



AL BASMA BRITISH SCHOOL

2017-2018

Policy: Student Admission

Student Admission, Registration and Distribution

Corresponding to Policy (44 & 45) and Article (49 & 50) of the Organising Regulations

DEFINITION(S):

For the purposes of this policy, the **School** refers to Al Basma British School.

Admission covers the requirements of and procedures for admitting students to School.

Registration is the process whereby the School offers students a place and then enters them on to the School admissions roll.

Placement of students refers to the normal expectation that students be placed with their peer group in terms of age, whose birthdays fall within the defined dates of the school year.

Policy (66) refers to the Private Schools' Policy 66 – Construction Standards, corresponding to Article (71) of the Organising Regulations

PURPOSE(S):

- To provide assurance that School operates fairly and appropriately in our decisions about admission, registration and placement of students.
- To emphasise the principle that it is usually right for students to be educated with others of the same age.
- To reinforce the Council's requirements in relation to the age and level appropriate placement of students

POLICY:

This policy sets out the school's policy which complies with the Council's minimum requirements for the admission, registration and placement of students. The School herein shares its admission, registration and placement of students policy which has been submitted to the Council for approval. This policy sets out the School's proposed procedures for admission, enrolment and placement.

The School's admission, registration and placement of students policies take into account the School's obligations as defined in Federal Law No. (29) of 2006 on the Rights of Persons with Special Needs and in the Council's related regulations and policies. It sets out the School's order of priority for the admission of students if there are more requests than places available. The Council shall review the proposed admission, registration and placement of students' policies and may require the School to make changes to it as a condition of granting and/or renewing the Council License. It is therefore in draft until it receives approval.

Admission

School shall implement the admission requirements below and take them into account in the admission, registration and placement of students:

Fair, Non-Discriminatory and Transparent Approach

- School adopts an open approach to accepting students from different races and ethnicities to achieve fairness, equality and transparency.
- School shall allow prospective Parents/Guardians and their children to visit the School prior to registration so that they may familiarise themselves with it.
- School will admit students with mild to moderate special education needs and offer additional appropriate learning support as required or needed based. The school has the right to request an increase in school fees up to 50% to cover the cost of the appropriate support needed as stipulated in the ADEC Private School's Policy 48: Special needs (see also Al Basma Special Educational Needs Policy)
- School shall not refuse or withhold admission of students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases, epilepsy and obesity) and will offer appropriate support as per the student's needs.

Interviews and Placement Tests

- School must admit students into their kindergarten stage (KG1 or KG2) which precedes the mandatory education stage without requiring the students to sit any form of test or interview.
- The School will conduct an interview with a student during the mandatory education stage Grade 1 up and will require the student to take certain placement tests to give an indication of their performance level(s) to be able to provide proper learning support and not for the purpose of accepting or rejecting a student.
- The School will conduct an interview with a student with mild to moderate special needs, and will require the student to take certain placement tests to give an indication of their performance level(s) to be able to provide proper learning and psychological support and not for the purpose of accepting or rejecting a student.

Admission Information, Documents, and Records

- The School shall require Parents/Guardians to complete a registration form giving full contact details for the student's Parents/Guardians, and details of the student's:
 - Basic details (full name in both Arabic and English, date and place of birth, nationality, address, information about Parents/Guardians, etc.).
 - Official documents (identity card issued by the UAE, vaccination card, etc.).
 - School records for the previous year, if the student has previously attended a school in another Emirate or outside of the UAE.
 - Documents pertaining to students with special educational needs such as

previous individual education plans(IEP's) and relevant assessments medical or otherwise, as well as evidence pertaining to gifted and talented students such as advanced learning plans and provisions must be provided. Failure to disclose such information before admission will result in the immediate withdrawal of a seat offer in the school. Once admitted, should it be found that a parent or guardian willingly withheld such information, the student will be withdrawn immediately.

- Any other relevant information deemed necessary by the School.
- If a student is transferring from one School to another in a different Emirate, a transfer certificate to the other Emirate is needed. If no transfer certificate exists, a report card or equivalent document from the previous School shall be sufficient for the purposes of registration.
- All newly admitted students (including the students transferred from other schools in the Emirate, from other Emirates, or from schools aboard) must submit their vaccination cards and medical records as an integral part of the admission and registration procedure for all students such that:
 - Students that have been admitted to kindergarten (KG1 or KG2) or Grade one must submit a vaccination card that fulfils the “Childhood Immunisation Schedule” of the current HAAD Immunisation Schedule.
 - Students that have been admitted to Grades 2 to 12 must submit a vaccination card that fulfils the “Childhood Immunisation Schedule” and the “School Immunisation Schedule According to Grade” of the current HAAD Immunisation Schedule.
 - School shall not refuse or withhold admission of students who do not have vaccination cards or do not meet all the requirements on their vaccination cards but will accept them on the condition they complete the necessary vaccinations and provide a vaccination card that meets all requirements within the school year. This shall be considered a condition for re-registration for the next school year.
 - The School nurse must create new medical records for students registered in kindergarten or Grade 1.
 - The School nurse must obtain the medical records of transferred students from other schools within the UAE.
 - The School nurse must create new medical records of transferred students from schools outside the UAE.
- School will keep records of all student admission files including required information and documents.

Student Capacity and Admission Priorities

- Taking into account the content of Policy (66), Schools shall have a maximum number of twenty five students for each kindergarten class (KG1 and KG2).
- Taking into account the content of Policy (66), Schools shall have a maximum number of thirty students for each class of Grades 1 to 12.
- School will apply admission priorities if there are more requests for places than available places, as follows:
 1. Students who attended the School in the previous year or period.
 2. Students with siblings already in the School.
 3. Children of School staff.
 4. Students who live near the School.

Registration

- School shall officially register a student once the student meets the admission requirements and conditions.
- School shall register the student on the Council's eSIS system in accordance with the dates determined by the Council each year.
- School will register students at any time of the year at our discretion, subject to space availability and provided that the School satisfies itself that the student is capable of keeping up with those in the same peer group and can successfully pass the academic year. Refer to the Al Basma Policy on Tuition, Other Fees and School Income with reference to registration and re-registration fees.
- A student may transfer between Schools in the Emirate (taking into account the curriculum and equivalency requirements of the high school certificate in the UAE). In such cases, the student's registration on the Council's eSIS system and the School's own management systems shall be immediately amended accordingly.

PLACEMENT OF STUDENTS POLICY

All students including those with special educational needs, are normally placed in year groups according to their age and grade progression. Thereafter, they will generally move with their peer group, sequentially from grade to grade and from year to year. Schools must comply with the requirements as stipulated in Private Schools' Policy (46) Promoting Students to the next Grade or retaining them to repeat, corresponding to Article (51) of the Organising Regulations. See Al Basma's Promotion and Retention Policy.

Education is about much more than academic levels of attainment and includes students' social and personal development. Placing students in a class of younger students has potential difficulties, since their level of maturity may be very different and they may feel detached from their peer group. There may be exceptions that would benefit the student's overall development, in which case certain procedures set out in the ADEC and Al Basma Promotion and Retention Policy will apply.

AGES OF ATTENDANCE POLICY

It is mandatory for children in the Emirate who are between the ages of 6 and 16 to be enrolled at a school. Parents/Guardians are responsible for ensuring that their children of mandatory school age are enrolled in school no later than the deadline announced by the Council or by the Schools every year. Students under this mandatory age may be enrolled for one or two years of kindergarten prior to Grade one, in accordance with ages and dates as determined by the Council:

Kindergarten one - The students must have turned 4 years old on or before the 1st September of the school year during which the student is registered.

Kindergarten two - The students must have turned 5 years old on or before the 1st September of the school year during which the student is registered.

Grade one - The students must have turned 6 years old on or before the 1st September of the school year during which the student is registered.

ROLES AND RESPONSIBILITIES:

The School Owners and Board of Trustees will:

- Review and approve the School's Admission, Registration and Placement of Students Policy.
- Monitor the implementation of the approved Admission, Registration and Placement of Students Policy.
- Review the school's admission policy to ensure it takes into account the Council's minimum requirements in relation to age and level appropriate placement of students.
- Approve the policy before submitting to the Council
- Reserve the right to withdraw any student immediately should any information be found to have been knowingly withheld or false when the application was submitted.

The Principal will:

- Prepare an Admission, Registration and Placement of Students Policy, and ensure its compliance with the Council's requirements.
- Submit the Admission, Registration and Placement of Students Policy to the Board of Trustees for confirmation and to the Council for approval.
- Include a requirement in the School's admission Policy concerning placement of students with others in the same age group
- Ensure the implementation of the Admission, Registration and Placement of Students Policy.

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Approved By Board of Governors:	Approved
Principal Approval:	
Review Date:	09/10/2018