



Kings' Schools

Admissions Procedures

Philosophy

To support families and the schools ensuring that the admission process is transparent and effective, to meet the needs of all parties

Objectives

- To support the school's Vision and Mission Statement
- To support parents by enabling them to understand the admissions process
- To support the school by ensuring Kings' receive the correct information to be able to respond quickly to applications
- To ensure there is a good match between student and school for the benefit of all parties so that any additional learning or emotional needs are suitably met
- To support the school by ensuring Kings' adhere to UAE law and KHDA guidelines

Quality Control

The Policy will be reviewed annually until all Kings' schools are fully operational, with students in all year groups represented. The Registrar(s) is (are) responsible for the effective implementation of this policy. The review will be carried out by the Enrolment Manager.

Introduction

At Kings' we welcome applications for admission from all families regardless of nationality, ethnicity, learning need or religion. Once an application is processed, a range of different age-appropriate assessment strategies take place and offers are made based on the outcome of these assessments.

Kings' Education has a strong commitment to the inclusion and pastoral support of all our families and students; this includes students who are identified with Special Educational Needs and Disabilities, English as a Second Language, High Achievers and Gifted and Talented Students. Places are offered based on our guiding principle, that we are able to meet a child's learning needs to provide 'the best by every child'. If you would like to find out more about our Learning Support Services please contact the Registrar Team who will put you in touch with our Inclusion Teams.

Admissions duties are the responsibility of the Registrar, supported by the Admissions coordinator and Assistant Headteachers (Primary), or Admissions coordinator and Headteacher (Secondary). Any queries regarding entrance or admission should be referred to the Registrar.

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Application and Registration Process

An online application can be started by visiting www.kings-edu.com and clicking on the respective schools admissions page. The school Registrar will contact parents to advise further regarding places/assessments availability.

Once contacted, parents will receive a username and password to access the child/rens' admissions profile. A coloured copy of legal documents as requested within the application should be uploaded to the admissions portal. This will include the following:

- Copy of child's passport
- Copy of residence visa as soon as available
- Copy of both parents' passports
- Copy of the child's birth certificate, in English
- Copy of child's Emirates ID (front and back must be on one page)
- Copy of both parents Emirates IDs (front and back must be on one page)
- Latest school report (We will require the last 2 years' school reports)
- Transfer or Leaving Certificate from current school if applying from outside Dubai ([click here for a sample of transfer letter](#)) or visit www.kings-edu.com, if transferring from outside UAE as soon as available (A pupil cannot start at Kings' until we have received this document)
- Registration Fee - Dhs.500 + vat per child. This should be made either by cash or cheque at school or paid online.
- If you are transferring from another Kings' school the transfer fee is Dhs.500 + vat. This fee is non-refundable, non-transferable and does not guarantee that you will be offered a place.

REGISTRATION FEE IS PAYABLE IN ORDER TO PROCESS THE APPLICATION AND DOES NOT GUARANTEE A PLACE IN SCHOOL YOUR APPLICATION IS NOT COMPLETE UNTIL ALL OF THE ABOVE HAS BEEN SUBMITTED.

Once complete, a member from the admissions team will review the application and verify the documents uploaded within 2-3 working days. Upon verification, the parent will then be able to pay the registration fee and schedule the required assessment/interview online. School places will not be offered until a placement assessment has been completed.

All assessments are conducted in English, therefore children must be able to speak English, Kings' Schools has the right to refuse any application that does not meet with this requirement.

Overseas Applications

The same steps should be followed, assessment can take place in the current school (with the school's consent to facilitate) or parents can arrange this to be done at the nearest British Embassy.

Waiting Lists

Each primary waiting list (applications over and above the number of places available) is capped to

- 40 for FS1
- 48 for FS2 to Year 6

If the year groups are full and a student is unable to secure a place for that academic Year, their application can roll over for one more academic year. If in the following academic year they are still unable to secure a place, they will be required to re-apply.

Priority is given in the following order:

Strategic Certificate Holders

Siblings

Staff Child

Child's Play Nursery (FS1 and FS2 applications only)

Other

Secondary school waiting lists are not capped, placement is selected based on suitability for a demanding school.

Siblings will be offered priority on their chosen waiting list, only for the school that the sibling is currently studying in.

Children attending Child's Play nursery will be given priority as above at one of our three schools. All entries are subject to assessment.

If you would like to find out more about our Strategic Certificate programme please email Admissionsmanager@kings-edu.com.

Admissions Assessment

Admissions assessments are for the purposes of placement only. School-based assessments are carried out at regular intervals to monitor progress. Enrolled families can view the school assessment policy upon request.

Foundation Stage 1 and 2

All applicants will be assessed to ensure that they meet our minimum entry requirements which will enable them to access the curriculum at our

schools. The parents and child will be invited into school for a play-based assessment in a classroom with small groups of children. For Foundation Stage 1 or 2, the assessments will be made up of a number of observations. During the play-based assessment we will look for:

- School readiness
 - Will they separate from parents?
 - We have an expectation that all children will be toilet trained before they join us
- Language and communication
 - Will they communicate with adults and children?
 - Can they access a curriculum delivered in English?
- Willingness to explore and play
 - Can they share and collaborate with others?

Should the assessment be unsuccessful for Foundation 1, we will conduct a reassessment after 4 to 6 months. Parents will be contacted by telephone to let them know that this is the case and an email will then be sent to confirm the next steps. If the second assessment is unsuccessful, the parent would be contacted by telephone, with a follow-up email.

If a child is unsuccessful for FS1, the child can re-apply after 12 months for the following academic year.

Years 1 and 2

All applicants will be assessed to ensure that they meet our minimum entry requirements which will enable them to access the curriculum at our schools. Children entering Years 1-2 will carry out assessment tasks either with a Class Teacher or Assistant Headteacher. We will look at the following areas and assess focusing on age-related expectations:

- Mathematics - children will be asked to answer a series of questions to demonstrate their mathematical understanding according to
- Reading - to share a reading book of their choice with an adult and to answer questions relating to text
- Writing task - this will involve writing a short story or descriptive piece to demonstrate key skills in sentence construction and ability to recount key events
- Phonics - to recall graphemes and phonemes and apply these to reading

Assessments will be performed in a relaxed environment to ensure that children feel secure and happy to showcase their learning. The Assistant Headteacher will discuss with children what they enjoy doing and items of interest to build a whole picture of individuals.

Reports from their existing school will be reviewed as part of the assessment. In some cases, a telephone call to the existing school may be required to obtain further information. Every effort will be made to get as much information about a child before a place can be offered.

If an assessment is successful the child will either be offered or placed on the waiting list until a place becomes available.

Should the assessment be unsuccessful, parents will be informed by telephone and an email will be sent with the next steps. A second assessment will be offered at an interval specified by the Assistant Headteacher (up to 12 months). If the second assessment is not successful, parents will be informed by telephone and email.

Year 3 – Year 11

All applicants will be assessed to ensure that they meet our minimum entry requirements which will enable them to access the curriculum at our schools. Children in Year 3–upwards will take an age-appropriate CAT4 online assessment (cognitive ability test) which is curriculum nonspecific.

The online test takes approximately 2 hours. In addition, there will be a 30-minute writing task and a short meeting with an Assistant Headteacher, where they will have a short conversation about their favourite things or items of interest.

Reports from their existing school will be reviewed as part of the assessment process. In some cases, a telephone call to the existing school may be required to obtain further information. Every effort will be made to get as much information about a child before a place can be offered.

For admission to secondary school, we require the previous 2 years' school reports and a confidential reference form.

If the assessment is unsuccessful, the child will be reassessed after 12 months.

Sixth Form Entry

Applications for sixth form should be made through the above methods www.kings-edu.com, there is no entry assessment, however, each subject has a minimum expected grade for entry to be granted, your predicted grades must be shared as part of your application. Each student will have a confidential reference requested from their current school they will then undergo an interview with the Head of Sixth form as part of our admissions process. For more information regarding sixth form entry please email secondaryregistrar@kingsalbarsha.com.

For admission to sixth form, we require the previous 3 years' school reports and a confidential reference form. Achieving the required grades does not guarantee your child a place at Kings'. Places will be awarded based upon a thorough evaluation of grades, school reports and performance at the interview stage. If successful a conditional offer will be made and will be confirmed upon submission of final GCSE grades.

Students of Determination

Special Educational Needs and Disabilities (SEND)

Kings' Schools welcome applications for all children and understand that some children require additional support or consideration to access the

curriculum. Across our network of schools, we are able to accommodate a range of special educational needs, abilities and barriers. Each child will be considered on a case by case basis. They will undergo our standard assessment process (if appropriate) and depending on their needs we may request some additional assessments and a meeting with our Inclusion team. We will only offer places where we are sure that we can meet the needs of the individual child.

Applications from the Southern Hemisphere

If accepted, these children will be placed in their age-appropriate year group. In order to comply with KHDA guidelines, an assessment in Mathematics and English must be carried out at Kings' and submitted to KHDA.

Applications From Schools Teaching a Different Curriculum

As part of the British Curriculum, we will place your child in their age-appropriate year group (subject to assessment), depending on which curriculum your child is transferring from, this may mean that you are required by the KHDA to sign a Demotion Certificate in order to join our school. For more information on which year group is applicable for you and your family please visit www.kings-edu.com and visit the admissions page of the school you would like to register for.

Conditional Acceptance

In some cases, the school may offer a 'Conditional Acceptance'. This may be as a result of comments on reports from a previous school, or concerns observed by the person carrying out the test. In such a case, clear conditions and a timeline will be shared with the family and counter-signed by all present. If these conditions are not met, the school reserves the right to ask the family to remove the child by the specified date.

The KHDA

The KHDA is the school regulatory body here in the UAE. There are certain obligations of the school and its parents. As members of the school community we expect;

- All parents must sign a letter of undertaking to complete the necessary KHDA documentation including Emirates ID Swipe and KHDA Parent School Contract.
- All parents must provide the original Emirates ID's of the students and parents to Kings' for electronic registration, no more than 2 weeks after joining.
- All parents must agree to sign the KHDA parent school contract as soon as the student is registered and the contract is ready. Failure to do so may result in your child being unable to continue at Kings'.

Terms and Conditions

Parents must sign the 'Terms and Conditions' of Admission/offer letter and provide the relevant documentation to conclude the process.

An offer must be secured within 10 days of the offer being made. The place must be secured by making a payment of the deposit amount stated in the offer letter. If you are offered a place part way through the school year, fees will be prorated.

The deposit is non-refundable or transferable under any circumstances but is redeemable against the first term's fees.

Transferring Between Kings' Schools

You may transfer to another Kings' school. A fee of Dhs.500 (+vat) is required to apply and an application must be made to the new campus via the online application form. No waiting list priority is given to students transferring from another Kings' School.

Transferring to Secondary School from Kings' Primary

Kings' students in Year 6 currently have priority at our secondary school campus in Al Barsha.

Withdrawing a child from Kings'

If a child is to be withdrawn from the school, a full term's notice in writing should be given.

In the case of refund and recovery, the school fees will be calculated as follows:

- If a student withdraws prior to the start of the academic year, the balance of the first term's fees paid will be refunded, except for the registration and deposit fees.
- If a student withdraws during the school year, the registration fees and deposit fee are non-refundable and the remaining tuition is refunded in accordance with the Ministry of Education Bylaws for refund payments.
- If a student attends school for two weeks or less, one full month's fee will be charged;
- If a student attends school for more than two weeks, but less than one month, two full month's fees will be charged; and
- If a student attends school for more than a month, the entire term fees will be charged.

Deposits and re-enrolment fee are non-refundable and non-transferable under any circumstances.