

ADMISSIONS, REGISTRATION AND PLACEMENT POLICY

Reach British School is a co-educational non-selective school, offering the National Curriculum for England from ages 3-15. Deciding on the right school for your child is very important, and you will find details about registration here, and about school life on the Reach British School website. Prospective parents can register online, and the school holds open days throughout the year as we believe a personal visit to the school is invaluable.

This policy has been written to ensure that the school is following fair and appropriate procedures for all those seeking a place at our school. This sets out the requirements for admissions in line with ADEC's Private Schools Policy and Guidance Manual, where Policies 44 and 45 relate to student admissions, registration, and placement, and Federal Law No. (29) of 2006 on the Rights of Persons with Special Needs.

Year Group Placement Age

Students will be placed per their age on 1st September, or according to their transfer certificate if they are joining us from a school inside the UAE.

Age on 1 st September	Year Group	Grade
3	FS1	Pre-KG
4	FS2	KG1
5	Year 1	KG2
6	Year 2	Grade 1
7	Year 3	Grade 2
8	Year 4	Grade 3
9	Year 5	Grade 4
10	Year 6	Grade 5
11	Year 7	Grade 6
12	Year 8	Grade 7
13	Year 9	Grade 8
14	Year 10	Grade 9

The Admissions Process

You are invited to the school as part of the admissions process, and will meet the Head of Admissions, teaching staff and a member of the senior leadership team. All applications are accepted dependent on availability after re-enrolments and sibling applications.

You will complete a registration form and supply documents including school records for the previous year and medical records. The school may request further documentation from the child's previous school as required. Your child must be toilet trained to join early years.

During the admissions assessment we will consider ability to access the curriculum through language, behaviour among peers, and additional learning needs. These are placement tests to give an indication of performance level, and are not academic entrance tests. They support our placement of students in a way that ensures classes are diverse across gender, language, national status, and additional learning needs.

Admissions Priorities & Times

Re-admissions

Students are eligible for re-registration for the next academic year, unless there are significant behavioural issues. Fees must be up to date to enable re-registration.

Siblings

Siblings of current students are given priority if the year group is at capacity.

Staff Children

Staff children are guaranteed a school place, subject to the terms of our admissions policy, but must still complete an enrolment form and supply requested documentation.

Waiting Lists

Where a year group is at capacity, a child may be placed on the waiting list. The parent will be contacted if and when a place becomes available, and if a place is offered it must be accepted or declined within 1 week.

Applications for next academic year

These can be made at any time, and admissions assessments will begin in January. The admissions team will try to respond to your application within 15 working days.

Accepting an Offer & Registration

Once a place is offered we request you accept or decline within 3 weeks. Any missing documents will be requested of you and a meeting will be set with the Registrar to confirm your child's enrolment, before meeting our Finance Office. Your child's place will only be confirmed once we have received all documents and payment of the registration fee.

Placement of Students After Enrollment

Reach British School places students in the correct year group in accordance with their age on 1st September. To maintain equality and diversity in our classes, and to allow students to better support each other's academic and social development, we place children in class by considering nationality, language ability, gender, and additional learning needs.

Nationality

Reach British School operates a fair and non-discriminatory approach to selection of students, to enable a diverse and rich cultural experience for all children and members of the school community.

Gender

Reach British School is currently co-educational up to Year 4. Should the school's enrolment increase, Reach British School will request approval from PQSA to implement co-educational classes after Year 5. The school tries to maintain a 50:50 boy girl ratio.

English Language

Reach British School delivers the National Curriculum for England to students in English. Language proficiency in early years is not used as an indication for admissions. In primary and secondary, language proficiency is assessed to ensure students can access the curriculum, in order to progress to the best of their ability in our school.

Additional Learning Requirements

Reach British School is an inclusive school for gifted and talented students and students with special educational needs, offering additional learning support where we can help the child to progress. We do expect parents to be honest regarding additional learning support requirements, and request copies of all external documents such as professional assessments, individual learning plans, and one to one learning requirements. Extra learning support may incur additional costs to the parents.

Siblings

Reach British School celebrates and respects the individuality of each child. We will always call our multiple birth children by name and will avoid referring to them as 'the twins', taking care in assessing multiple birth children individually, taking account that they may have different learning and development needs and that one may require specific intervention. Where possible, siblings will be placed in different classes.

Behaviour

Reach British School believes that good student behaviour is fundamental in enabling the best learning experience possible, and all students enrolled at the school should have a positive attitude to learning, and respect for the school community. Registration and re-registration is offered as long as there are no behaviour issues that justify refusal.

Medical Records

The School requires current and accurate information regarding your child's medical requirements, and that you update the School should the circumstances change. We require records of previous medical treatments, allergies, and immunization records on registration.

Class Capacity

Class sizes will not exceed 25 students in Early Years, and will not exceed 25 in the rest of the school unless under exceptional circumstances. With these exceptions, Year 2 to Year 10 will not exceed 30 students.

This policy is reviewed on an annual basis by the School Principal and the Head of Admissions. This will be updated should new policies issues by the Abu Dhabi Education Council.

Policy actioned from September 2016 to September 2017.