



UK Curriculum Group of Schools Admissions Policy 2022



Policy Title	Admissions Policy - UK Curriculum Group of Schools
Policy Number	UK Curriculum Schools - 002
Version	2
Effective Date	May 2023
Scheduled Review Date	May 2024
Supersedes	All individual School Admissions Policies

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1. Introduction

The UK Curriculum Group of Schools offer high quality education to all nationalities from 3 to 18 years old and is non-discriminatory accepting students from all sections of society, including students of determination.

The UK Curriculum Group of Schools and their ethos promotes global citizenship whilst recognising the international profile of schools in the UAE. The curriculum has clearly defined knowledge and skill expectations underpinned by rigorous academic standards and is aligned with the English National Curriculum and the Early Years Foundation Stage framework.

1.1 Statement of Intent

The UK Curriculum Group of Schools aims to enroll students who have the potential to flourish in the academic and nurturing environment the schools provide. They benefit from the wide-ranging education on offer and can take full advantage of the opportunities available participating fully in the life of the school. The admissions process helps to ensure that there is a good match for the benefit of all concerned.

The UK Curriculum Group of Schools fosters a strong community in all its schools with high aspirations for all its students. It is committed to inclusion and the support of each student with excellent pastoral care.

We invite all prospective parents to make an appointment with our Admissions Team to discuss the potential enrolment of each student. We consider each application individually, considering academic ability, behaviour, and additional learning needs.

Those who wish to apply for a place in one of our schools are required to sit an assessment appropriate to the age and stage of the student in their learning. We ensure that all prospective parents and students are treated fairly, equally, and consistently and that the admissions criteria are clear, transparent and accessible. We welcome students into every year group (apart from Year 11 and Year 13 due to examination years), depending on availability of places and will offer places to students who have completed the school's admission process for the appropriate year group and met the school's admissions criteria. We aim to make the admissions process as smooth and transparent as possible for both prospective students and parents alike.

1.2 Aim

The aim of the admission policy is to inform prospective parents of the admission criteria, process and to ensure fairness and equity in the admission procedure

1.3 Definitions

The schools within the UK Curriculum Group are as follows;

Dubai British School Jumeirah Park Foundation (R3-FS2)
Dubai British School Jumeriah Park (Y1-Y13)
Dubai British School Emirates Hills (FS1-Y13)
Dubai British School Mira (Rising 3s – Y6)
Dubai British School Jumeirah (Rising 3s -Y6)
Jebel Ali School (FS1-Y13)

1.4 The KHDA

The Knowledge and Human Development Authority (KHDA) is the educational quality assurance and regulatory authority of the Government of Dubai. The KHDA regulates private schools in Dubai. There are certain requirements that must be met by both parents and the school to enable the student to attend a private school. The KHDA provides a Parental Guide for School Admissions on their website <https://www.khda.gov.ae/> which sets out essential information for parents.

2. Policy Procedure

2.1 Prioritisation

When the school receives an application, students are placed into the admissions pool according to priority groupings as described below:

1. Taaleem board members
2. Siblings of students currently attending the school
3. Taaleem teaching and executive staff children
4. UAE Nationals
5. All other applicants

2.2 Age & Cut-off for Year of Entry

The UK Curriculum Group of Schools uses the student's age by the cut-off date 31st August, in accordance with the current KHDA

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guidelines and follows the last year group the student has completed to promote them to the next year. The last year group completed takes priority over age with regard to the student's promotion to the next year group, however, all students are assessed to ensure they are ready to enter the next year group. For R3's, FS1, FS2, Year 1 & Year 2 students are placed according to their age and from Year 3 upwards, the UK Curriculum Group of Schools will follow on from the student's last year group studied and support this with an assessment.

The student must be the appropriate age to join the year group on or before the 31st August and show they are school ready for the year group they are applying to in their assessment. The 31st August is an age cutoff date that is practiced in a number of northern hemisphere countries, UK and Dubai. In the case of an application for a student to enter a lower year group than their age appropriate year group due to various reasons agreed by the school and the parents, the school will request a demotion from the KHDA once the student is enrolled to confirm that the parents agree for the student to enter a lower year group associated with 31st August cut-off. This is not common practice, but sometimes a necessity agreed between school and parents.

There may, however, be other considerations that could impact whether a student is placed in their age-appropriate year group. This could include:

- a) When it may be in the best interest of the student to be in a year group below age expectations. This will only be completed with express permission of the parent, KHDA, and in collaboration with the Head of Inclusion, Head of School and Principal
- b) The cut-off date in the student's country of origin (the school aims to avoid situations in which the student will be penalised on return to their home country, where possible)
- c) The student's successful completion of the equivalent grade elsewhere
- d) A transcript or report cards from the previous year demonstrating exceptional academic performance and social skills.

The UK Curriculum Group of Schools provides the English National Curriculum and the Early Year Foundation Stage Curriculum but welcomes applicants who have been studying within a different curriculum.

The following shows the correct age and year for a student to join and the equivalent grade comparison chart;

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Year & Grade - Plus Age Comparison			
	Year	Age as of 31st August	Equivalent Grade
Early Years	Rising 3s	2 Years Old	Nursery
	FS1	3 Years Old	Pre-KG
	FS2	4 Years Old	KG1
Primary	Year1	5 Years Old	KG2
	Year 2	6 Years Old	Grade 1
	Year 3	7 Years Old	Grade 2
	Year 4	8 Years Old	Grade 3
	Year 5	9 Years Old	Grade 4
	Year 6	10 Years Old	Grade 5
Secondary	Year 7	11 Years Old	Grade 6
	Year 8	12 Years Old	Grade 7
	Year 9	13 Years Old	Grade 8
	Year 10	14 Years Old	Grade 9
	Year 11	15 Years Old	Grade 10
Sixth Form	Year 12	16 Years Old	Grade 11
	Year 13	17 Years Old	Grade 12

3. The Application Process

Entry into any year group at any time is possible within the UK Curriculum Group of Schools, where places are available, with the exception of Year 11 and Year 13. The UK Curriculum Schools that are oversubscribed will open admissions online intermittently as places become available and will open admissions for younger year groups (FS1) one year before the academic year of joining. Submitting an application does not guarantee an admission offer or availability of a place.

3.1 How to Apply

Parents complete an online application form and submit the required documents to the Admissions Office. A non-refundable application fee of 525 AED including VAT must be submitted before the application can progress. If the parent is applying from overseas, the Admissions Office will contact the student's current school and ask for them to assist in the

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assessment process. Students in Dubai will be invited to attend an assessment. A confidential reference form will be sent to the student's current school.

Further assessment to establish English language level or learning support needs may be required. The UK Curriculum Group of Schools may also request additional supporting information from the student's current school.

3.2 Documentation to Submit

All relevant information must be declared including details of disciplinary, social, physical, medical or psychological problems and any possible learning support needs. If the UK Curriculum Group of Schools learn that relevant information has not been revealed, any offer of a place may be withdrawn, even if the student has already started within a UK Curriculum School.

At application stage parents will be asked to upload documentation, including previous school reports, passport copies, Emirates ID's and other documents later requested by the Admissions Team. One of these documents is the 'Transfer Certificate' this will be a document that a parent will ask the student's previous school to prepare and the student will not be able to start their new school without it.

3.3 Applying to Multiple Taaleem Schools

Payment of the non-refundable application fee (AED 525) is required when applying to each school within the Taaleem Group, unless the school is unable to offer a place due to a waitlist. In such cases, the application fee may be transferred to another Taaleem school.

3.4 Admissions Pool & Waitlist

As applications are completed, they will be reviewed and a place offered where possible. Where the number of applications exceeds the number of places available, the UK Curriculum Group of Schools will offer places in the waiting pool, this does not guarantee a place, but the parent will be contacted regularly in order to discuss keeping the application in the waiting pool for the current or next academic year until a place becomes available. Parents are expected to send updated student report documents every term and complete an assessment every year while on the waiting list.

Should a place not become available for the desired term of entry, the UK Curriculum Group of Schools will discuss if parents wish the student's

application to be “rolled over” to the following term or academic year.

3.5 Deferral of Offer

Due to unforeseen circumstances, parents may decide to roll over the admission of the student to another term or academic year. This is possible pending availability of the seat and only if parents inform the Admissions team before the date of the student’s original admission date.

Parents are permitted to rollover the application up to one year from the initial date of enrolment, after this, no further date change of admission is allowed and your deposit will be lost.

3.6 Returning Students

Students that wish to return to the same school that they departed from will not be required to pay an application fee unless they are returning after one year from their leaving date. Students returning within one year from their date of leaving will not be required to sit an additional assessment, however updated school reports will be required.

3.7 Assessments

The UK Curriculum Group of Schools aim to provide a happy, purposeful environment for students and we try to demonstrate this on assessment days by putting candidates at their ease and making it as pleasant an experience as possible. The assessment assists with placement and supports the teacher to decide on the correct learning pathway.

Assessment procedures for students joining the different year groups are bespoke depending on their needs, but there are some commonalities to all as follows:

Invitation for a formal entrance assessment and interviews with senior members of the academic team, including the Heads of Inclusion (where applicable) are sent to the applicant.

The UK Curriculum Group of schools do not provide assessment results to candidates’ parents as it considers these to be meaningless in isolation, but a senior member of the relevant year group is always happy to discuss the student’s performance.

Early Years Assessment Process

For entry into Rising 3s, FS1 and FS2, the prospective student and their parents will be invited to attend a small group play session with the Early Years staff. The students will be assessed through play-

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based activities, students will share colour, shapes, number and letter awareness. These will relate to the primary areas of the British Early Years Curriculum

Lower Primary Assessment Process (Year 1 & 2)

The assessment for prospective students in this age group is in two parts. Completion of both parts is required. The academic team will observe and speak with prospective students to assess their ability to access the English language, speech, behaviour, and social interaction to determine the development stage for their age. The assessments will be very informal so that students are at ease and comfortable while a member of the Senior Leadership Team gets a feel of their character and personality. Students will work through some math's, reading and writing tasks, taken from the age appropriate stage of the National Curriculum of England. The Senior Leadership Team will look at the methods and strategies students have when working and their approach to learning.

Higher Primary Assessment (Year 3 to 6)

The prospective students must submit their latest school report and their CAT4 report if available to the admissions department. A CAT4 report is an assessment that is designed to help students and their teachers understand how they learn and what their academic potential might be. It assesses how students think in areas that are known to make a difference to learning. If they do not have a recent CAT4 report, students will be asked to sit this test that is set up to be age appropriate. The academic team will review the school reports and test results.

Secondary Assessment Process

For entry into Secondary School, prospective students must submit their latest school report and their CAT4 results to the admissions department. If students do not have a recent CAT 4 test they will be asked to sit this test that is set up to be age appropriate. The academic team will review the school reports and test results. The prospective student may also be invited for an interview with a senior member of the Secondary team who will get a feeling for the student's character, interests, values and aspirations.

Entry into Sixth Form (Year 12 & 13)

Parents should refer to each school's minimum criteria for studying A Level & BTEC courses (where applicable). The school may admit students to Sixth Form conditionally. Students who have not taken GCSE courses may be admitted to Sixth Form if academic achievement and formal assessment data is judged to be the equivalent to the school's GCSE entry requirements and if the applicant is likely to satisfy the promotional requirements of the national system of higher education to which he or she

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will apply during Year 13.

After the assessment, writing sample and reference have been received by the school, the application will be reviewed by the Principal, Admissions Manager, Head of Primary/Secondary, and Head of Inclusion, if necessary. Together with the information provided in the application and school reports, an admission decision will be given in writing to the parent/guardian.

Further assessment for English as an Additional Language and/or Special Educational Needs may be required in order to reach an admission decision, including possible referral for evaluation by an educational psychologist, or one-on-one assessment with the Head of Inclusion. The UK Curriculum Group of Schools strives to ensure that all individual needs can be met and welcome applications from students of determination.

Admissions decisions are made at the discretion of the Principal.

Possible admission decisions are as follows:

1. A place is offered to the student
2. A probationary place is offered to the student, linked to conditions set by the school which must be accepted and met prior to joining
3. The student is waitlisted for a place
4. We are unable to accept the student

3.8 Criteria for Admissions

Within the UK Curriculum Group of Schools, the criteria of acceptance is on an individual basis. However, broadly we seek to enrol the following students;

- 1) Who are motivated and determined
- 2) Whose conduct is good overall and those that are respectful to others
- 3) Who are and whose parents are committed to the UK Curriculum Group of Schools mission and vision
- 4) Whose values will enrich the UK Curriculum Group of Schools community and who will make a positive contribution

3.9 Consequences

Failure to provide accurate information during the applications process may result in the offer of a place being withdrawn.

4. Acceptance of offers

Parents will be given five (5) working days in which to respond to secure

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the place by the payment of the registration deposit, which will be offset against the termly fees.

Should the school not be able to offer the student a place due to being oversubscribed, parents can transfer the application to another school within the UK Curriculum Group of Schools, this includes the application fee.

In some circumstances there may be a conditional acceptance which means that the student is accepted, subject to some additional criteria being met within an agreed timeframe. These will be clearly documented in the admissions offer letter. In order to confirm the students place, parents must meet the requirements of the KHDA, including submitting all registration documents required by the KHDA authorities.

4.1 Special Educational Needs (SEN)

The UK Curriculum Group of Schools welcomes students of determination. The school is committed to the following: (in line with the Dubai Inclusive Education Policy Framework): [The Dubai Inclusive Education Policy Framework \(2017\)](#)

- a) Ensuring that admission to the school is not conditional upon the submission of a medical diagnosis and ensuring that students are not refused admission based solely on their experience of SEND.
- b) Ensuring students who experience SEND will receive 'sibling priority' for admission to a specific school or educational programme.
- c) Ensuring that students who experience SEND will be guaranteed the right to receive quality education and training in all types and phases of schooling across the school.
- d) Ensuring that students who experience SEND will be actively supported to participate in the process of learning as they develop their potential, and build relationships with their peers, through social interactions in age-appropriate common learning environments.
- e) Providing access to appropriate provision, resources and curricular options for students of determination.
- f) Ensuring that students who experience SEND will be provided with the support, accommodations and curricular modifications required to enable equitable access to educational opportunities.
- g) Ensuring we promote the principle of equity for students who experience SEND.

The UK Curriculum Group of Schools will comply with its legal and moral responsibilities under UAE law, in order to accommodate the needs of applicants. Further assessments and information may be sought from

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parents in order to put effective support in place. For more information on parental rights and responsibilities relating to the admissions process please see the KHDA publication [Advocating for Inclusive Education – A guide for parents](#).

Places are only offered after the Head of Inclusion has the all the information needed in order to best determine what is required to meet the individual needs of the student, including but not limited to: information provided in the application, school reports, references, assessment data and medical/educational psychologists' reports.

The UK Curriculum Group of Schools is not able to undertake any diagnosis for specific conditions and may require a formal assessment to be arranged at the parents' or guardians' expense.

The Head of Inclusion will review and determine the appropriate provision for the student, which may include additional costs to the parents/guardians. This could be either/both in the form of 1:1 Learning Support Assistant and/or specialist support from outside agencies (such as speech and language therapy, occupational therapy...). All conditions for specific intervention must be agreed to by the parents upon acceptance of the admission offer and put into place after admission. Should additional needs be identified after admission, all offers are conditional upon acceptance of supplementary educational provision, outside agency involvement and associated costs deemed necessary by the school.

Parents are expected to:

- Provide the school with copies of all medical, psychological or educational assessment reports that are available, before entry to the school. Such materials are a prerequisite in enabling us to provide the best education for the student. Failure to disclose any such information, including the deliberate withholding of information, may result in the student not being able to continue at the school.
- Please refer to the school's Inclusion and Student Support Policy for further information.

4.2 English as an Additional Language (EAL)

Notwithstanding the fact that English is the main language of instruction, The UK Curriculum Group of Schools is committed to making its EAL program available to students whose first language is not English. If a student is identified as requiring possible EAL support (either through identification by the parent or through the assessment process) the Inclusion Team will become involved and conduct further testing. Based on the results of this assessment and in collaboration with Admissions and the Inclusion Team and respective Head of School support will be put in place pending available resources in the school.

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4.3 Class and Set Sizes

Offers can only be made if a place exists in the year group or subjects are available in Key Stage 4 and Key Stage 5. Due to the transient and uncertain nature of the international community in Dubai, there must be some flexibility when making offers. Generally, the maximum class size is between 26 and 28.

4.4 Orientation

New students and families that are joining at the start of the academic year are introduced to the school by the Admissions Manager (AM). All families will have the opportunity to meet senior members of the academic staff as they make preliminary visits to the school.

The school will hold an orientation day for new students to ensure they settle into the school as quickly as possible. There is close liaison between the Admissions Manager, Principal and Heads of Schools.

4.5 Toileting Policy (Foundation Stage)

All students should be fully toilet trained (both urinary and faecal) by the time of starting FS1 and must accept the school's policy on toileting. The school recognises that accidents, both urinary and faecal incontinence, do occur at times, but if the class teacher is concerned with the frequency of accidents, the student must stay at home until the parents/guardians are confident that the student can return to school fully toilet trained. For more information, please reference the school's policy on toileting.

4.6 Enrolment into Dubai British School Jumeirah Park Foundation

All students that enroll into Dubai British School Jumeirah Park Foundation are guaranteed a place at Dubai School Jumeriah Park for Year 1 and are not required to apply to join the school.

5 Registration & Re-Registration

5.1 Registration fees

New students will be required to pay AED4,000 of the annual tuition as a non-refundable registration fee to accept a place. This will be deducted from the tuition fees for the joining term.

5.2 Re-registration Fees

Current returning students will be required to pay AED2,000 non-refundable re-registration fee to hold places for the following academic year, to be deducted from the first term's tuition fees. Failure to pay the re-registration deposit can result in a student's place in the school being revoked.

Should the family relocate outside of the UAE or to another Emirate, the school may, up until 31st July of the same year, refund deposits. Such refund requests must be made in writing to our Admissions Office by 31st July and will be reviewed at the school's discretion. The UK Curriculum Group of Schools reserve the right to seek further documentation to support the request. Unfortunately, they are unable to offer any refund of the deposit for requests received after 31st July.

The UK Curriculum Group of Schools reserves the right to refuse the issue of academic reports and refuse re-enrolment for students when fees are repeatedly not paid on time or if they have not been settled for the previous academic year.

6. Withdrawal & Refund Guidelines

Any student can withdraw from The UK Curriculum Group of Schools at any time of the year, regulation guidelines are listed here [KHDA Refund Policy](#).

Every parent needs to complete a withdrawal form and will have the opportunity to meet a member of the Senior Leadership Team to discuss why they plan to withdraw.

Depending on the time of withdrawal within the term, charges will be made. All withdrawing students will be notified to the Principal, who will make a final recommendation in conjunction with Taaleem Central Office.

In order to comply with government rules, the school must be informed of the country to which the student is being transferred. If the student is transferring to another school in Dubai or other part of the UAE, the school will prepare a Leaving certificate which is charged to the parent at AED120. In order to do so the Admissions Manager must be informed in writing of the school to which the student is transferring in order to prepare the correct documentation.

Students withdrawing from Jebel Ali School are not permitted to re-apply to the school within six months of leaving.

7. Transfers within the UK Curriculum Group of Schools

If students wish to transfer to another Taaleem school within the UK Curriculum Group of Schools they must first seek permission from their current Head of School. Once they have obtained permission for transfer they must then submit the official withdrawal form. An application fee of AED 525 is required when applying to another school within the UK Curriculum Group of Schools.

7.1 Transfer Timing

The transfer of students within the UK Curriculum Group of Schools is only permitted at the start of a term. Midterm transfers are not permitted unless in exceptional circumstances.

8. Acceptance of Policies

Parents/guardians who accept places at the UK Curriculum Group of Schools agree to the acceptance of all school rules, policies and expectations in force at the school, especially in regard to behaviour, respect for others, attendance, use of school equipment, field trips and academic matters.

Proven and intentional breaches of the school's policies including behaviour, anti-bullying and social media use may result in sanctions including suspension from the school.