parents or guardians of any applicant having a specific known need must submit complete reports with their application. These might include Pupil Profiles (Individualised Education Plans -IEPs) or other reports from health professionals. All applicants whom we feel require support in this area will be assessed to identify whether the school can responsibly meet a child's individual needs within our existing level of provision. We will look at individuals on a case by case basis and the school will

assess its capacity to address whether it can meet student needs within their existing level of provision.

We welcome children from any ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but are balanced with the lawful needs of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, regardless of their parents' religion, beliefs, ethnicity or race.

The school adheres to UAE law and KHDA guidelines. Please refer to the KHDA Parent School Contract, section 1 for details on Admission.

GUIDELINES: (The principles/instructions/steps of the policy)
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Admissions Procedure

Applications for Primary admission (FS1–Year 6) are accepted at all times during the school year.

For Key Stage 3 (Year 7 - Year 9) admission, applications for students from outside of Dubai are accepted throughout the year. Applications for students coming from within Dubai can only be accepted up to the end of the first term, as per the KHDA regulations.

Students in Key Stage 4 (Years 10 and 11) follow a two-year GCSE curriculum. Similarly, students in Key Stage 5 (Year 12 and 13) follow a two-year A Level curriculum. Therefore, applications for Years 10 and 12 can only be accepted up to the end of the first term. We cannot accept any students beyond this point. Applications for admission into Years 11 or 13 are not usually accepted as this is halfway through a two-year GCSE/A Level curriculum. There are occasional exceptions to this rule; a student may be considered for admission into year 11 or 13 if they are following a GCSE/A Level curriculum elsewhere and the subjects and examination boards that they are studying are in alignment with what we offer and meet the KHDA admissions regulations.

The application procedure and online application forms can be found on our website. A completed application form is required along with supporting documents listed on the application procedure form or the online 'checklist'. Payment of the non-refundable AED 500 application fee and all relevant supporting documents must be submitted at the time of application. For overseas applicants, residence visas and Emirates ID cards must be submitted within 45 days of joining the school. Note that if a Student of Determination is not admitted due to the school being unable to adequately meet his or her needs, the application fee will be refunded.

If there are no places available at the time of applying, the applicant will be assessed and may be placed onto the school's waiting list until a space becomes available.

Admission Criteria

Admission is based on multiple criteria. These are:

- Performance in a computer based cognitive ability test (CAT4) for Year 3 to Year 13; performance in GCSE/IGCSE exams for Sixth Form; Foundation Stage 1 (FS1), Foundation Stage 2 (FS2), Year 1 and Year 2 applicants are also assessed 'in school' for school readiness. Early years (FS) applicants must be toilet trained in line with our Intimate Care Policy and have a level of independence
- Note that Y3-6 students may also be assessed 'in school' if CAT4 tests, video assessments or school reports are inconclusive, inconsistent or contradictory
- Video evidence of reading, writing, speaking, mathematical and physical skills for Primary students living overseas.
- Past school results and reports
- Face to face interview, if required, with the Admissions Officer, Principal, Senior Leaders or other designated school staff
- Age appropriateness for the year group to which admission is sought
- Provision of a Transfer Certificate from the applicant's previous school
- Priority will be given to siblings of those who have secured admission to the school
- The child's previous curriculum is taken into consideration as well as limitations with regards to transfer dates for local transfers as defined by the KHDA
- Priority admission will be given to students of determination who have siblings currently within the school

Admissions Policy for Students with Additional Needs

Our policy is in line with Federal Law 29 (2006) and the aims of the Dubai Inclusive Policy Framework 2017, regarding the education and outcomes of students experiencing special educational needs and disabilities (SEND).

Students of Determination experiencing Special Educational Needs and Disabilities (SEND):

The Heads of School in consultation with the Inclusion Leader, will collaboratively decide whether the school can provide an appropriate amount of support for the student to access the curriculum, so an offer of admission can therefore be made. Any new applicant with identified Special Educational Needs and Disabilities (SEND) will be referred to the Inclusion Leader. The Inclusion Leader will go through any documentation available, including reports, and, where necessary, will arrange to observe and assess the child, making appropriate recommendations to the admissions team and the Heads of School thereafter. A meeting with the Inclusion Leader or contact with current school may be made to obtain a holistic picture of a student and to potentially plan appropriate support.

This team will evaluate if the school is adequately equipped to meet the needs of the child or if the school is unable to provide a place currently.

Note that whilst typical learning support interventions do not incur additional costs or fees for the parents, one to one learning support or specialist services are the financial responsibility of the parents. The English College currently offers alternative curriculum pathways for students on a bespoke basis, as agreed with the leadership team of the school.

Procedures for Assessment

All invited applicants will undergo an assessment. The specific nature of this assessment is the responsibility of the school, and the relevant details are as mentioned below.

For applicants **based locally**, assessments will be undertaken at the school premises. For applicants **outside the UAE**, remote assessments may be arranged under the supervision of the child's current school or via an online meeting, such as Zoom. The evaluation and placement in the appropriate year group will be done by our school according to KHDA guidelines.

FS1 to Year 2 children will be invited to join the class for a maximum of 60 minutes to take part in the day's activities while the class teacher does an observation/age appropriate assessment test in Reading, English and Mathematics.

For Year 3 to Year 13 admissions a computer based CAT4 test is conducted via an online platform (*GL Assessment's Cognitive Abilities Test assesses a pupil's ability to reason with and manipulate different types of material through a series of Verbal, Non-Verbal, Quantitative and Spatial Ability tasks*).

Applicants for year 12 who are not sitting GCSE/IGCSE exams may be required to sit additional subject specific tests in addition to a CAT4 test.

Where appropriate, a face-to-face interview may also be undertaken with the relevant Senior Leader. Additional assessments may be included for each student to better examine the student's current level of performance and/or intellectual abilities.

Admission process

Following assessment, a member of the Senior Leadership Team will determine whether the school can meet the needs of the student based upon all of the information from assessment and provided in the application.

The decision taken by the school is final and all admissions follow the guidelines and regulations set by the KHDA.

Entrance assessment CAT4 reports can be provided to parents upon request once an applicant is enrolled as a student.

Offer acceptance and student registration

Successful applicants will receive an offer and the terms of acceptance by email. Parents/guardians must respond to an offer within the time frame specified, usually within 7 days of receipt in order to secure the place. The terms of acceptance, must be signed, returned and accompanied by a non-refundable tuition fee deposit as outlined in the school fees schedule. This will be deducted from the first term's tuition payment. In instances where the terms of acceptance include a learning support agreement, parents/guardians must still respond to an offer within 14 days of receipt in order to secure the place. The terms of acceptance must also be signed, returned and accompanied by a non-refundable tuition fee deposit as outlined in the school fees schedule.

It is mandated by the regulatory authorities of the Emirate that all students are registered with the KHDA before joining the school.

For students transferring from local schools and nurseries:

- the student should have been registered with the KHDA at their previous local school or nursery and must provide a KHDA Leaving Certificate from that school/nursery prior to joining.
- A student's place may be suspended if a Leaving Certificate from the previous school/nursery can not be provided for any reason.

For students joining from another Emirate/overseas the following documents must be submitted :

- A Leaving Certificate from the previous school, attested as per the requirements of the KHDA must be submitted prior to joining.
- Copies of residence visa and Emirates ID must be provided within 45 days of joining.
- Original Emirates ID cards of the student and one parent must be electronically swiped at the admission's office in order to be registered with the KHDA. Once this registration is approved by the KHDA, parents will then be invited by the school to electronically sign the Parent School Contract as the final step of the student's official registration.

A student's place may be suspended if the required documents cannot be provided.

KHDA Parent School Contract (applicable for new admissions only): it is mandatory for Parents to sign the KHDA Parent School Contract once the student's admission has been approved and registered in the KHDA systems. This remains valid until the student leaves the school.

POLICY REVIEW HISTORY:

This policy will be monitored, evaluated and reviewed by the Senior Leadership Team, approved by the Principal

Historical Record				
Revision No.	Date	Brief Description of Change	Approved by	Next Review:
0	28/4/2021	New Policy	SLT	7/7/2022
1	07/07/2022	Updated policy	WSLT	April 2023
2	02/05/2023	Updated policy	WSLT	May 2023
3	20.06.2024	Updated	WSLT	June 2025