





Admissions Policy and Procedures

Adopted: August 2014

Revised/Amended: August 2015, August 2016, August 2017

Next review: August 2018

 CEO/Board	 Principal	
 Head of Primary School	 Head of Secondary School	Other relevant staff

Distribution List:

- CEO/ Board
- Principal
- Section Heads
- Academic Staff
- Parents

Admissions Policy and Procedures

School Vision, Mission and Core Values

Our Vision

Providing world-class education

Our Mission

To empower students with a holistic, rigorous and international education for success in an ever changing world

Core Values

Achievement | Collaboration | Innovation | Integrity | Respect | Responsibility

1. Admissions Policy

- 1.1 We welcome students of all abilities, nationalities and religions who, in the school's opinion, will benefit from the 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 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 online application form.
- 1.4 The school provides a rigorous international English-language education. Although fluency in English is not a criterion for admission, assessments are set in the English language.
- 1.5 The school is inclusive and has a learning support programme, addressing the individual needs of all students including special needs, gifted and talented and English language learners. 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.
- 1.6 The school adheres to UAE law and KHDA guidelines. Please refer to Parent School Contract, Section 1.

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 waiting 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. 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 Counsellor/ Academic Coordinator / 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 FS2/Year 1 to Year 11.
- 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 mentioned below.

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. For applicants currently **outside UAE** abroad assessments can be arranged. The evaluation and year placement will be done by Raffles International School. Assessment fee is applicable for both onsite and abroad assessments.

2.4.3 For FS 2, Year 1 and Year 2, the test is a general one in English and Number work and non- verbal clues may be used.

For Year 3 and above we conduct CAT4 digital testing via an online platform (*the fourth edition of GL Assessment's Cognitive Abilities Test that 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*).

2.4.4 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. Transfer Certificate from the previous school for Overseas transfers, attested as per the requirements of the KHDA.
- Photocopy of Immunisation records
- 2 Passport photos
- It is mandated by the regulatory authorities of the UAE that on enrolment, the Emirates IDs of student & Parent be electronically swiped at the admission's office in order to be registered with the regulatory body KHDA. Once this registration is approved by the KHDA, parents will be invited by the school to electronically sign the Parent School Contract as the final step of the student's official registration.
- Parents and students of age 15 years and above are required to sign the Parent School Contract for each academic year

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 Assessment Fees

2.6.1 All applicants who are invited for assessment are required to pay a non-refundable assessment fee of 1000 AED.

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.

Policy Review

This policy is to be reviewed annually, though any deficiencies or weaknesses in Admissions will be remedied without delay. The Principal and CEO (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.

Appendix 1 Admissions Process Chart

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

