

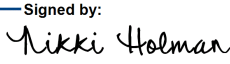
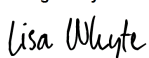


UK Curriculum Schools – Admissions Policy

Policy Details

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Prepared by:

Name	Designation	Signature
Nikki Holman	Head of Admissions – UK Curriculum Schools	Signed by:  B15D18E14372454...
Lisa Whyte	Group Head of Admissions	Signed by:  5B8762230FD44AB...

Reviewed by:

Name	Designation	Signature
Natasha Pardasani	Head of Compliance	DocuSigned by:  0D63CBA9319B4B2...

Approved by:


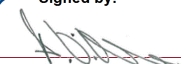
Name	Designation	Signature
Sam Truman	Chief Operating Officer	DocuSigned by:  D70E6514BCA94A6...
Alan Williamson	Chief Executive Officer	Signed by:  22E5C8508E564FC...

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1. Purpose

- a. The UK Curriculum Schools of Taaleem Holdings P.J.S.C. aim to provide high-quality education to students of all nationalities, aged 3 to 18 years old, and embrace diversity by welcoming students from all segments of society, including those with special educational needs.
- b. The ethos of the UK Curriculum Schools promotes global citizenship while acknowledging the international context of schools in the United Arab Emirates. The curriculum adheres to rigorous academic standards with clearly defined knowledge and skill expectations, aligned with the English National Curriculum and the Early Years Foundation Stage framework.
- c. The aim of the Admissions Policy is to inform prospective parents about the admission criteria and process, ensuring fairness and equity throughout the procedure.

2. Scope

The schools within the UK Curriculum Group are as follows:

- a. Dubai British School Jumeirah Park Foundation (FS1-FS2)
- b. Dubai British School Jumeirah Park (Y1-Y13)
- c. Dubai British School Emirates Hills (FS1-Y13)
- d. Dubai British School Mira (FS1 – Y8)
- e. Dubai British School Jumeira (R3-Y6)
- f. Jebel Ali School (FS1-Y13)

Dubai British School Mira and Dubai British School Jumeira will continue to add additional year levels each year until they reach Year 13.

3. Policy Statement

- a. The UK Curriculum Schools aim to admit students who demonstrate the potential to thrive in our academic and supportive environment. They benefit from our comprehensive educational offerings and are encouraged to engage fully in school life. The admissions process ensures a good fit for the benefit of all stakeholders. We nurture a strong sense of community across all its campuses, fostering high aspirations for every student. We are dedicated to inclusivity and providing excellent pastoral care to support each student.
- b. We invite all prospective parents to schedule an appointment with our Admissions Team to discuss enrolling their child. Each application is considered individually, considering academic ability, behavioural aspects, and any additional learning needs.
- c. Applicants are required to undergo an assessment appropriate to their age and educational stage. We uphold fairness, equality, and consistency in our approach to all prospective parents and students, ensuring that our admissions criteria are clear, transparent, and accessible. We welcome applications across all year groups (excluding Year 11 and Year 13 due to examination years), subject to availability, and offer places to

students who complete the school's admission process for their intended year group. Our goal is to facilitate a smooth and transparent admissions process for both students and parents.

- d. The Knowledge and Human Development Authority (KHDA) is the educational quality assurance and regulatory authority of the Government of Dubai, responsible for overseeing private schools in Dubai. Both parents and schools must meet specific requirements for students to attend private schools in Dubai. The KHDA offers a Parental Guide for School Admissions on their website, which provides essential information for parents. You can access this guide at KHDA's official website.

4. Guidelines

Prioritisation

- a. When an application is received, students are placed into the admissions pool based on a general prioritisation. Children of school staff are given consideration, followed by siblings of current students, UAE Nationals, and other applicants.

Age and Cut-off Year of Entry

- b. The UK Curriculum Schools use the student's age based on the cut-off date of 31st August, following KHDA guidelines. Promotion to the next year group is primarily determined by the student's completion of their last academic year. The last year group completed takes precedence over age, although all students are assessed to ensure readiness for the next academic level. Students in Rising 3's, FS1, FS2, Year 1, and Year 2 are placed according to their age, while from Year 3 onwards, placement follows the student's last completed year group, supported by assessment.
- c. To join a year group, students must meet the age requirement by the 31st August and demonstrate readiness through assessment. This date serves as a cut-off in several northern hemisphere countries, including the UK and Dubai. In cases where a student applies for a lower year group than their age-appropriate year due to agreed reasons between the school and parents, the school will seek KHDA approval post-enrollment to confirm parental consent for the student's placement associated with the 31st August cut-off. This practice, while not common, is sometimes necessary and agreed upon by school and parents.
- d. Other factors influencing placement in the age-appropriate year group may include:
 - When it is deemed in the student's best interest to be placed in a year group below their age expectations. This decision requires express permission from the parent, approval from KHDA, and collaboration among the Head of Inclusion and Principal.
 - Considering the cut-off date in the student's country of origin to prevent potential academic penalties upon the student's return.
 - Evaluating the student's successful completion of an equivalent grade level in another educational system.
 - Reviewing a transcript or report card from the previous academic year that demonstrates exceptional academic performance and strong social skills.

- e. The UK Curriculum Schools provide the English National Curriculum and the Early Year Foundation Stage Curriculum but welcome applicants who have been studying within a different curriculum or setting. The following shows the correct age and year for a student to join and the equivalent grade comparison chart.

Year & Grade – Plus Age Comparison			
	Year	Age as of 31st August	Equivalent Grade
Early Years	R3's	2 Years Old	Nursery
	FS1	3 Years Old	Pre-KG
	FS2	4 Years Old	KG1
Primary	Year1	5 Years Old	KG2
	Year 2	6 Years Old	Grade 1
	Year 3	7 Years Old	Grade 2
	Year 4	8 Years Old	Grade 3
	Year 5	9 Years Old	Grade 4
	Year 6	10 Years Old	Grade 5
Secondary	Year 7	11 Years Old	Grade 6
	Year 8	12 Years Old	Grade 7
	Year 9	13 Years Old	Grade 8
	Year 10	14 Years Old	Grade 9
	Year 11	15 Years Old	Grade 10
Sixth Form	Year 12	16 Years Old	Grade 11
	Year 13	17 Years Old	Grade 12

5. Application Process

Entry into any year group within the UK Curriculum Schools is possible based on availability, except for Year 11 and Year 13. Schools that are oversubscribed will intermittently open online admissions as places become available. Admissions for younger year groups (FS1) will open one year before the academic year of joining. Applying does not guarantee an admission offer or availability of a place.

How to Apply

- a. Parents are required to complete an online application form and submit necessary documents to the Admissions Office. An application fee of AED 525 including VAT, which is non-refundable, must be paid before the application can proceed. For parents applying from overseas, the Admissions Office will coordinate with the student’s current school to assist in the assessment process. Students in Dubai will be invited to attend an assessment, and a confidential reference form will be sent to the student’s current

school.

- b. Further assessment to determine English language proficiency or learning support needs may be necessary. The UK Curriculum Schools may also request additional supporting information from the student's current school to facilitate a smooth transition and induction into the school.

Documentation to Submit

- c. All pertinent information must be disclosed, including details of disciplinary, social, physical, medical, or psychological needs, as well as any potential learning support requirements.
- d. During the application stage, parents are required to upload documentation to the school's admissions portal. This includes previous school reports, passport copies, Emirates IDs, and any other documents requested by the Admissions Team. One essential document is the 'Transfer Certificate', which parents must request from the student's previous school. Without this certificate, the student will not be able to commence studies at the new school. Documentation for the Dubai Health Authority must also be provided, including the reading and signing of the medical consent form and submission of the student's immunization records.

Applying to Multiple Taaleem Schools

- e. A non-refundable application fee of AED 525 is required when applying to each school within the Taaleem Group, unless the school cannot offer a place due to a waitlist. In such cases, the application fee may be transferred to another Taaleem school.

Admissions Pool & Waitlist

- f. Once applications are submitted, they will be reviewed, and places offered where available. In cases where the number of applications exceeds available places, the UK Curriculum Schools will place applicants in a waiting pool. Placement in the waiting pool does not guarantee a spot, but parents will be regularly updated regarding the status of their application for the current or upcoming academic year. Parents are expected to provide updated student report documents every term and undergo assessment annually while on the waiting list.
- g. If a place is not available for the desired entry term, the UK Curriculum Schools will discuss with parents whether they prefer the student's application to be deferred to the following term or academic year.

Deferral of Offer

- h. Due to unforeseen circumstances, parents may decide to roll over the admission of the student to another term or academic year. This is possible pending availability of a seat and only if parents inform the Admissions team before the date of the student's original admission date.
- i. Parents are permitted to rollover the application up to one year from the initial date of enrolment, after this, no further date change of admission is allowed, and the deposit will

be lost.

Returning Students

- j. Students that wish to return to the same school that they departed from will not be required to pay an application fee unless they are returning after one year from their leaving date. Students returning within one year from their date of leaving will not be required to sit an additional assessment, however updated school reports will be required.

Assessments

- k. The UK Curriculum Schools aim to foster a happy and purposeful environment for students during assessment days, ensuring candidates feel at ease and have a positive experience. Assessments help determine placement and assist teachers in identifying the appropriate learning pathways. Assessment procedures for students joining different year groups are tailored to individual needs, although there are some common elements:
- Applicants receive invitations for formal entrance assessments and interviews with senior members of the academic team, including Heads of Inclusion where applicable.
 - The UK Curriculum Schools do not provide assessment results directly to candidates' parents, as these are considered in context. However, a senior member of the relevant year group is available to discuss the student's performance.
 - The UK Curriculum Schools are fully inclusive, offering high-quality education to children of all nationalities and abilities. Each school prioritises serving families within the community, offering places as needed without prejudice or exclusion.
 - Upon application to each school, parents are required to disclose any known additional needs their child may have. Submission of diagnostic, psychological, or medical reports is mandatory before enrollment.
 - The Head of Inclusion may conduct an assessment of educational needs upon the student's entry to the school. Information gathered during assessment and identification procedures helps determine the type and level of support appropriate for each student.
 - Assessment outcomes may indicate the need for additional support, such as personnel or resources. If additional costs are anticipated, these will be discussed and agreed upon with parents beforehand. Full transparency regarding actual costs will be provided, and details of additional requirements will be communicated to parents in writing, possibly as part of a conditional acceptance letter or parent agreement. Translations of these documents will be provided if the parent's first language is not English to ensure full understanding and informed consent.
 - After receiving the assessment, writing sample, and reference, the school will review the application. The Principal, Admissions Manager, Head of Primary/Secondary, and Head of Inclusion (if necessary) will consider the information provided in the

application and school reports. An admission decision will be communicated in writing to the parent/guardian.

Early Years Assessment Process

- l. For entry into Rising 3s (age 2-3), parents will complete an additional questionnaire to assist the team in assessing the child's developmental milestones achieved and those they are working towards in social-emotional, physical competence (refer below), cognitive abilities, and language and communication skills. The Rising 3s team will use this information to tailor a learning plan for each child before entry. If necessary, the team may arrange a meeting with parents to ensure the environment is suitable and staff are prepared to support a smooth transition into the Rising 3s class. Students entering Rising 3s are not required to be toilet trained.
- m. For entry into FS1 and FS2, prospective students and their parents will be invited to attend a small group play session with the Early Years staff. Students will engage in play-based activities focusing on colour, shapes, number awareness, and letter recognition, aligning with the primary areas of the British Early Years Curriculum.

Lower Primary Assessment Process (Year 1 & 2)

- n. The assessment for prospective students in this age group consists of two parts, both of which are required for completion. The academic team will observe and engage with prospective students to assess their English language proficiency, speech, behaviour, and social interaction, determining their developmental stage for their age. These assessments are conducted informally to ensure students feel comfortable, while allowing a member of the Senior Leadership Team to gain insight into their character and personality. Students will engage in age-appropriate tasks in mathematics, reading, and writing, drawn from the National Curriculum of England. The Senior Leadership Team will observe the methods and strategies students use in their work and their approach to learning.

Higher Primary Assessment (Years 3 to 6)

- o. Prospective students must submit their latest school report and, if available, their CAT4 report to the Admissions department. The CAT4 report assesses how students think in areas crucial to learning and helps students and teachers understand their academic potential. If a recent CAT4 report is not available, students will be required to take an age-appropriate CAT4 test. The Academic team will review both the school reports and test results.

Secondary Assessment Process (Years 7 to 11)

- p. For entry into Secondary School, prospective students must submit their latest school report and, if available, their CAT4 results to the Admissions department. If students do not have a recent CAT4 test, they will be required to take an age-appropriate CAT4 test. The Academic team will review both the school reports and test results. Additionally, prospective students may be invited for an interview with a senior member of the

Secondary team. This interview aims to assess the student's character, interests, values, and aspirations.

Entry into Sixth Form (Year 12 & 13)

- q. Parents should refer to each school's minimum criteria for studying A Level & BTEC courses (where applicable). The school may admit students to Sixth Form conditionally. Students who have not taken GCSE courses may be admitted to Sixth Form if academic achievement and formal assessment data is judged to be the equivalent to the school's GCSE entry requirements and if the applicant is likely to satisfy the promotional requirements of the national system of higher education to which he or she will apply during Year 13.

Criteria for Admissions

- r. Within the UK Curriculum Schools, the criteria of acceptance is on an individual basis. However, broadly we seek to enrol the following students.
- Who are well-rounded and enjoy learning
 - Whose academic performance (where applicable) is at an appropriate level
 - Whose conduct is good overall and those that are respectful to others
 - Who are and whose parents are committed to the UK Group of school's mission and vision and have an interest in the community
 - Whose qualities will enrich the UK Schools and who will make a positive contribution
- s. Failure to provide accurate information during the applications process may result in the offer of a place being withdrawn.

6. Acceptance of Offers

- a. Parents will be given five (5) working days in which to secure their child's place by paying the registration deposit, which will be offset against the termly fees.
- b. If the school is unable to offer a place due to being oversubscribed, parents can transfer the application, including the application fee, to another school within the UK Curriculum Schools.
- c. In some cases, there may be a conditional acceptance, meaning the student is accepted subject to meeting additional criteria within an agreed timeframe. These conditions will be clearly documented in the admissions offer letter. To confirm the student's place, parents must fulfil the requirements of the KHDA, including submitting all necessary registration documents.

Special Educational Needs and Disability (SEND)

- d. The UK Curriculum Schools welcome students of determination and are committed to the following principles in line with the Dubai Inclusive Education Policy Framework (2017): [The Dubai Inclusive Education Policy Framework \(2017\)](#)

- Admission to the school will not be conditional upon the submission of a medical diagnosis, and students will not be refused admission based solely on their special needs.
 - Students of determination are guaranteed the right to receive quality education and training across all phases of schooling.
 - Students of determination will be actively supported to participate in learning processes, develop their potential, and build relationships with peers in age-appropriate common learning environments.
 - Access to appropriate provisions, resources, and curricular options will be provided for students of determination.
 - Students of determination will receive necessary support, accommodations, and curricular modifications to ensure equitable access to educational opportunities.
 - The school promotes equity for students of determination.
- e. The UK Curriculum Schools will fulfil their legal and moral responsibilities under UAE law to accommodate the needs of applicants. Further assessments and information may be requested from parents to provide effective support. For more information on parental rights and responsibilities in the admissions process, please refer to the KHDA publication ["Advocating for Inclusive Education – A guide for parents."](#)
- f. Upon application to the school, parents are required to disclose any known additional needs their child may have. The Head of Inclusion will then arrange a meeting with parents to understand these needs and ensure appropriate provisions and support are in place before the child's entry into school.
- g. The UK Curriculum Schools are not able to undertake any diagnosis for specific conditions and may request a formal assessment to be arranged at the parents' or guardians' expense that would support the students in-class learning, however, this is not a requirement to be accepted in the school.
- h. The Head of Inclusion will assess and determine appropriate provisions for the student, which may include additional costs to parents or guardians. This could involve 1:1 Learning Support Assistants and/or specialist support from external agencies (such as speech and language therapy, occupational therapy). All conditions for specific interventions will be agreed upon with parents upon acceptance of the admission offer and implemented post-admission. If additional needs are identified after admission, the school will collaborate with parents to provide the best possible support and educational plan for the student.
- i. Where available, parents are expected to:
- Provide the school with copies of all medical, psychological, or educational assessment reports that are available, before entry to the school. Such materials are a prerequisite in enabling us to provide the best education for the student.
 - Please refer to the school's Inclusion and Student Support Policy on the website or ask the Admissions Manager for a copy for further information.

English as an Additional Language (EAL)

- j. Although English is the main language of instruction, the UK Curriculum Schools are

committed to offering an EAL program for students whose first language is not English. If a student is identified as needing EAL support, either by a parent or through the assessment process, the Inclusion Team will conduct further testing. Based on the results and in collaboration with Admissions, the Inclusion Team, and the Principal, support will be provided, subject to available resources.

Class and Set Sizes

- k. Offers can only be made if a place is available in the desired year group or if the necessary subjects are available in Key Stage 4 and Key Stage 5. Given the transient and uncertain nature of the international community in Dubai, some flexibility is required when making offers. Class sizes vary depending on the grade level and the specific school. For specific information on maximum class sizes for the grade you are applying to, please contact the school directly.

Orientation

- l. New students and their families joining at the start of the academic year will be introduced to the school by the Admissions Manager. All families will have the opportunity to meet senior members of the academic staff during their preliminary visits to the school.
- m. The school will hold an orientation day for new students to help them settle in quickly. There is close collaboration between the Admissions Manager, Principal, and Heads of Schools to facilitate this process.

Toileting Policy (Foundation Stage)

- n. All students must be fully toilet trained (both urinary and faecal) by the time they start FS1 and must adhere to the school's toileting policy. While the school acknowledges that occasional accidents can happen, if a class teacher becomes concerned about the frequency of such incidents, the student will need to stay at home until the parents/guardians are confident that the student can return to school fully toilet trained. For more information, please refer to the school's Toileting Policy.

Enrolment into Dubai British School Jumeirah Park Foundation

- o. All students enrolled in Dubai British School Jumeirah Park Foundation are guaranteed a place at Dubai British School Jumeirah Park for Year 1 and are not required to reapply.

7. Registration and Re-registration

Registration Fees

- a. New students are required to pay AED 4,000 of the annual tuition as a non-refundable registration fee to accept a place. This will be deducted from the tuition fees for the joining term.

Re-registration fees

- b. Returning students must pay a non-refundable re-registration fee of AED 2,000 to hold their place for the following academic year. This fee will be deducted from the first term's tuition fees. Failure to pay the re-registration deposit may result in the student's place being revoked.
- c. If a family relocates outside of the UAE or to another Emirate, the school will refund deposits before the new academic year begins. Refund requests must be made in writing to the Admissions Office before the start of school and will be reviewed at the discretion of the Senior Leadership Team. The UK Curriculum Schools reserve the right to request further documentation to support the request. No refunds will be issued for requests received after the new school year has commenced.
- d. The UK Curriculum Schools reserve the right to withhold academic reports and refuse re-enrolment for students whose fees are repeatedly not paid on time or have not been settled for the previous academic year.

8. Withdrawal & Refund Guidelines

- a. Students can withdraw from the UK Curriculum Schools at any time of the year. Regulation guidelines are available in the **KHDA Refund Policy**.
- b. Parents must complete a withdrawal form and will have the opportunity to meet with a member of the Senior Leadership Team to discuss the reasons for the withdrawal.
- c. Charges will apply depending on the time of withdrawal within the term. All withdrawing students will be reported to the Principal, who will make a final recommendation in conjunction with the Taaleem Central Office.
- d. To comply with government regulations, the school must be informed of the country to which the student is transferring. If the student is transferring to another school in Dubai or another part of the UAE, the school will prepare a Leaving Certificate, for which the parent will be charged AED 120. The Admissions Manager must be informed in writing of the new school to prepare the necessary documentation.

9. Transfers within the UK Curriculum Schools

- a. Students wishing to transfer to another Taaleem school within the UK Curriculum Schools must first seek permission from their current Principal. After obtaining this permission, they must submit the official withdrawal form. An application fee of AED 525 is required when applying to another school within the UK Curriculum School. Families are not allowed to hold places at two Taaleem schools; upon acceptance of a place at the new school, they must release their place at the current school.
- b. Transfers of students within the UK Curriculum Schools are only permitted at the start of a term. Mid-term transfers are not allowed unless in exceptional circumstances.

10. Acceptance of Policies

- a. By accepting a place at the UK Curriculum Schools, parents/guardians agree to abide by

all school rules, policies, and expectations, including those related to behaviour, respect for others, attendance, use of school equipment, field trips, and academic matters.

- b. Intentional and proven breaches of the school's policies, including those on behaviour, anti-bullying, and social media use, may result in sanctions, including suspension from the school.

Version Control

Version No.	Date	Details of Changes
2	September 2024	Policy for academic year 24/25

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