



**BELVEDERE**  
British School

## **ADMISSIONS POLICY**

2019 - 2020

## BELVEDERE BRITISH SCHOOL

*Belvedere British School is an independent, co-educational school. It welcomes applications from boys and girls from all social or cultural backgrounds who will benefit from an academic education and who will contribute fully and enthusiastically to the ethos and wider life of the school. All applications for places at the school will be treated fairly. We do not discriminate against any prospective student.*

### **1. Aims of this Policy**

- 1.1 To ensure compliance with the School's purpose as a school providing independent education for boys and girls between the ages of 3.8 and 18.
- 1.2 To identify applicants whose academic and other abilities appear to match the ethos and standards of the school and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered here.

### **2. Entry Points**

- 2.1 Our main intake is at the beginning of the academic year, age for FS2 is 3.8 years as of 1st September of each Academic Year.
- 2.2 Places may be available at non-standard entry points, depending on individual applications for entry.
- 2.3 Admissions during the course of the year are by arrangement with the Principal or Admissions Officer.

### **3. Admissions Timetable**

- 3.1 Parents may complete an **Initial Enquiry Form** at any time. After this is received they will be invited to tour the school, meet with the Principal or Senior Leadership Team (SLT) or Admissions team and ask any questions. Once they are satisfied that the school will meet their child's needs they can formally apply for a place.
- 3.2 Parents who wish to apply for a place must complete the **Application Form**. The lodging of this form is not a guarantee of a place.
- 3.3 If there are more applicants than places then a waiting list will be established.
- 3.4 Students will normally be required to accept an offer of a place within 7 days of receipt of an offer.

### **4. Offer Of A Place**

- 4.1 Upon completion of school admissions assessments (which includes each student completing an initial assessment test and meeting with the SLT) a decision will be made about the acceptance of the child. Either into the school or on the waiting list.
- 4.2 An acceptance of an offer of a place is subject to the family accepting the School's Terms and Conditions, submission of all required documentation and payment of the registration fee in accordance with ADEK Private Regulations and Policies.
- 4.3 If in the Principal's opinion there is doubt as to whether the persons responsible for the fees can meet their obligations the Principal may ask for sufficient evidence to be provided to verify this.
- 4.4 The school will admit students with mild to moderate Special Education Needs and Disabilities (SEND) and offer additional appropriate learning support as required or

needed

- 4.5 The school will not refuse or withhold admission of students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases, epilepsy and obesity) and must offer appropriate support as per the student's needs.
- 4.6 The school will admit students into their kindergarten stage (FS2/KG1 and Year 1/KG2) which precedes the mandatory education stage without requiring the students to sit for any form of test or interviews.
- 4.7 School shall have a maximum of twenty-five students for each kindergarten class (FS2 or Year 1), with a space of no less than 1.5m squared per student for schools operating before 2010 and space of 2.16m squared for schools' operating after 2010.
- 4.8 School shall have a maximum of thirty students for each class of Year 2/Grade 1 to Year 13/Grade 12, with space of no less than 1.5m squared per student for schools operating before 2010 and space of 1.67m squared for schools operating after 2010.
- 4.9 School will apply admission priorities if there are more requests for places than available places as follows:
  - Students who attend the school in the previous year or period;
  - Students with siblings already in the school;
  - Children of staff in the school;
  - Students who live near the school.

Note: Priority is given to Emirati students in schools with an ADEK rating of good or higher.

- 4.10 The School shall register all students on the Council's eSIS system in accordance with the dates determined by the Council each year.
- 4.11 School shall register students at any time of the year at their discretion, after receiving approval from ADEK in case the specified registration time finished, subject to space availability and provided the school is confident that the student is capable of keeping up with those in the same peer group and can successfully pass the academic year. (Refer to Policy 39).
- 4.12 School will ensure that newly enrolled and transfer students submit their vaccination cards and medical records as an integral part of the admission and registration procedure. (Refer to pgs. 131-132 of Policy Manual).
- 4.13 The School shall maintain and update records of official documents, school records from previous year, and individual education plans with relative assessment for all students to include students with Special Education Needs and Disabilities (SEND) and Able, Gifted & Talented (AG&T) students.
- 4.14 It is permissible for students to transfer to other schools between the Emirates after receiving ADEK's approval in case the time permitted for transfers ended.
- 4.15 Once a student is allocated a class, parental requests for a change will only be considered after three weeks of the student attending school. Emergency situations may be considered before that time, at the discretion of the SLT.

## **5. Responsibility For Admissions**

- 5.1 The Principal is responsible for admissions and the operation of this policy
- 5.2 The selection criteria and interview procedures are regularly reviewed.
- 5.3 Documents supporting each application for admission, together with selection and interview notes ("the record") are retained by the School for at least one year after the interview, whether or not the applicant is offered a place.

5.4 Each year the Governing Body and School owners review the admissions statistics, policy and process.

#### **6. The Preconditions For The Offer Of A Place are:**

6.1 The applicant is of the appropriate age and sufficient maturity.

6.2 The child has visited the school and met the relevant entry requirements for his/her age group.

6.3 The applicant's learning difficulties and other special needs (if any) can, in the opinion of the Principal, be managed within the School's normal provision after consideration has been given to the adjustments necessary to enable access to the curriculum and whether any such adjustments are reasonable.

6.4 The applicant is aged 3.8 before 1<sup>st</sup> September in the year of admission

6.5 The applicant has siblings currently attending BBS.

6.6 The applicant is a child of a BBS staff member or an employee of an associated organisation.

6.7 Places are available – in accordance with the ADEK regulations

6.8 Meet the admission expectations by achieving a satisfactory score on the admissions exam.

#### **9. Fee Remissions and Discounts**

9.1 The School does not normally offer any discount or fee remission other than the published sibling discount, if applicable.

9.2 Any outstanding balances or previous arrears must have been paid in full before a second or subsequent family member can be admitted to the school. This also applies to any re-admissions.

#### **10. Appeals Process**

Parents wishing to appeal a decision should write to the Principal. The school will respond to any appeal within two weeks of receipt.

#### **11. Re-registration**

11.1 The school reserves the right to decline re-registration requests.

11.2 The re-registration procedures and timeline will be communicated to parents annually.

11.3 A re-registration fee will be payable in accordance with ADEK Private School Regulations and Policies by 1<sup>st</sup> June annually.

11.4 Re-registration fee will not be accepted unless all fees owing for current academic year have been paid in full or an agreement reached with the Finance department.

11.5 Any places not secured by re-registration fee payment will be available to children on waiting lists after 1<sup>st</sup> June unless the parent/guardian has reached an agreement with the Finance department.

Appendix 1:

Age (as of September 1 <sup>st</sup> )	Class	
3.8 – 4.8	FS2/KG1	New admissions
4.8 – 5.8	Year 1/KG2	New admissions
5.8 - 7	Year 2/Grade 1	New admissions
7-8yrs	Year 3/Grade 2	Transfers based on Academic history
8-9yrs	Year 4/Grade 3	
9-10yrs	Year 5/Grade 4	
10-11yrs	Year 6/Grade 5	
11-12yrs	Year 7/Grade 6	
12-13yrs	Year 8/Grade 7	
13-14yrs	Year 9/Grade 8	
14-15yrs	Year 10/Grade 9	
15-16yrs	Year 11/Grade 10	
16-17yrs	Year 12/Grade 11	
17-18 yrs	Year 13/ Grade 12	

<b>Review Date:</b>	July 2019
<b>Next Review Date:</b>	July 2020

<b>Principal</b>		<b>Date:</b>	
<b>BBS Board of Governors</b>		<b>Date:</b>	