



# KINGS' EDUCATION

## ADMISSIONS POLICY AND PROCEDURES



**2024 - 2025**

## Philosophy

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

## Objectives

- To support the group's Vision and Mission Statement
- To support parents by enabling them to understand the admissions process
- To support the schools 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 schools by ensuring Kings' adhere to UAE law and KHDA guidelines
- To ensure that no child is missing in Education

## Quality Control

The Policy will be reviewed annually. The Registrar(s) is (are) responsible for the effective implementation of this policy. The review will be carried out by the Admissions Manager, a representative from the academic team and Governing Body.

## 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 its families and students; this includes students who are identified as Students of Determination, English as a Second Language, High Achievers and More and exceptionally able 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 Admissions 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 or Deputy Headteachers. Any queries regarding entrance or admission should be referred to the Registrar.

## Application and Registration Process

An online application can be started by visiting [www.kings-edu.com](http://www.kings-edu.com) and clicking on the respective school's admissions page. The Registrar will contact parents to advise further regarding places/assessments availability.

Once contacted, parents will receive a username and password to access the child/ren's 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 both parents' passports
- Copy of both parents' residence visa
- Copy of both parents' Emirates ID (front and back)
- Copy of child's passport
- Copy of child's birth certificate, in English
- Copy of child's residence visa
- Copy of child's Emirates ID (front and back)
- Latest school reports (We will require the last 2 years' school reports)
- Registration Fee - AED 500 + VAT per child. This should be made either by cash, card or cheque at the school. If you are transferring within Kings', the registration fee is AED 500 + VAT for the new campus.
- This fee is refundable if a place cannot be offered, and parents wish to withdraw the application from the waiting list. The registration fee does not guarantee a place.

Visa and Emirates ID cards to be provided no later than 30 days after enrolment.

**A registration fee is payable in order to process the application and does not guarantee a place in school. The application is not complete until all the above has been submitted. If the application is inactive for more than two weeks, it will be closed.**

Once complete, a member from the admissions team will review the application and verify the documents uploaded within 2-5 working days. On verification, the parent can pay the registration fee and schedule the required assessment/interview. Places will only be offered after an entry assessment has been completed and passed, based on availability.

All assessments are conducted in English.

Prior to the date of joining, it is mandatory to provide the below according to the guidelines for the different year groups:

- Transfer or Leaving Certificate from current school if applying from a school within Dubai.
- Transfer or Leaving Certificate from current school if applying from outside Dubai and will join Year 3 and up (click here for a sample of transfer letter and attestation guidelines) or visit [www.kings-edu.com](http://www.kings-edu.com)

**A pupil cannot start at Kings' until we have received the Transfer of Leaving Certificate.**

## Overseas Applications

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

## Waiting Lists

Each primary school 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 Children

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.

For more information about the Strategic Certificate programme, please email [admissionsmanager@kings-edu.com](mailto:admissionsmanager@kings-edu.com)

## Admissions Assessments

Admissions assessments are for the purposes of placement only. School based assessments are carried out at regular intervals to monitor progress.

### **Foundation Stage 1 and 2 – play-based observations**

All applicants will be assessed to ensure that they meet Kings' minimum entry requirements, which will enable them to access the curriculum at the Kings' schools. The assessment can take place at the school, the current nursery, or via a video request. The method of assessment will be determined based on the circumstances of the application and decided by the academic team. The parents and the child will be invited into school for a play-based assessment in a classroom with small groups of children.

For Foundation Stage 1 and 2, the assessments will be made up of a number of observations. During the play-based assessment we will look for :

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

If an assessment is successful, the child will either be offered a place or placed on the waiting list until a place becomes available. Assessment observations at the child's current nursery, for selected nurseries. Parents will be requested to provide videos of their child as per specific guidelines. If the assessment is successful, the child will either be offered a place or placed on the waiting list until a place becomes available.

Should the assessment be unsuccessful for foundation Stage 1 and 2, we will conduct a reassessment after 4-6 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 and / or with a follow-up email.

If our observations find that a child is not ready to join Foundation Stage 1 or 2, 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
- Reading - to share 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 the 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.

As part of the assessment process, reports from the student's current school will be carefully reviewed. If needed, the admissions team may request additional information through a reference form or a direct call to the school. Every effort will be made to gather a comprehensive understanding of the student's academic progress and support needs before making an admissions decision.

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

## **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. Students in Year 3–upwards will take an age-appropriate CAT4 online assessment (cognitive ability test), which is curriculum nonspecific. If transferring from another curriculum, the student will also do further assessments in Maths and English. 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 and / or a reference form to the existing school may be required to obtain further information. Every effort will be made to get as much information about the 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 from the current school.

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

## **Sixth Form Entry**

Students will take an age-appropriate CAT4 online assessment (cognitive ability test), which is curriculum nonspecific. Students coming from other curriculums sit CAT4 assessments as well as English and Maths GCSE papers. Each subject has a minimum expected grade for entry to be granted and predicted grades must be shared as part of your application. Each student will have a confidential reference requested from their current school and they will also undergo an interview with the Head of Sixth Form.

For admission to Sixth Form, we require the most recent school reports a confidential reference. 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, performance at the interview stage and availability in their chose subjects. 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 networks 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 and after consulting with the KHDA.

## **Applications From Southern Hemisphere**

If joining Year 3-12, the Admissions team will guide the application to match the leaving certificate in order to ensure consecutive schooling.

If accepted, children coming from schools in the Southern Hemisphere 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. Depending on which curriculum your child is transferring from, 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 the student please visit [www.kings-edu.com](http://www.kings-edu.com) and visit the admissions page of the school you would like to register for.

## **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). If joining Year 3-12, the Admissions team will guide the application to match the leaving certificate in order to ensure consecutive schooling. Depending on which curriculum your child is transferring from, may mean that you are required by the KHDA to sign a Demotion Certificate in order to join Kings' School. For more information on the appropriate year group, please visit [www.kings-edu.com](http://www.kings-edu.com) and navigate to the admissions page of your preferred school.

## 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 assessment or reviewing the application. 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 providing a copy of the ID card and signing the KHDA Parent School contract.
- All parents must provide the original Emirates IDs of the students and parents to Kings' for electronic registration, no more than 4 weeks after joining."
- All parents must sign the KHDA parent school contract as soon as the student is registered, and the contract is published. Failure to do so may result in your child being unable to continue at Kings'.
- All parents must provide the original Emirates IDs of the students and parents to Kings' for electronic registration, no more than 4 weeks after joining."
- All parents must sign the KHDA parent school contract as soon as the student is registered, and the contract is published. 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 the 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 on a monthly basis.

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

## Transferring Between Kings' Schools

You may request to transfer to another Kings' school. A fee of AED 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 at Kings' School Dubai have priority at our secondary schools in Kings' School Nad Al Sheba and Kings' School 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.

Kings' follows the KHDA refund policy, which can be found on the KHDA website.

*Last review - September 2024*