



Admissions Policy and Procedures

1. Admissions Policy

- 1.1 We are a non-selective school which embraces being inclusive. We cater to all nationalities and religions; 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.
- 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 and pastoral welfare.
- 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 application form. The school provides a rigorous British national curriculum education. The English College is a school for English speaking students. We do not teach English as a second language.
- 1.4 The school is 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 the gifted and 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 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 meet a child's individual needs within their existing level of provision. We will look at individuals on a case by case basis, particularly as the school is going through a building phase, it may not be appropriate for students with severe medical / physical needs. 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.
- 1.5 The school adheres to UAE law and KHDA guidelines. Please refer to Parent School Contract, Section 1

2. Admissions Procedures

- 2.1 Applications for Primary admission (FS1 – Year 6) are accepted at all times during the school year.
- 2.2 For Key Stage 3 (Year 7-Year 9) admission, applications for students from outside 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.
- 2.3 Year 10 and Year 11 follow a two-year GCSE curriculum and then a two year AS/A level curriculum in Year 12 and Year 13. Therefore, applications for Year 10 and Year 12 can only be accepted up to the end of the first term and we cannot accept any students into Year 11 or Year 13 as this is halfway through a two year GCSE/A Level curriculum. The exception to this is that a student may be considered for admission 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.
- 2.4 Application packs are available on the school website. A completed application form is required along with supporting documents listed on application procedure form. Payment of the non-refundable application fee and all supporting documents must be submitted at the time of application. For overseas applicants, residence visas, Emirates ID cards and Transfer Certificates must be submitted within 30 days of joining the school.
- 2.5 If there are no places available at the time, then the application is placed onto the school's waiting list.
- 2.6 When a place becomes available then the school will contact the first eligible applicant and invite them to attend an assessment.

2.7 Selection Criteria

Selection is based on multiple criteria. These are:-

- Performance in a computer based cognitive ability test (CAT4) for Year 2 to Year 10; performance in GCSE/IGCSE exams for Sixth Form; FS1, FS2 and Year 1 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 Principal, Senior Leaders or other designated school staff.
- Age appropriateness for the year group 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.
- 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.

2.8 Procedures for Assessment

- 2.8.1 All invited applicants will undergo assessment. The specific nature of this assessment is the responsibility of the school, and the relevant details are as mentioned below.
- 2.8.2 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. The evaluation and year placement will be done by our School.
- 2.8.3 For FS1, FS2 and Year 1, children will be invited to join the class for 60-90 minutes to take part in the day's activities while the class teacher does an observation/age appropriate assessment test in English and Mathematics.
- 2.8.4 For Year 2 to Year 10 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*).
- 2.8.5 Where appropriate a face-to-face interview may also be undertaken with the relevant Senior Leader.

2.9 Selection process

- 2.9.1 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.
- 2.9.2 The decision taken by the school is final, and all admissions follow the guidelines and regulations set by the KHDA.

2.10 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):

All placements are subject to review of the individual cases.

Any new applicant with identified special educational needs and disabilities (SEND) will be referred to the SENCO. The SENCO will go through the reports and where necessary will arrange to observe and assess the child, making appropriate recommendations to the admissions department thereafter.

A meeting with the SENCO or contact with current school may be made to get a holistic picture and to potentially plan appropriate support.

The final decision regarding admission will be taken collaboratively between the Principal, the SENCO and other members of the school leadership team. 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.

2.11 Offer acceptance and student registration

- 2.11.1 Successful applicants will receive an offer letter and terms of acceptance by email. Parents/guardians must respond to an offer within 14 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 outlines in the school fees schedule. This will be deducted from the first term's tuition payment.
- 2.11.2 It is mandated by the regulatory authorities of the Emirate that all students are registered with the KHDA upon joining the school.

For students transferring from local schools the student should have been registered on the KHDA systems at their previous local school in the Emirate and the necessary transfer formalities on the KHDA system is required to be completed by the previous school before enrolment is confirmed at our school.

A Students' place may be suspended if the transfer formalities from the previous school is not completed for any reason.

For students joining from overseas the following documents must be submitted within 30 days of the joining date;

- a: copy of the Transfer Certificate from the previous school, attested as per the requirements of the KHDA.
- 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 Students' place may be suspended if the required documents cannot be provided.

- 2.11.3 **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.

2.12 Policy Review

This policy is to be reviewed annually, though; any deficiencies or weakness in admissions will be remedied without delay. The Principal and Senior Leadership Team (on behalf of the Board) will undertake an annual review of the Admissions policies and procedures and of the efficiency with which the related duties have been discharged.