

## Application Procedure Sixth Form (Years 12 and 13)

Sixth Form students follow a two-year GCE A Level and/or BTEC curriculum. Students can only be admitted into Sixth Form at the beginning of the academic year.

This application pack includes the application procedure, main application form, Sixth Form application sheet, a subject requirement information sheet and medical form.

### COMPLETING THE APPLICATION FORM

- Please ensure that ALL sections of the application form are completed. Incomplete applications will not be processed.
- Payment and ALL supporting documents must be submitted at the time of application. This includes:
  - Copy of applicant's passport
  - Copy of Residence visa and Emirates ID (overseas students have 30 days from joining to submit)
  - Most recent school report including last end of year report
  - Actual or Predicted GCSE/IGCSE grades if transferring from a British curriculum school
  - For students applying from other curricula, please provide a CAT4 report completed within the last six months, if available
  - Completed sixth form application
  - Completed medical form including immunisation records
  - If applicable, any learning support reports, such as Individual Education Plans (IEPs) or external assessments
  - Two passport photos
  - AED 800 Application Fee
- Failure to disclose any relevant information may compromise your child's application.

### INTERVIEW/ENTRY ASSESSMENT

- Students coming from a British curriculum will be invited for an interview once all application documents have been received
- Students applying from other international curricula, will be required to sit an entrance assessment and attend an interview. If you are able to submit a CAT4 test report, which has been completed within the last six months, and entrance assessment may not be necessary.

## OFFER LETTER

- Applicants will be placed on a waiting list if there are no places available at the time of application.
- Successful applicants will receive an offer letter and terms of acceptance by email. Offers for Sixth Form will be conditional upon achieving the required GCSE/IGCSE grades for the chosen A Level/BTEC subjects. To accept the place, you must return the terms of acceptance, accompanied by a non-refundable tuition fee deposit of AED 9,000. This will be deducted from the first term's tuition payment.

## PAYMENT METHODS

Payment can be made by cash, cheque or credit/debit card at our Accounts office during the college's working hours. Payment can also be made via bank transfer. Please email a copy of the transfer receipt to [chiefaccountant@englishcollege.ac.ae](mailto:chiefaccountant@englishcollege.ac.ae) so that your payment can be tracked.

The English College bank details are as follows:

<b>Bank</b>	Emirates NBD, Dubai, UAE
<b>Account Name</b>	The English College Dubai
<b>Account No.</b>	1015369717201
<b>Swift Code</b>	EBILAEAD
<b>IBAN</b>	AE580260001015369717201

Please take into account any bank charges when you are making your payment.

## CONTACT US

If you have any questions, please contact the Registrar on [admissions@englishcollege.ac.ae](mailto:admissions@englishcollege.ac.ae) or by telephone on +971 4 394 3465.

# APPLICATION FORM

## for entry to The English College

To enable this application to be processed, please complete all sections of this form **IN BLOCK CAPITALS**

Email: admissions@englishcollege.ac.ae Tel: +971 4 394 3465



THE ENGLISH COLLEGE

D U B A I

الكلية الانجليزية  
دبي

PUPIL/STUDENT'S SURNAME/ FAMILY NAME

(as per passport)

PARENT'S SURNAME (if different from child)

PUPILS/STUDENT'S FIRST NAME(S) (as per passport)

DATE OF BIRTH

(day / month/ year)

AGE on September 1st

(on year of entry in years & months)

PLACE OF BIRTH

NATIONALITY

FEMALE

MALE

RELIGION

FIRST LANGUAGE

OTHER LANGUAGES

(fluent only)

If English is not your child's first language, how would you describe their knowledge of English?

Excellent

Good

Fair

Poor

YEAR GROUP APPLIED FOR

DATE OF ENTRY

NAME OF PRESENT SCHOOL

PRESENT YEAR GROUP

YEARS OF ARABIC

SIBLING(S) APPLIED

YEAR GROUP(S)

SIBLING(S) ALREADY ATTENDING  
THE ENGLISH COLLEGE

  
  

CLASS

  
  

SIBLING(S) ALREADY ATTENDING  
MANOR PRIMARY SCHOOL

  
  

CLASS

  
  

FOR ADMINISTRATION ONLY

APPLICATION RECEIVED ON

APPLICATION FEE RECEIPT NO

NOTES

## PARENT/ GUARDIAN DETAILS

	Parent / Guardian 1	Parent / Guardian 2
Relationship to Child		
Surname / Family Name		
First Name		
Nationality		
Occupation		
Company Name		
Telephone Numbers		
Mobile No.		
Home No.		
Work No.		
Overseas No. (with code)		
Email		
Emergency Contact Name and Telephone Number		
Full UAE postal address		
Full Overseas postal address		
Invoice address & details if different to above		
Telephone		
Fax		

**Muslim pupils must take Islamic Studies as an enhancement to their curriculum as directed by the UAE Ministry of Education**

**PRESENT SCHOOL DETAILS**

NAME OF PRESENT SCHOOL  YEAR

FULL POSTAL ADDRESS

EMAIL ADDRESS  TEL/FAX

**PREVIOUS SCHOOL DETAILS (please list)**

School and Country	Curriculum	Dates attended	Year/ Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Please give details of any development problems and/or any medical/allergy conditions**

**HAS YOUR CHILD** (please tick the appropriate answer)

Been on any part of the UK Code of Practice/Special Needs procedure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Been removed from the classroom for extra teaching support?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Been referred to an Educational Psychologist, Speech Therapist or Behaviour Optometrist?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Encountered any difficulties, including behavioural, at his/her previous school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is it possible that your child may need special educational needs support?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you ticked "Yes" to any of above, please give details and attach copies of any reports, including Individual Educational Plans (IEP's) and Educational Psychologist's Report (continue on a separate sheet if necessary). In order to be sure we can fully meet your child's needs at The English College, we ask that you submit, with your application, copies of any external assessments together with a report from the Learning Support Department at your child's current school (if applicable). Failure to declare any learning difficulties, or submit full details, may compromise your application and your child's Learning Support at the college. Whilst we look favourably on applications from Special Educational Needs (SEN) children, space within the Inclusion department permitting, we need to be sure that their needs are met in small groups, where programmes can be individualised as much as possible. An interview may be arranged with the SENCO to discuss the child's needs in person.

Does your child participate in any sporting, cultural and/or artistic activities? If so, please give details

Do you have any family connection to The English College? If so, please give details

Are there any other factors that, you feel, would enhance your child's application for a place at The English College?

Are there any family circumstances of which you feel we should be aware of (deceased parent/divorced/separated/adopted/other)? If so, please give details?

**IN ORDER FOR YOU TO PROCEED WITH YOUR APPLICATION YOU MUST AFFIX (please tick)**

A copy of applicant's Passport

\*Copies of the applicant's residence visa and Emirates ID is required as soon as they are issued

A copy of your child's most recent Full School Report  
(all subjects including Tutor comments) plus UK NC levels / GCSE / AS / BTEC grades as applicable

Two passport sized colour photographs

AED 800 non-refundable application fee (cash or cheque only)

\* The KHDA rules state that the residence visa copy from your child's passport must be submitted within 30 days of arriving in Dubai. This can be extended to 45 days but not beyond.

Students on a visit visa are not permitted to attend school. Their residence visa must be in process.

Transfer information from the applicant's previous school is required; this is done electronically, if moving from a school within Dubai. If applying from outside Dubai an attested transfer certificate is required for registration with the KHDA. Please refer to the sample letter in the information pack for countries that are exempt from attestation. If a child is starting mid-year a transfer certificate is required. The transfer certificate must be submitted on the student's first day of attendance. Registration with the KHDA will not be possible without these documents.

DECLARATION: I apply for entry to The English College for the above mentioned child. I have affixed all of the above information and I understand that all application and tuition fees are non-refundable and non-transferable. I declare that I am the child's parent/legal guardian and that, to the best of my knowledge, all information given is correct and complete.

Signature of Parent / Guardian

Date



## APPLICATION FOR SIXTH FORM ENTRY SEPTEMBER 2019 FOR STUDENTS NEW TO THE ENGLISH COLLEGE

Name:

Parent Mobile:

Your Mobile:

Parent Email:

Your Email:

### YEAR 12 MAIN CHOICES (SELECT 3 or 4 'A' LEVEL or BTEC SUBJECTS AND A RESERVE)

Qualifications you would like to study	Subjects you would like to study
A level / BTEC L3	
A level / BTEC L3	
A level / BTEC L3	
A level / BTEC L3	
Reserve	

GCSE / IGCSE subjects you are studying	Predicted Grade
English Language	
Mathematics	

Tick if you are following an alternative curriculum and if so, please state which curriculum:

Space for additional information regarding your choices (if necessary)

Applicant Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Sixth Form Subject Entry Requirements

### A Levels

Since September 2015 A levels have been going through significant changes.

Most subjects have now moved to a new assessment structure where the AS qualification is no longer part of the final A Level grade (previously it counted as 50% of the final A Level grade).

In Year 12, you have two options: continue to the second year and go for the full A level or stop studying this subject and enter for the AS level qualification only.

Year 13; in the second year you deepen the knowledge you gained during your Year 12 course.

A levels are made up of separate units. These will be assessed by written exams, which take place in May & June, by coursework or practical examinations.

Most A Level students will choose to study FOUR subjects in Year 12. However, some students will then continue with THREE of these subjects in Year 13.

Students wishing to study the A-Level pathway must have at least 5 GCSEs level 5 or above as well as satisfying the subject minimum requirements.

#### Subjects available at A Level

Arabic, Art & Design, Biology, Business Studies, Chemistry, Computer Science, \*Drama & Theatre Studies, Economics, English Literature, English Language & Literature, \*Geography, Government & Politics, History, Mathematics, Mathematics, French, Spanish, Music, Physical Education, Physics, Psychology, Sociology

Subjects that are asterixed \* are A Level courses only (unable to gain an AS) therefore run the full two years. Please consider this when making your choices.

Subject entry requirements are shown in the table overleaf.



Subject	Requirements
Arabic	<p><b>Key Points:</b> All Arab passport holders in Year 12 will be entered for the Ministry of Education examination at the end of the year. It is a requirement that all Arab passport holders must have an attested certificate at the end of Year 12</p>
Art and Design	<p><b>GCSE Grade Requirements:</b> Grade 6 or above in GCSE Art and Design</p> <p><b>Key Points:</b> Students must have good drawing skills and evidence of a portfolio will be required</p>
Biology	<p><b>GCSE Grade Requirements:</b> Grade 7 or above in Maths, Grade 7 or above required in GCSE &amp; Grade 7 in Combined Science or Triple Biology</p>
Chemistry	<p><b>GCSE Grade Requirements:</b> Grade 7 or above in Maths, Grade 7 or above required in GCSE Combined Science or Triple Biology</p>
Computer Science	<p><b>GCSE Grade Requirements:</b> Grade 7 or above in Maths or GCSE Grade 7 or above in GCSE Computer Science</p>
Drama and Theatre *	<p><b>GCSE Grade Requirements:</b> Grade 6 or above in GCSE Drama. Students who have NOT studied Drama will be required to do an audition and have a Grade 6 or above in English</p>
Economics	<p><b>GCSE Grade Requirements:</b> Grade 6 or above in GCSE English, Grade 6 or above in GCSE Maths and Grade 6 in GCSE Economics (If studied)</p>

<p><b>English Language and Literature</b></p>	<p><b>GCSE Grade Requirements:</b> Grade 6 or above in both GCSE English Language and English Literature.</p> <p><b>Key Points:</b> External candidates who have taken IGCSEs will be required to obtain a Grade 7 in both English Language and English Literature</p>
<p><b>English Literature</b></p>	<p><b>GCSE Grade Requirements:</b> Grade 6 or above in both GCSE English Language and English Literature</p> <p><b>Key Points:</b> External candidates who have taken IGCSEs will be required to obtain a Grade 7 in both English Language and English Literature</p>
<p><b>French</b></p>	<p><b>GCSE Grade Requirements:</b> Grade 5-6 in GCSE French or Grade 6 in IGCSE French</p>
<p><b>Geography *</b></p>	<p><b>GCSE Grade Requirements:</b> Grade 5 in GCSE English and Grade 6 or above in GCSE Geography</p>
<p><b>History</b></p>	<p><b>GCSE Grade Requirements:</b> Grade 6 in GCSE English and Grade 6 or above in GCSE History</p>
<p><b>Mathematics</b></p>	<p><b>GCSE Grade Requirements:</b> Grade 7 or above in the Higher Tier</p> <p><b>Key Points:</b> At IGCSE, students must have achieved a Grade 7 or above in the extended tier.</p>
<p><b>Music</b></p>	<p><b>GCSE Grade Requirements:</b> Grade 6 or above in GCSE Music</p> <p><b>Key Points:</b> Good writing skills and knowledge of history is desirable.</p>

<p><b>PE</b></p>	<p><b>GCSE Grade Requirements:</b> Students who have studied GCSE PE: Grade 6 or above in Maths.</p> <p>Students who have NOT studied GCSE PE: Grade 7 or above in Maths.</p> <p>Students who have studied GCSE PE: Grade 6 or above in Science &amp; Grade 6 or above in GCSE PE.</p> <p>Students who have NOT studied GCSE PE: Grade 7 or above in Science</p> <p><b>Key Points:</b> Another requirement for students who have studied GCSE PE and for those who haven't – need to currently be representing the school and club in at least one sport</p>
<p><b>Physics</b></p>	<p><b>GCSE Grade Requirements:</b> Grade 7 or above in GCSE Maths and Grade 7 or above in GCSE Combined Science or Triple Physics</p> <p><b>Key Points:</b> In addition to this course, the study of A Level Mathematics, in particular Mechanics, is strongly recommended</p>
<p><b>Politics</b></p>	<p><b>GCSE Grade Requirements:</b> Grade 6 or above in GCSE English, Grade 5-9 in GCSE Maths (Preferred), Grade 6-9 in GCSE History and Geography</p> <p><b>Key Points:</b> An interest in current affairs is desirable</p>
<p><b>Psychology</b></p>	<p><b>GCSE Grade Requirements:</b> Grade 6 in English Literature, Grade 6 or above in Maths</p> <p><b>Key Points:</b> Grade 6 in GCSE Biology or Double Science</p>
<p><b>Sociology</b></p>	<p><b>GCSE Grade Requirements:</b> Grade 6 in English Literature and Language</p> <p><b>Key Points:</b> Excellent writing skills are required.</p>
<p><b>Spanish</b></p>	<p><b>GCSE Grade Requirements:</b> Grade 5-6 in GCSE Spanish</p>

# BTECs

## **BTEC Nationals Level 3**

BTEC Nationals are Level 3 (A Level equivalent) work-related qualifications.

We offer a choice of 5 BTEC subjects:

**Creative Media Production** - 1 A level equivalent

**Science** - can be studied as 1 A level equivalent

**Travel & Tourism** - 1 A level equivalent

**Business** - 1 A level equivalent

BTEC Nationals provide specialist, work-related learning, delivering the knowledge, skills and understanding students need to prepare for their chosen career. BTEC Nationals offer progression to higher education or directly into employment.

Units are assessed through coursework, both practical and written, some of which may be in controlled, timed conditions. Whilst completing units, students will receive a feedback and response opportunity to help them reach the highest levels.

It will be possible, for a student to study the smaller Diploma (12 unit) course with the addition of one or two AS courses in Year 12. Entry requirements for the AS course must be met.

Students wishing to study one of our BTEC courses will need a minimum of 5 GCSEs at level 4 or better.

Students should be aware that many courses which they may wish to take after completion of the BTEC could also require a level 5 in GCSE Maths and students will be encouraged to achieve this during year 12 if not attained in year 11.

Students choosing BTEC qualifications will be offered further advice and guidance before final choices have to be made.

Subject	Requirements
Subsidiary Diploma in Business Studies	Students will have a standard of literacy and numeracy supported by a general education equivalent to 5 GCSEs at Grade 9 – 4
Subsidiary Diploma in Applied Science (Forensic Science)	Grade 5 or above in GCSE Combined Science or Triple Science. Grade 5 or above in English and Mathematics.
Creative Media Production (Television and Film)	Grade 6 or above in a creative subject such as GCSE Media. Grade 4 or above in GCSE English Language and Maths.
Travel and Tourism	No essential requirements

Please return to  
the College Nurse



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## CONFIDENTIAL SCHOOL HEALTH ENTRY FORM

<b>Student's name:</b>	<b>Class:</b>	
<b>Date of Birth:</b>	<b>Gender:</b>	
<b>Phone numbers:</b>	<b>Mother's mobile:</b>	<b>Father's mobile:</b>
	<b>Mother's work no.</b>	<b>Father's work no.</b>
	<b>Home no.</b>	<b>Home no.</b>

School before joining The English College: .....

Has your child's **hearing** ever been tested? No ---- Yes ----

Any hearing difficulties? No ---- Yes ----

Describe .....

**Eyes** – has vision been tested? No ---- Yes ----

Describe any visual problems .....

Is your child **currently** being treated for any physical or psychological condition that the school nurse should know about? No ---- Yes ----

If yes, please describe: .....

.....

Is your child taking any permanent / long term medication? NO ---- YES ----

Medication: .....

Reason: .....

### Medical History

Serious past acute (short term) illnesses / Hospitalization's / Operations:

.....

.....

Long-term chronic illness/conditions: (e.g. diabetes, asthma) .....

.....

Physical / motor difficulties: .....

.....

Special needs / developmental concerns / learning difficulties? .....

.....

.....

**\*Please turn over**



**Permission for the medical team to administer the following medications:**

I consent to my child, \_\_\_\_\_ receiving the following medications at school:

Medicine	Yes / No	Medicine	Yes / No
Paracetamol (pain and fever)		Fenistil Gel (topical antihistamine)	
Ibuprofen (pain and fever)		Antiseptic wound spray	
Ponstan (pain relief)		Antiseptic cream	
Clarinase (antihistamine)		Mouth Ulcer Gel	
Claritine (antihistamine)		Arnical, Mobilat /Traumeel (topical to sprains, bruises, etc.)	
Motilium (nausea relief)		Rehydrate (for dehydration)	
Buscopan (pain relief)		Vicks Vaporub (respiratory congestion)	
Anti-acid (heartburn & indigestion)		Deep Heat (muscle pain)	
Prospan (cough syrup)		*Ventolin inhaler (if asthmatic))	NA
Strepsils (sore throat relief)		*Epipen (own medicine)	NA

By signing this consent, I also acknowledge that parents'/guardians' mobile numbers will be supplied to the Dubai Health Authority for the purpose of vaccination guidance. The Dubai Health Authority will notify parents/guardians when vaccinations are due (this is mandatory).

Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**DUBAI HEALTH AUTHORITY SECTION:**



**Student's Emirates ID Number** (mandatory): \_\_\_\_\_

**Family history of** (please tick):

Diabetes  Hypertension  Psychological Disorders   
Stroke  Tuberculosis  Seizures  Heart Disease

History of Blood Transfusion? No  Yes

**Has your child suffered from any of the following in the past or present?**

Infectious Disease	Yes Date	No	Non-Infectious Disease	Yes Date & Detail	No
Diphtheria			Accidents/fractures		
Dysentery			Allergies		
Hepatitis			Asthma		
Measles			Congenital Heart Disease		
Mumps			Diabetes		
Poliomyelitis			Epilepsy		
Rubella			G6PD		
Scarlet Fever			Rheumatic fever		
Tuberculosis			Thalassaemia		
Whooping Cough			Headaches		
Chicken Pox			Nosebleeds		
Strep Throat			High fevers		
Other			Other		

**\*Please attach a current copy of your child's immunization record. (D.H.A. requirement.)**