

<b>POLICY</b>	<b>Owner</b>	Head of Admissions & Parent Relations
<b>ADMISSIONS</b>	<b>ID (Version)</b>	DU/9.1. (v2.0)
	<b>Published</b>	19/02/2019
	<b>Valid Until</b>	19/02/2020

## **POLICY STATEMENT**

The Arbor School is a co-educational school that follows the National Curriculum for England (“NCFE”). It endeavours to deliver high-quality education with a focus on eco-literacy, sustainability, global environmental justice and student wellbeing.

The Arbor School is an inclusive school and welcomes children from all backgrounds. Admission is subject to availability of a place and the prospective student satisfying the requirements set out in this document.

## **APPLICATION**

Admissions procedure at Arbor includes the stages set below, though some stages may in practice be concurrent.

### **1. SCHOOL VISIT**

A visit to the school is the ideal starting point to the admissions process. School tours are organized by the Admissions Department, by appointment, on designated days and times.

### **2. REGISTRATION**

Registration is understood to be an expression of interest and does not commit parents to accepting a place, nor does it commit the school to extending an offer. Parents / guardians (hereafter “parents”) are invited to either complete the registration form online or to meet a member of the admissions team to do so in person.

Parents of a child who has any special educational needs should provide the school with full details at the time of registration, including any specialised reports and external evaluations.

The Arbor School does not charge fees for application. A non-refundable fee of AED 500 is payable at the time of admission assessment. This amount is credited towards the tuition fees.

### **3. ADMISSION ASSESSMENTS**

After completing the registration paperwork, all prospective students are invited for an entrance assessment. The assessment is an opportunity for the school to gain a better understanding of the abilities and interests of the students.

Assessment process is undertaken on a one-to-one basis in the school setting and includes an observed play session for entry into Early Years Foundation Stage and more formal Reading, Writing and Mathematics assessments for entry into Year 1 and upwards. If the application for admission is during a school term, the students will also have opportunity to spend time in class.

For applicants from outside of the UAE, who are unable to attend an assessment in person, assessment will be based on previous school reports, most recent assessment data on Reading, Writing and Mathematics, as applicable to the year group and if required, remote interview with the Head of Phase. Offers subsequently extended will be provisional and must be ratified when the students are in the country.

An applicant who is identified during the assessment process to have possible special educational needs will be referred to the inclusion team for further evaluation.

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### 3.1. STUDENTS OF DETERMINATION

All admissions for students of determination (i.e. students with special educational needs and disabilities), whether their needs are identified during the assessment process or declared by their parents at the time of application, will be handled by the inclusion team under the terms of the school's admissions policy and procedure for Students of Determination.

Members of the inclusion team, led by the school's Director of Inclusion, will work with the parents as well as other specialists where necessary throughout the admissions process. Admission is not conditional on a medical diagnosis. Depending on the need of the student, the Director of Inclusion may issue an additional support contract as a condition to the place offered.

Places, if available, are allocated on a case by case review and are based on the assessment of students' needs and the ability of the school to provide for them. On occasion students may be placed on a waiting list where the existing level of need is high within the requested year group.

### 3.2. STUDENTS WITH ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

Students with EAL needs are referred to the Director of Inclusion for evaluation. Depending on the need of the student and the year of group applied to, the Director of Inclusion may issue an additional support contract as a condition to place offered.

## 4. OFFER OF A PLACE

The school will make best efforts to make admissions decisions available to the parents one week from the date of assessment. For students of determination, the admission process may take anywhere between 3 weeks to 3 months depending on the complexity of a particular student's need and the amount of information available to the inclusion team at time of application.

The Arbor School promotes inclusive practices and strives to meet the individual needs of all students. On occasion this may mean that the school cannot offer a place to a particular student where in the opinion of the academic team, the student concerned will not be able to develop / prosper in the academic and social environment of the school or the school's structure does not meet his / her educational, pastoral and social needs.

## 5. ALLOCATION OF PLACES

All places offered will be based on recommendation from the Head of Phase and approval from the Principal. Places are issued on a first come first served basis until all vacant places are filled. Students will then be placed on a waiting list with a priority given to siblings, starting with siblings of students of determination, staff and those involved in an outreach program. The school reserves the right to take fewer children in the event that insufficient number of applicants satisfy the admission requirements set out in this document.

Compulsory education in the UAE begins from Year 2. Students are placed in a year group deemed to be the most appropriate within the bounds of KHDA guidelines (as specified below) and the judgement of the school's academic leadership as a result of the admission assessment.

YEAR GROUP				
<b>Age by December 31<sup>st</sup></b>	Foundation Stage 01	Foundation Stage 02	Year 01	Year 02
	3 Years	4 Years	5 Years	6 Years

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For admissions into Year 3 or above, an attested completion or transfer certificate from the previous school showing the last year level completed is a requirement.

## 6. ENROLMENT

Once an offer is made, families must take up the placement within two weeks making a payment for a registration deposit equal to 20% of the tuition fees. This amount is deducted from the first instalment of the tuition fees. Failure to pay a deposit may result in the place being offered to another candidate. All deposits are non-refundable unless the family has to move outside the Emirate of Dubai. The school reserves the right to ask for supporting documentation.

It is a regulatory requirement that all students enrolled in Dubai private schools are registered with the Knowledge and Human Development Authority (KHDA) with their Emirates ID and sign a parent-school contract. This process needs to be completed within the timeframe set by KHDA.

## 7. CANCELLATION

With prior consultation and approval from KHDA, the school reserves the right to cancel a student's placement or refuse to re-register the student for reasons including, but not limited to non-payment of fees by identified deadlines, non-completion of registration requirements, poor attendance and non-compliance with school policies and procedures.

## RELATED DOCUMENTS

Document Title	ID / Reference No.
Student Attendance and Truancy Policy	DU/9.3. (v2.0)
Students of Determination Policy	DU/7.18. (v2.0)

## ABBREVIATIONS AND DEFINITIONS

Abbreviation / Term	Description / Definition
KHDA	The Knowledge and Human Development Authority
NCfE	National Curriculum of England
EAL	English as Second Language

## AUTHORIZATION HISTORY

Authority	Status	Date
Head of Admissions and Parent Relations	Recommended	09/01/2019
Policy and Procedures Officer	Cleared	10/01/2019
Principal	Approved	10/01/2019
Board of Governors	Approved	10/01/2019