

Application Procedure Key Stage 4 (Years 10 and 11)

Key Stage 4 students follow a two-year GCSE/IGCSE curriculum. Students can only be admitted into these years at the beginning of the school year.

Year 11 is the second year of the two-year GCSE course. Entry is limited to those who have successfully completed the first year of the course and whose GCSE courses and examination boards match those at the College.

Year 10 applicants will be required to indicate their GCSE options before joining. The 2019/20 GCSE options booklet will be available from February 2019.

This application pack includes the application procedure, application form 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 45 days from joining to submit)
- Most recent school report including last end of year report
- If available, a CAT4 report completed within the last six months
- 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.

ENTRY ASSESSMENT

- Once all application documents have been received, an entrance assessment will be scheduled. If you are able to submit a CAT4 test report, which has been completed at your child's current school within the last six months, this may not be necessary.

- In some circumstances, an interview may be required.

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. 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 so that your payment can be tracked.

The English College bank details are as follows:

Bank	Emirates NBD, Dubai, UAE
Account Name	The English College Dubai
Account No.	1015369717201
Swift Code	EBILAEAD
IBAN	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 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

HOW DID YOU HEAR ABOUT US?

KHDA

Social Media

Please specify which

Which School Advisor

Internet Search

Friend Referral

Word of mouth

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 (Year 1 and above only)
(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



CONFIDENTIAL SCHOOL HEALTH ENTRY FORM

In order to complete your child's Medical Record please provide the following details:

Student's Name -----

Emirates ID No. ----- Male Female

Nationality -----

Date of Birth -----
(DD/MM/YY)

Mother's Name ----- Mother's Tel No. -----

Father's Name ----- Father's Tel No. -----

Residence Tel No. ----- Fax No./Email -----

1. Does your child have any known medical problem or disability? Yes No
2. Does your child wear glasses or contact lenses? Yes No
3. Does your child have any hearing difficulties? Yes No
4. Does your child take any medication other than vitamins? Yes No
5. Does your child have any allergies? Yes No

If you have answered YES to any of the above, please provide further details below:

Signs and Symptoms: -----

Medication taken to prevent further reaction: -----

Other information: -----

6. Previous school in Dubai (if one attended): -----

7. **Please provide a copy of updated vaccination record of your child.**



CONSENT FOR MEDICINE ADMINISTRATION

Student's Name ----- Year ----- Section -----

I **consent / do not consent** to my child being given any of the following medicines, should it be considered necessary by the school doctor or nurse. If your child is unable to take this medication, please contact the school doctor or school nurse to discuss the use of an alternative medication.

The medical staff will contact you if there are any concerns.

DRUG NAME	YES/NO	DOSE	INDICATION
Paracetamol tablet/syrup		15mg/kg/dose	Pain, Fever
Claritine syrup		5ml 10ml	Allergy, Insect bite
Brufen/Advil		5 mg /kg	Pain, Fever
Antacids		5ml / 5-10ml	Heart Burn, Nausea
Buscopan tablet / Scopinal syrup		10ml	Abdominal pain
Voltaren gel		-	Muscular trauma, Swelling
Motilium tablet/syrup			Nausea, Indigestion

Name of Parent: ----- Signature ----- Date-----

MEDICAL HISTORY

Infectious Disease	YES	NO	Non-Infectious Disease	YES	NO
Diphtheria			Accidents		
Dysentery			Allergies		
Infective Hepatitis			Bronchial Asthma		
Measles			Congenital Heart Disease		
Mumps			Diabetes Mellitus		
Poliomyelitis			Epilepsy		
Rubella			G6PD (Glucose6-Phosphate Dehydrogenase deficiency)		
Scarlet Fever			Rheumatic Fever		
Tuberculosis			Surgical Operation		
Whooping Cough			Thalassemia		
Chicken Pox					

If yes, write the year of illness history of:

Blood Transfusion No Yes

Frequency: -----

Hospitalization No Yes

Reason: ----- Date: -----

Family History: Diabetes, Hypertension, Mental Disorder, Stroke, Tuberculosis, other, specify:

MEDICAL EXAMINATION CONSENT

The Department of school health requires that students in FS1, Y1, Y5, Y9, Y12 and all new students have a general non-invasive medical examination by the school doctor and all students have their Body Mass Index (BMI) checked. The examination will be done strictly in the presence of school nurse. Parents will be informed if their child requires any special medical attention.

I **consent / do not consent** to my child being taken for the Medical Examination by the school doctor/nurse.

Name of Parent: -----**Signature:** ----- **Date:** -----

INFECTION CONTROL POLICY

In order to reduce and minimize the spread of illnesses in the school, the following regulations shall apply:

1. Please do not send your child to school if they have:
 - Fever
 - Skin rash
 - Vomiting (not to return to school for 24 hours after the last vomiting episode)
 - Diarrhea (not to return to school for 24 hours after the last diarrhea episode)
 - Persistent cough
 - Heavy nasal discharge
 - Red, watery and painful eyes
2. An infected sore or wound must be covered by a well-sealed dressing or plaster.
3. If your child is assessed by the school doctor and/or school nurse and deemed to be a possible source of infection to other students, you will be contacted to take the child home immediately.

Please inform the school if your child has been or is being treated for a medical condition.

I have read and understood the above Infection Control Policy.

Name of Parent: -----**Signature:** ----- **Date:** -----

CONSENT FOR EMERGENCY TREATMENT

In the event that my child requires emergency treatment, I will be contacted and asked to collect my child from the school.

If the school is unable to contact me or the Emergency Contact Person, my child will be taken to nearest hospital accompanied by the school nurse, for diagnosis and treatment. Efforts to contact me will continue.

I consent to my child being taken to the nearest hospital in the event of a medical emergency.

Name of Parent: -----**Signature:** ----- **Date:** -----

TRANSFER CERTIFICATE - example only

Students transferring from outside of Dubai will need to provide an official Transfer Certificate (also known as a Leaving Certificate) from their current school. The Certificate must be typed on the school's letter headed paper and contain the following information:

TRANSFER CERTIFICATE

1. Student's Name
2. Date of Birth
3. Place of Birth
4. Date of Admission
5. Class of Admission
6. Last Class Attended
7. Date of Leaving
8. Reason for Leaving

9. *(Student's name)* has completed Year _____ and would have been promoted to Year _____
or
(Student's name) would have continue his/her studies in Year ____

Signature of Principal

Date

SCHOOL STAMP

For students coming from the United Kingdom, Europe, Australia, Canada or the USA, the Leaving Certificate needs the school stamp, and the signature of the Principal.

For students coming from any other country, the Leaving Certificate **MUST BE ATTESTED BY:**

The Ministry of Education*

The Ministry of Foreign Affairs*

The UAE Consulate (if no Consulate, the British Embassy)*

* from the country which the student is leaving

This applies to all students entering Year 1 and above.

Foundation pupils entering after the start of the Academic Year also require a transfer letter. Without this letter it will not be possible to register the student with the Ministry of Education in Dubai.