

## Introduction

Reach British School is an inclusive International British school in Abu Dhabi where we offer a broad and balanced curriculum to enable our students to excel academically, emotionally and socially.

## Admissions Policy Statement

Reach British Schools welcome applications from students from all cultures and abilities. 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.

## Admissions Procedures.

Parents are strongly encouraged, where possible, to visit the school before submitting an application.

All applications should be submitted in accordance with the age requirements for each year group (see below). Successful applicants will be invited to attend a classroom-based assessment and/or admissions interview. Overseas applicants may be required to connect to the school via an online meeting to facilitate a conversation with prospective student(s). Following a class-based assessment or an online meeting, the school may offer subject to availability in the appropriate year group. Should there be no available space, students may be placed on the school's waiting list. Students transferring from another school should submit the most recent school report and leaving certificate starting from Year 2 onwards to the Admissions Office.

## Admissions (Year Group) Placement

Year Group (British Curriculum)	Grade (Other Curriculum)	Age by 31st August
FS1	Pre- KG	3 Years Old
FS2	KG 1	4 Years Old
Year 1	KG 2	5 Years Old
Year 2	Grade 1	6 Years Old
Year 3	Grade 2	7 Years Old
Year 4	Grade 3	8 Years Old
Year 5	Grade 4	9 Years Old
Year 6	Grade 5	10 Years Old
Year 7	Grade 6	11 Years Old
Year 8	Grade 7	12 Years Old

Year 9	Grade 8	13 Years Old
Year 10	Grade 9	14 Years Old
Year 11	Grade 10	15 Years Old
Year 12	Grade 11	16 Years Old
Year 13	Grade 12	17 Years Old

## Admission to Foundation Stage.

This policy aims to ensure all children applying to join Reach British School Early Years Foundation stage 1 & 2 receive a comprehensive, effective and fair admissions process to guarantee that the individual needs of each child can be fulfilled by Reach British school once they start school. All admission decisions are made in the best interest of the student.

To enter Foundation Stage (FS) 1 & 2 children must be:

- Aged 3 years by 31 August of the year of admission for FS1.
- Aged 4 years by 31 August of the year of admission for FS2.
- All students must be Fully toilet trained so that they are able to use the toilet independently.

FS1 and FS2 students will need to participate in classroom observation.

We assess children on entry to Foundation Stages 1 and 2 for the following reasons:

- To ensure we are the best environment for your child and can cater for their individual needs.
- To identify any potential barriers for learning as early as possible before entry.
- To assess where the children are in their development and to check if FS1 or FS2 setting is appropriate for them at that stage.
- To support your child with the transition to starting school (meeting teachers and visiting the school).
- To meet parents and allow them to meet staff and ask questions.

## Admission Expectations (what we look for FS1 and FS2 Entry):

- Level of language and social development.
- Potential barriers to learning.
- Relationship-building
- Toilet trained

## Admission to Primary School.

- All students entering primary at a year level of Year 1 must be Aged 5 years by 31 August of the year of admissions.
- All students entering primary at a year level of Year 2 must be Aged 6 years by 31 August of the year of admissions.
- Candidates applying for Year 3 and above must have attended school and will be placed within curriculum continuity and into the correct year group according to the transfer certificate and latest report card provided by their previous school.

- All students applying for primary school must submit a previous and recent school report where applicable and have an interview with the Head of School or their delegated representative if required, students may be required to attend a class trial for an in-house assessment.
- Applicants may be required to take diagnostic tests and a GL/CAT4 assessment.

## **Admission to Secondary School.**

- Applicants will be required to submit previous school reports and will be interviewed by the Head of School or his/her delegated representative/s.
- Admission for a place is provisional until an interview can be arranged.
- Applicants may be required to take diagnostic tests and a GL/CAT4 assessment.
- Candidates applying for entry into Year 10-13 must be able to demonstrate that they are suitable for external IGCSE and A-Level examinations (Please review Sixth-Form entry requirements in the Secondary information booklet for further details). Places in Sixth-Form is provisional until external exam results are released and subject choices will be reviewed upon the release of these results and prior to starting the academic year.

## **Siblings**

Siblings of current pupils are given priority if the year group is at capacity and we will invite our current parents to apply for sibling's application for the following academic year before getting a new application.

Sibling discounts are also available for 2nd child is 5% and for the 3rd child and above are 10 %.

## **Re-Assessment**

Applicants may be asked to return for a re-assessment in the following circumstances

- If they are un-settled in the initial assessment
- If there is an unexplained mismatch in the student's school reports and assessment results.

## **Accepting an offer**

- Parents pay a registration fee to secure a place within 3 days of receiving the offer letter.
- Registration fees amounting to up to 5% of the ADEK-approved tuition fees.
- According to the above the registration fee is AED 1000 and is deductible from the tuition fees.
- The registration fees will be non-refundable (as per ADEK Private Schools Policy and Guidelines Manual, Article 39) if the child does not attend the school.
- Failing to reserve the seat with the required payment of the registration fees, will result in placing the student on the waiting list.

## **After acceptance:**

Original Transfer certificate: The transfer certificate is an official document required for the registration of a student with ADEK (Abu Dhabi Education and Knowledge Department). It only applies to students entering from Year 2 and above. However, further information and support needed with transfer certificate requirements will be provided by our Registrar after acceptance and prior to school starts.

## Registration Process at ADEK:

1. eSIS: Schools shall register all their students on the Enterprise Student Information System (eSIS).
2. Required Documents: Schools shall seek the following valid documents from parents and ensure that they are up to date:
  - a. Registration Form: Schools shall require parents to complete a registration form.
    - Child's contact information.
    - Copy of child's birth certificate.
    - Copy of child's passport.
    - Copy of child's Emirates ID or diplomatic card with passport.
    - Copy of parent's passports (both mother and father, if applicable) and evidence of UAE residency or copies of diplomatic cards with passports.
  - b. Medical Records: Schools shall submit medical records for their children in accordance by the Department of Health (DOH) requirements.
  - c. Transfer Certificate: When a student is transferring to a school in Abu Dhabi and is seeking admission to Grade 2/Year 3 or above (Including transferring mid-year Year 2), the sending school must issue a student performance report and a Transfer Certificate (attested if applicable to the country of transfer).
  - d. Documented Learning Plan (DLP): If applicable, schools shall plan, monitor, assess, and evaluate teaching and learning programs personalized for students with additional learning needs, as per the ADEK Inclusion Policy.
  - e. Clinical Assessment Report: If applicable, schools are authorized to ask parents to submit a clinical assessment report assessing their child's needs by a qualified professional, as per the ADEK Inclusion Policy.
  - f. Leaving Certificate: If a student is transferring from a government school to a private or charter school, a Leaving Certificate and a student performance report issued by the government school are required.
  - g. Other Documents: ADEK reserves the right to request any other documents.

## Waiting Lists

- The school reserves the right to retain successful applicants, not offered a place after the above criteria has been applied, on the waiting list and to consider offering a place at the next available opportunity without the need for an additional visit or assessment.
- Students considering accepting a place after remaining on the school's waiting list for more than one academic year will be required to undertake a second visit and classroom-based assessment.

## **Waiting list priorities will be as following:**

1. School staff.
2. Students with siblings attending Reach British school.
3. Reach British school former students

## **SEN Admission**

Reach British School is an inclusive SEN school in Abu Dhabi and will accept students with a level of educational learning needs where we will be able to provide appropriate additional support when necessary or when needed. The school follows the inclusion guidance from ADEK and will place students with mild to moderate additional needs according to the availability of places and the severity of need.

Accordingly, schools' admissions processes shall adhere to the following:

1. Prioritizing the attendance of students with additional learning needs and their siblings at Reach British School
2. Requesting original clinical assessment reports from parents completed by any relevant specialists such as a therapist, psychologist, or pediatrician.
3. Supporting the transition process for all students with additional learning needs. In particular, targeted transition support shall be provided to:
  - a. Students starting school for the first time or coming from alternative early education settings.
  - b. Students transferring from specialized provision, homeschooling, or any other type of educational provision.
  - c. Students in exchange programs.
4. Inability to Accommodate Notification: Where a school considers they are unable to meet the needs of any students with additional learning needs, or the school capacity is full, the school shall submit an inability to accommodate notification to ADEK and the parents within 7 days of the admission decision being issued.

Reach British School has approval from the ADEK (Department of Education and Knowledge) for our additional tuition fees, the increase is 50% additional to our approved school fees.

## **Safeguarding**

Reach British school is committed to safeguarding and promoting the welfare of children and young people in accordance with the admission procedures:

- The school reserves the right to request information related to the educational needs and welfare of the child from his/her previous school/setting
- The school will share requested information regarding leavers with their new school/setting if requested.

## School Attendance

For compulsory grades (Year 2 and above), school will identify students with unauthorized absence rates above 5% of the total calendar days outlined by ADEK as a “cause for concern”.

- School will determine whether to identify the student as being at educational risk, in line with the ADEK Educational Risk Policy.
- If the absences lead to reasonable suspicions of maltreatment (neglect), the school shall report this in line with the ADEK Student Protection Policy.

For the KG cycle, schools shall identify a student's overall absence rates (including authorized and unauthorized absences) above 10% of the total calendar days outlined by ADEK, as a “cause for concern” and are authorized to further escalate, in line with the ADEK Educational Risk Policy and/or the ADEK Student Protection Policy, if applicable. School will advise the student's parents that persistent absences may have an impact on student learning and progression.

## Authorized Absences:

a. School will authorize the following types of absences, provided they are supported by a signed letter from parents or official documents from appropriate authorities:

- Illness.
- Death of a first- or second-degree relative.
- Medical appointment scheduled prior to the absence.
- Official community task.
- Mandatory appearance before an official body.
- Essential urgent family travel for matters such as medical care, escort leave, or a death in the family.
- Attendance of conferences, competitions, and events, with the permission of the Principal (e.g., Model United Nations, sports events, Olympiads).
- Work in the entertainment industry.
- Observation of religious holidays that are not defined as public holidays in the UAE.
- Examination leave (for board and pre-collegiate examinations only, when approved by ADEK).
- Study leave (up to 4 weeks annually for board and pre-collegiate examinations only, when approved by ADEK).

## Promotion:

School will promote all students with their peer group sequentially from one grade/year to the next if they fulfill the promotion requirements for the previous year.

## Exceptions to Mandatory Promotion:

School will not retain students in a grade/year in any circumstance, except where a Cycle 2 or 3 student does not meet the promotion requirements as per the ADEK-approved curriculum and fails to make progress following interventions identified in the ADEK Educational Risk Policy.

- Where a student fails to meet the objectives in their DLP but does meet the promotion requirements set out in the ADEK-approved curriculum, school will promote them and adjust their DLP objectives accordingly.
- Schools are not authorized to retain a student in Cycle 2 or 3 in a certain grade/year more than 2 consecutive times.



- School is not authorized to retain any student in more than two different year groups during the entirety of their school education.
- Grade Repetition: Schools are authorized to exceptionally allow a student to repeat the school grade/year upon the request of the student's parents, and if deemed in the best interest of the student and their wellbeing as per the following:
  - a. If parents request grade/year repetition to enable the student to improve their grades, schools are authorized to use their discretion to make the decision.
  - b. School will obtain ADEK's approval before retaining a student.

## **Re-enrollment**

Reach British School re-enroll all existing students for the upcoming academic year, provided that all conditions for re-enrollment, as defined by ADEK, have been met the following :

- a. Have a clearly published re-enrollment procedure, detailing the prerequisites and timelines for re-enrollment.
- b. Ensure that existing students are automatically re-enrolled in the next academic year, subject to meeting fee payment requirements, as per the ADEK Fee Policy, unless parents actively choose to withdraw their child from the school.

## **Withdrawal of a SEAT**

Reach British School will issue an offer letter when a student's application is approved by our admissions committee and when we send the Re-enrolment letter for our existing students and will outline the period of validity of the offer/Re-enrolment letter and not withdraw it unless:

1. The parent has not completed the new enrollment or re-enrollment procedures outlined by the school within the stipulated deadline and paid the reservation fee to secure the seat at Reach British School.

## **Monitoring and Review.**

The Admissions policy is to be reviewed and checked annually by the Admissions Manager and the Principal.

## **Approval and Review.**

Reviewed by: Admissions Manager: Hala Al Qubaj / Date: 19.04.24

Confirmed by: Principal / Date: 6.8.24