



# Admissions and Student Placement Policy

## Purpose

To provide assurance that The British International School, Abu Dhabi operate 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 non-selective 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 ADEC's Private School Policy and Guidance Manual Policy 44 and 45.

## General Admissions Criteria

We consider each application individually, taking into account academic ability, behaviour and attitude and additional learning needs. The school reserves the right to refuse admissions to any application that the school feels does not meet the required standard of English and general academic ability; or who demonstrates behaviour that would be more suitable to a different learning environment.





## 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 life and the existing cohort of students in their year and where necessary an interview and/or placement test will be required.

- **Foundation Stages & Year 1** – we acknowledge 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. We may invite the family in to school for a play date to ensure that the child is ready for school.
- **Primary Years 2 – 6** – children entering the school from Year 2 – 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 from Year 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.
- **GCSE entrance** - 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 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 Entrance** – 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 A\* - C grades for their GCSEs including English and Maths. Interview is essential.

All families are encouraged to visit the school prior to registration to familiarise the family with the school.

## Behaviour

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

Nationality: With the exception of British and UAE nationals, the school aims to maintain an even representation of nationalities.

Gender: The British International School is co-educational throughout the entire school. The school will always try to maintain as close to a 50/50 ratio in boy/girl admission 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. Each child's English levels are reviewed individually by the Head of EAL (English as an Additional Language), but generally the school follows the following protocol across different year groups:

- *FS – 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 our Head of EAL.

It must also be considered that the overall percentage of native v non-native English speakers in each year group will also be reviewed when admitting a non-native speaker, with at least 50% of each year group must be a native English 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. Three 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 the criteria are satisfied, the Head of Learning Support may require an Informal interview and/or appropriate assessment. See Learning Support Policy for further information. Extra support may incur additional costs to the parents.

### **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. Often the teaching assistant is a native English speaker.
- Year 1 has an optimum of 24 students. Each class has a dedicated qualified teaching professional. Teaching Assistants also support in classes.
- Year 2 – 6 has an optimum of 24 students. Each class has a dedicated qualified teaching professional. Teaching Assistants also support in classes.
- Secondary does not have specific class sizes because of the way the curriculum is taught. Normally classes do not exceed 15-20 students, but it depends entirely on the popularity of a subject and the different ability sets.

We aim to ensure that class sizes are maintained at these optimum levels. It is possible, that for brief, 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 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 selection 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 relating to any additional support that may be required in exactly the same fashion as any other applicant.

### **Nord Anglia Education Students**

Students wishing to transfer from one of Nord Anglia Education Schools will be given priority as long as the students 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.

### **Emirati Students**

Priority will be given to Emirati students with exceptional academic abilities.

### **Admissions Information & Data Collection**

The school will follow the ADEC guidelines on Admission Information, Documents and Records. The following documents are required prior to a student's registration.

- A completed online Application Form.
  - Student's birth certificate
  - Student's passport
  - Student's most recent school / nursery report
  - Health and/or psychological reports (for students with medical issues and Special Educational Needs)
- Original Transfer Letter from student's previous school (if overseas) issued at the end of their attendance at that school. This must be issued on school letterhead and signed and stamped by the school, and is only required when the student has been offered a place. For students transferring from schools within the Emirates (with the exception of Abu Dhabi), an original Student Leaving Certificate is required.
- Photocopy of Emirates ID cards and residency visas for sponsoring parent/guardian and student(s). If the residency visas and Emirates ID cards are still being processed at the time of application, please submit either copies of the registration forms or a letter from your company to confirm that the applications have been made.
- Additionally, the student's and both parents' Emirates ID cards must be scanned through the Ministry of Education scanning system in the Admissions Office in school.





- Students enrolled in a school within Abu Dhabi need to be transferred online via ESIS (Ministry of Education's online system, Enterprise Student Information System) by their previous school using our ESIS number 9190.
- Parents' / legal guardian's residency visas if already issued or Family Book (for UAE Nationals only)
- Two (2) recent passport size photographs for each student (JPEG files)
- Vaccination record for student
- Parents/ legal guardian's passport

The School shall maintain and update records or official documents, school records, previous year, and individual education plans with relative assessment for all students and will include students with additional educational needs and gifted and talented students.

### **Admissions 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 ADEC in order to gain approval. Admissions Team will endeavour to respond to applications within 10 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 15 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 ADEC's eSIS system in accordance with the dates determined by the council each year. 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 the student can pass the academic year, ADEC approval is required.





### Transferring within Abu Dhabi

Students may transfer within the Emirate providing that equivalency and curriculum requirements are met. In these cases, the student's record on eSIS will be updated and the school's own management system will be amended accordingly

### Placement Age 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 or before 31<sup>st</sup> August of the new academic year. ADEC approval is required,

Year/Level	Required Age by 31 <sup>st</sup> August
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 (not accepted)	15
Year 12	16
Year 13 (not accepted)	17

As we are 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 content has been taught and different subjects.
- 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. We will not place a student in a year above the stated age appropriate guidelines.

