



# Admissions and Student Placement Policy

## Purpose

To provide assurance that The British International School Abu Dhabi operates a fair and appropriate admissions, enrolment and student placement policy. The Principal, along with the Director of Marketing and Admissions have responsibility for admissions to the school.

## Introduction

The British International School Abu Dhabi is a co-educational, non-selective school that offers the English National Curriculum from the age of 3-16 and the International Baccalaureate Diploma Programme to students from the age of 16–18.

This policy has been written with the intention of delivering a suitable admissions policy for The British International School Abu Dhabi, whilst also acknowledging the requirement to attract students of the highest intellectual potential and to maintain a balance of nationalities amongst its cohort.

## Policy

This policy sets out the requirements for admissions and enrolment for The British International School Abu Dhabi in line with ADEK Private School Policy and Guidance Manual – Policy Numbers 44 and 45.

## General Admissions Criteria

Each application is considered individually, taking into account academic ability, behaviour and attitude, as well as additional learning needs. The school reserves the right to decline any application.

### Academic Standards

Each applicant's report will be assessed individually in detail before an offer of a place is made. The child's grades and academic achievements will be taken into consideration in order to understand how well they would fit into the school and the existing cohort of students in their year. Where necessary an interview and/or placement test will be required.

- **Foundation Stage** - it is acknowledged that often children of this age have not been in formal education and therefore an academic record cannot always be assessed. In these cases, preference might be given to children that have been in a nursery environment that lends itself to the English National Curriculum style of learning. Families may be invited in to school for a play date to ensure that the child is ready for school.
- **Primary Years 1–6** - children entering the school in Years 1–6 will be required to submit an academic report which shows the child's level of attainment across all subjects, but particularly in English, Maths and Science. Placement tests and a short interview may be required to ensure learning needs can be met and year placement is correct.
- **Secondary Years 7–9** - children entering the school in Years 7-9 will be required to submit an academic report which shows the child's level of attainment across all subjects, but particularly in English, Maths and Science. Placement tests and a short interview may be required to ensure learning needs can be met and year placement is correct.



- **IGCSE** - places will be offered to students that are achieving at the appropriate level across core subjects including English, Maths and Science. A written and signed reference from their teacher is often particularly useful. Where students are showing an active involvement in school life and an exemplary attitude towards learning this will be especially beneficial. It is important to note that the school does NOT generally offer places to children that are looking to enter the school in Year 11. Placement tests and a short interview may be required to ensure learning needs can be met.
- **IB Diploma**– places will be offered to students in Year 11 that clearly indicate their desire of a place and their likely suitability in terms of the individual requirements of suitable courses. Students are expected to achieve a minimum of 5 4-9 grades for their IGCSEs including English and Maths. Interviews are conducted where possible but may not be achievable in the case of overseas applicants.

### Behaviour

The British International School Abu Dhabi takes the behaviour of its students very seriously. The Admissions Team will review reports in depth to ensure that children have a positive attitude towards learning and their peers. If behaviour and attitude is not indicated in a child's school report, the school will often request a behaviour report or recommendation form from the child's school.

### Nationality and Gender

The British International School Abu Dhabi operates a fair and non-discriminatory approach to selection with regards to race, ethnicity and gender.

Gender: The British International School Abu Dhabi is co-educational throughout the entire school. The school will always try to maintain close to a 50/50 ratio in boy/girl admissions to the school, which may in some cases affect admissions to the school.

### English Language Fluency

The school admits a diverse community of students with its language instruction delivered in English. For a student to be accepted, it is essential that they have the potential to succeed in this language. Generally, the school follows the following protocol across different year groups:

- *FS Nursery–Y2*: children arriving in the younger year groups with little or no English can normally acquire the language quickly. Admittance to the school would not normally be rejected based on a child's language ability at this age
- *Year 3 upwards*: children applying to the school from Year 3 upwards with little or no spoken English will be assessed by the Head of EAL to ensure support is available to cater for the child's needs. Extra support is at an additional cost.
- It must also be considered that the overall percentage of native versus non-native English speakers in each year group will also be reviewed when admitting a non-native speaker.

### Additional Educational Needs (AEN)

Children with AEN will always be considered for inclusion within our student body and will be assessed by our Head of Learning Support. Four considerations will be made with regards to accepting a child with AEN:

- All reports from previous settings must be provided, including School Reports, Educational Psychologist Reports, Speech and Language Reports and any relevant medical reports



- Consideration will be given to whether the school can provide the necessary staff, resources and, in some cases, specialist equipment to truly meet the needs of the child or whether extra support will be required
- The school will consider whether acceptance of the child will have any impact on the quality of teaching, learning and provision for other children in the same cohort
- If relevant, health and safety aspects will be considered

If the criteria are satisfied, the Head of Learning Support may require an informal interview and/or appropriate assessment. See the Learning Support Policy for further information. Extra support may incur additional costs. The British International School Abu Dhabi may not offer a place if it is felt the needs of a student cannot be met.

## **Student Capacity**

### **Class Sizes**

Classes are kept small as the school sees this as a fundamental part of its offering. The policy at the British International School is as follows:

- Foundation Stages have an optimum number of 20 students. Each class has a dedicated qualified teaching professional. It also has a full-time teaching assistant.
- Years 1-6 have an optimum of 24 students. Each class has a dedicated qualified teaching professional. It also has a full-time teaching assistant.
- Secondary does not have specific class sizes because of the way the curriculum is taught. On average, classes do not exceed 15-20 students, depending on the popularity of a subject and the different teaching sets.

The British International School Abu Dhabi aims to ensure that class sizes are maintained at these optimum levels. It is possible, that for limited periods these class sizes are exceeded as new students join during a school term.

## **Admissions Priorities**

### **Re-admission**

Students are eligible for re-registration for the next academic year unless there are significant behaviour or academic issues or fee defaults.

### **Siblings**

Siblings of children currently in the school are given preference if they are entering the school in FS1. If siblings are not entering in FS1 then the school is only able to give preference in line with the admissions process – if that be waiting list or assessment preference. All siblings will still be required to go through the same admissions process as a normal applicant.

### **Staff Children**

As long as a staff child does not have any significant EAL or AEN requirements, they will be guaranteed a space in the school. They will be expected to submit an application form and all other relevant documentation in exactly the same fashion as any other applicant.

### **Nord Anglia Education Students**

Students wishing to transfer from one of our Nord Anglia Education Schools will be given



priority as long as the student fulfils the admission criteria and does not have significant EAL or AEN requirements. They will be expected to submit an application form and all other relevant documentation in exactly the same fashion as any other applicant.

## **Admissions Information and Data Collection**

The school will follow the ADEK guidelines on Admission Information, Documents and Records as stated in Policy 44.

## **Admission Times and Waiting Lists**

The school does not have set times of the year when applications can be made. However, there are some guidelines to follow:

### **Applications for the current academic year**

Depending on where the student is coming from and the curriculum they are studying, there may be some additional paperwork that is required from ADEK in order to gain approval.

The Admissions Team will keep abreast of developments in this. The Admissions Team will endeavour to respond to applications within 5 working days.

### **Applications for next academic year**

Applications for the next academic year can be made after the published opening date for admissions acceptance. The Admissions Team will endeavour to respond to applications within 10 working days.

### **Waiting Lists**

Where a year group has reached full capacity, a family will be informed that they are on the waiting list. The length of time a child remains on a waiting list depends entirely on when an existing student leaves the school. Admissions maintain the right to close admissions for year groups at capacity at any point in the year.

## **Student Registration**

Upon meeting the school's admissions requirements, students will be registered with ADEK's eSIS system. Students may be accepted at any time of the academic year provided that the student meets the entry criteria and that the school is confident in meeting the student's needs.

### **Transferring within Abu Dhabi**

Students may transfer within the Emirate provided that equivalency and curriculum requirements are met. In these cases, the student's record on eSIS will be updated.



## Placement and cut-off dates

The British International School Abu Dhabi follows the UK entry system whereby the year a child enters is based on their age on the 1<sup>st</sup> September of the new academic year.

Year Level	Required Age
FS1	3
FS2	4
Year 1	5
Year 2	6
Year 3	7
Year 4	8
Year 5	9
Year 6	10
Year 7	11
Year 8	12
Year 9	13
Year 10	14
Year 11	15 (not accepted)
Year 12	16
Year 13	17 (not accepted)

As an international school with children coming from a variety of curricula, there are occasions when the school does not place a child in their age-appropriate class. In most instances, this is normally done for one or more of the following reasons:

- The child is coming from a completely different curriculum where different subjects and different content have been taught
- The child is coming from a completely different curriculum where the start/end of the academic year are different and therefore it becomes unclear which year a child should be placed into
- The child's report demonstrates that they are not performing at the adequate level to be considered for their age-appropriate year

In all cases such as these, the child's educational history will be considered individually, and they may be invited for an assessment in order to determine in which year they should be placed. Wherever possible, from Year 3 and above, The British International School Abu Dhabi will follow a child's continuation of studies unless it is felt the child will be unable to succeed in the school.