



Nurture  
Lifelong  
Learning

## Admissions Policy

### Rationale

Arcadia British School aspires to be an inclusive, world-class primary and secondary school of choice where every student is happy, positive and thriving. The diversity of the student body is integral to the school and is reflected in the admissions policy. The school follows the English National Curriculum with an enriched curriculum providing for children's academic, pastoral, physical and social needs.

The Admissions department will enrol a child at any time of the year, subject to places available and application compliance with the Knowledge and Human Development Authority (KHDA) regulations and school policies. We aim for the admissions process to be a smooth process for parents as well as an enjoyable experience for the student, including those children who are experiencing special educational needs.

### Guidelines

#### Age Cut-off for Year of Entry

With its focus on inclusion, Arcadia British School uses the same cut-off dates for age as the English National Curriculum and follows the current year group the child has completed to promote them to the next year. The current year group takes priority over age with regard to their next year group to be promoted to; however, all children are assessed to ensure they are ready to enter the next year group. Therefore, from Year 3 upwards, we will follow on from the child's previous year group studied and support this with an assessment.

**31st December** - The child must be the appropriate age to join the year group on or before the 31st of December and pass their assessment as follows:

- 3 years old by 31st December = FS1
- 4 years old by 31st December = FS2
- 5 years old by 31st December = YR1
- 6 years old by 31st December = YR2

The 31st of December is an age cut-off date that is practised in the UK and a number of northern hemisphere countries, as well as Dubai. In the case of an application for a child to enter a lower year group than their appropriate age cut-off year group due to various reasons agreed by the school and the parents, the parents must complete a "Demotion Form" from the KHDA once the child is enrolled to confirm that the parents agree for the child to enter a lower year group associated with 31st December cut-off. This is not common practice, but sometimes a necessity agreed upon between the school and parents.



JVT, Dubai, UAE



+971 4 552 2600



info@arcadia.sch.ae  
<https://arcadia.sch.ae/>



## Documentation

All relevant information must be declared, including any disciplinary actions the child has gone through and any social, physical, medical or psychological problems the child has been through or is going through and any diagnosed SEND needs. If we learn that relevant information has not been declared, any offer of a place may be withdrawn, even if your child has already begun their schooling at Arcadia.

The initial documentation to submit on the parent portal:

- Online application form
- A passport copy of the student
- The latest school report in English and the CAT 4 report, if applicable
- A passport copy of the parents
- Passport-sized photos of the parents and child
- Birth Certificate in English or Arabic

Once the child is enrolled, the following documentation must be submitted prior to the child starting school:

- A copy of their immunisation records
- A copy of their medical insurance card
- A copy of the parents' and child's visa
- A copy of the parents and the child's Emirates ID
- Transfer certificate from the existing school before the child starts school
- Parents applying for Year 10-12 (Grades 9-11) from a non-British Curriculum must submit an equivalency certificate for students through the Ministry of Education's website [here](#), this is a mandatory requirement.

## Transfer Certificate for Students enrolling from a school outside of Dubai

Government regulation requires a transfer certificate for all children from the child's current school from Year 2 upwards in order to facilitate the correct placement.

For students coming from the United Kingdom, Western Europe, Australia, Canada and the USA, the Transfer Certificate needs the school stamp and signature of the Head of School.

For students coming from any other country, the Transfer Certificate, in addition, must be attested by: The Ministry of Education\* The Ministry of Foreign Affairs\* and The UAE Consulate [if no Consulate, then any other Arab country's embassy or consulate]\* of the country which the student is leaving.

For Students coming from any GCC countries (Oman, Kuwait, Qatar, Bahrain and Saudi Arabia), the Transfer Certificate needs only to be attested by the Ministry of Education of that country.





Nurture  
Lifelong  
Learning

### Transfer Certificate for Students enrolling from another Dubai school

Government regulation requires a leaving certificate for all children from the child's current school from FS2 upwards in order to facilitate the correct placement. This should be requested from the school the child has left, and usually, a charge will be implemented from that school of AED120 to process the leaving certificate.

**Important Note About The Transfer Certificate: Please note that your child cannot start school until you have submitted the Transfer Certificate.** Should the 'Transfer Certificate' be delayed for some reason, approval for your children to start at Arcadia without it can be obtained from the Principal, and you then have 8 weeks in which to submit it before we have to remove your children until the Transfer Certificate has been submitted.

### 'Students of Determination' Applications

Arcadia British School and the UAE choose to view the attributes of children with disabilities as "Students of Determination" as a reflection of their strength of character, perseverance and courage. Arcadia School is an inclusive school that believes in the rights and access to equal opportunities for children with special education needs or disabilities.

Assessments will be undertaken by the School's Inclusion Champion, a member of SLT or by a Middle Leader in the first instance. Where appropriate, a second assessment may be requested in order to gain further information about the needs of the child. In some instances, it may be appropriate to visit the child in their current setting. All children who may have additional support needs will be assessed by the Head of Inclusion, and a meeting with their parents/carers will also be held.

When assessing children with additional support needs, we urge parents to support the application by providing as much information as possible, such as any specialist reports or documentation from a specialist service provider or any formal information from the child's previous school or educational establishment. A decision will be made within 48 working hours as to whether the child is successful in their application. The decision will be based on:

- Our ability to keep the child safe and ensure we meet their well-being needs.
- Whether his or her educational needs can be supported and met fully by our current resources of the school.
- Whether the child will be able to cope, feel safe and secure in the environment of the year group they are applying to.
- Whether the child will grow, progress and learn in the environment of the school and the year group they are applying to.

Arcadia British School commits to the following:

- Students are not refused admission based only on their experience of SEND.
- Ensure students who experience SEND are given "sibling priority" for admission.
- A student who experiences SEND is guaranteed to receive a quality education.



JVT, Dubai, UAE



+971 4 552 2600



info@arcadia.sch.ae  
<https://arcadia.sch.ae/>



- Students who experience SEND will be supported to participate in the process of learning as they develop their potential and build relationships with their peers, through social interaction in age-appropriate common learning environments.
- Ensure students who experience SEND will be provided with the support and curricular modifications required to enable equitable access to educational opportunities. Appropriate priority will be given to the development of each student's potential, including meaningful participation in the learning process, with peers in the common learning environment
- Arcadia British School promotes the principle of equity for students who experience SEND
- Arcadia British School has established appropriate processes and mechanisms to monitor and ensure compliance with the requirements of The Dubai Inclusive Education Policy Framework.

Should the school deny any admission based on the inability to meet an applicant's needs, this will be reported to the KHDA via the appropriate channels.

### English Language Support

In the case of children who are applying with little or no English, we try, where possible, to have the child assessed by the Head of the ELL (English Language Learning) department. If the child is successful and enrolled in the appropriate year group, the Head of the ELL department will support the child in developing English language skills (the number of sessions required will depend upon the needs of the individual child). The Head of the ELL department will also guide the class teacher and Learning Support Assistants on tools and programs to develop an individual education plan for the child, depending on his or her needs.

### Touring the School

Following an initial enquiry, it is recommended that parents tour the school to ensure it is the type of school and environment that they wish their child to attend. We further recommend that parents develop and prepare their own list of "must-haves" (location, price, class size, teacher qualification, enrichment programmes, curriculum, etc) when looking for a school. This will ensure that if Arcadia British School is chosen, parents are prepared to commit to the next phase of enrollment.

### Assessment

Parents are required to have completed the following before an assessment can be booked:

- An online application form
- Uploaded all supporting documents to their parent portal
- Parents may then have a one-to-one assessment, which is undertaken by a teacher based in the school. The assessment fee is AED 525, which must be paid prior to the assessment taking place and can be paid on the day itself. Assessment days and times vary, and an appropriate day and the exact time will be agreed upon with the parent.

An invitation for an assessment is not guaranteed for all applicants and depends on the anticipated availability of places beyond siblings, both current and new and Arcadia staff children.





### **Is the Assessment fee refundable?**

If the student is not offered a place following the assessment process, the application fee is fully refundable.

If the school collected the fee without first informing the parent that no place was available, or that the outcome may only be a position on a wait list, the fee is refundable.

If the school makes a formal offer of a place and the parent chooses not to accept, the application fee is non-refundable.

### **Assessments for FS1 to Year 1**

These assessments will be for a duration of 20-30 minutes and are based in a purpose-designed and age-appropriate learning space within the school. There are various age-appropriate learning resources to ensure the child is instantly engaged and interested in playing. The teacher who is the assessor prefers to have the child on their own in the room, but if they are nervous and shy and insist on a parent being there, we are happy for this to occur.

The teacher will observe behaviour, fine and gross motor skills, the child's direction and balance, their eye contact and make a full report on all these aspects. Once the child is relaxed, the teacher will talk and play with them, observing eye contact, oracy, literacy and number skills. All of these areas will be checked against the child's age-appropriate development levels. This provides important baseline information (should the enrollment be successful) for the child's future teacher to be prepared for the entry of the child into class.

**\* We require all children to be toilet-trained before starting school.**

### **Assessments for Years 2 to 4**

These assessments will be for a duration of 30 -45 minutes. The child will be given an age-appropriate tasks in English and Maths which will be supported by a teacher. During the assessment, the teacher is there to support and guide the child in their literacy and mathematics and at the same time, the teacher will develop a relationship with the child, helping to form a base description of the child's behaviour, personality and enthusiasm to learn, as well as their level of academic performance.

### **Assessments for Years 5 to 10**

We require students to complete a CAT test, which is the UK's most widely used test of reasoning abilities and measures verbal, non-verbal, quantitative and spatial reasoning. These assessments will be for a duration of approximately 2 hours. The child will take an online cognitive ability test (GL CAT4) under supervision. The assessment will measure a student's ability in four different batteries: Verbal, Non-verbal, Quantitative and Spatial reasoning. Students do not need to prepare for the test as it is a





Nurture  
Lifelong  
Learning

measure of general cognitive ability. Based on the results of this assessment and a pastoral interview, a place may be offered or further assessments may be required.

### **Assessments for Year 11**

Admission to year 11 would only ever occur under rare and exceptional circumstances. Students would need to be currently completing IGCSEs in subjects that match those offered by Arcadia and also be following the same examination specifications. Admission would be made based on a combination of cognitive ability tests, end-of-year 10 grades and a pastoral interview.

### **Assessments for Year 12**

Admission to year 12 is based on either actual or predicted (I)GCSE grades. Any offer made based on predicted grades would be conditional on those grades actually being achieved. For specific entry requirements based on courses, please see the 6th form prospectus. For students not following the (I)GCSE pathway, a CAT4 test would be required, as well as a current school report and a possible pastoral interview.

### **International Assessments**

All children living outside of Dubai can be assessed. For the FS1 and FS2 applications, we would ask the parent to provide a specific set of videos to show a child's progress. For Years 1-4, we use a reference form which the current school is asked to complete and interview the child and request videos for Years 1 and 2. For Year 5 and above, the teacher in their current school would receive assessment instructions from Arcadia Admissions and would be asked to invigilate a CAT test on our behalf and we would interview the child.

### **Results**

The results of the assessments are usually provided to parents within 24-48 hours.

Should a child not be offered a place, parents will be given clear reasons why and a suggested action plan on what the next steps are for the child.

### **Accepting an Offer and Enrolling a Child**

Once parents have received an offer letter from the school and they want to enrol, the Admissions department will be clear with parents if there are limited seats left and will guide parents so as not to lose the seat being offered. An acceptance timeline is stipulated in the offer letter. Naturally, if Arcadia British School is the parents' school of choice, it is advisable to enrol immediately. Parents are required to sign the offer letter and pay a deposit of AED 5000 for a primary seat, AED 7500 for a Year 7 seat and AED 6000 for a Year 8-13 seat and which is subsequently deducted from the school fees. As soon as the deposit is received by the school, the seat is reserved.



JVT, Dubai, UAE



+971 4 552 2600



info@arcadia.sch.ae  
<https://arcadia.sch.ae/>



Nurture  
Lifelong  
Learning

Arcadia British School strives for 100% compliance with all Knowledge and Human Development Authority (KHDA) requirements, including registering and enrolling a student. Arcadia British School requires that all children join with a valid residency visa, an Emirates ID, a sponsoring parent/guardian and a Transfer Certificate if applicable. All parents must sign the school contract by the required deadline from the KHDA.

Parents/Guardians who accept places at Arcadia British School for their child agree to the acceptance of all school procedures, rules and policies that the school enforces. Proven and intentional breaches of the school's policies by the student may result in sanctions being imposed on the student, including possible suspension from the school.

#### **What happens to the registration deposit if I change my mind after accepting the offer?**

- If you formally notify the school at least 60 calendar days before the student's start date, the registration deposit is refundable.
- If you formally notify the school less than 60 calendar days from the student's start date, the registration deposit is non-refundable, unless there is a government-enforced closure.

#### **Changing the admission year or date that your children are enrolled**

Due to unforeseen circumstances, you may decide to roll over the admission of your child to another term or academic year. This is not applicable to students joining Year 10 or Year 12. This is possible pending availability of the seat and only if you inform the Admissions team before the date of the child's original admission date. **Only one rollover is allowed.** After this, no further date change of admission is permitted, and your deposit will not be refunded.

#### **Discounted Bursaries**

If a child enrolls within the current academic year for FS1 in the current year or future years, he or she is guaranteed that 25% of the school fees will be subsidised for the first year, reducing to a 15% discount in FS2 and locked in for life thereafter.

If a child enrolls within the current academic year for FS2-Y1 in the current year or future years, he or she is guaranteed that 15% of the school fees will be subsidised for life.

If a child enrolls within the current academic year for Year 2 in the current year or future years, he or she is guaranteed that 12.5% of the school fees will be subsidised for life.

If a child enrolls within the current academic year for Years 3 to 6 in the current year or future years, he or she is guaranteed that 8% of the school fees will be subsidised for life.



JVT, Dubai, UAE



+971 4 552 2600



info@arcadia.sch.ae  
<https://arcadia.sch.ae/>



If a child enrolls within the current academic year for Year 7 in the current year or future years, he or she is guaranteed that 5% of the school fees will be subsidised for life.

If a child enrolls within the current academic year for Year 8-9 in the current year or future years, he or she is guaranteed that 10% of the school fees will be subsidised for life.

If a child enrolls within the current academic year for Year 10-11 in the current year or future years, he or she is guaranteed that 13% of the school fees will be subsidised for life.

If a child enrolls within the current academic year for Year 12-13 in the current year or future years, he or she is guaranteed that 32.98% of the school fees will be subsidised for life.

### **Re-registration of an existing student**

A student does not automatically move to the next year group. Existing families have the right to reserve a place in the school for the following year by making a re-registration payment of AED 3000 by the date specified by the school. Places not covered by this payment will not be guaranteed a place in their specified year group and will not be listed on the class lists for the following year. If all fees are not settled for the current year your child's seat will also not be confirmed for the following year.

### **Is the re-registration deposit refundable if I decide to withdraw?**

It depends on when you notify the school:

- If you formally notify the school at least 60 calendar days prior to the start of the following academic year, the re-registration deposit is refundable.
- If you formally notify the school less than 60 calendar days prior to the start of the following academic year, the deposit is non-refundable.

### **Withdrawal of an existing student**

Parents must inform the school admissions department in writing when withdrawing their child and complete withdrawal forms issued by our Front of House Team. Should the parent need a 'transfer certificate', this is to be requested by the parent and will be prepared for the family in a timely manner, should all other withdrawal procedures be completed, including all library books returned, any outstanding invoices paid in full and security IDs returned.

The date you specify on this form and your email to the admissions team becomes the official withdrawal date and is recorded on the Transfer Certificate issued by the school. This is the date





from which any refund calculations are made.

**Does my child's last day of attendance count as the withdrawal date?** No. The withdrawal date is the date specified in your withdrawal request, not the last day your child attended class. Being listed on the school's register counts as active enrolment, regardless of attendance. Fees continue to accrue until a formal withdrawal request is submitted.

A student's absence from school does not constitute withdrawal and does not trigger a refund. Parents must complete and submit a withdrawal request as soon as they decide to avoid additional fee liability.

**Can the withdrawal date be backdated?**

No. The withdrawal date is the date recorded on the withdrawal request you submit to the school. It cannot be set to an earlier date.

**My child has not attended school for several weeks. Am I still being charged tuition fees?**

Yes, as long as the school is open and delivering its service, tuition fees are payable regardless of attendance. Your child's place is being held. The only way to stop fees from accruing is to formally submit a withdrawal request.

**Can the school withhold my child's Transfer Certificate?**

Yes, only if outstanding fees have not been paid in full. Once all fees are settled, the Transfer Certificate must be issued promptly and at no additional charge. No processing fee may be levied.

**What happens to fees if the school closes due to circumstances beyond anyone's control, such as a public health emergency or government directive?**

- Fees remain payable for every day the service was available and delivered, including through distance learning approved by KHDA.
- A parent's decision not to engage with available distance learning does not constitute grounds for withholding or reducing fees. Any concerns about the quality of distance learning





should be raised through the school's internal complaints process. Fees remain payable in full while any complaint is being resolved.

- Fees for the period after the service could no longer be delivered are held on your behalf as credit — they are not lost.
- A government-enforced closure does not affect the school's entitlement to open and collect re-registration deposits for the following academic year through digital or remote means. All deposits collected during this period remain subject to the standard refund provisions.

#### **How is my tuition fee refund calculated when I withdraw?**

Refunds are calculated on a term-by-term basis from the withdrawal date recorded on the Withdrawal Certificate. The rules are:

- Fees paid before the academic year begins are refundable (only the registration or re-registration deposit is deducted if the withdrawal is requested less than 60 calendar days prior to the start date).
- If the student was enrolled in the term for two weeks or less: one month's fees are deducted.
- If the student was enrolled in the term for between two weeks and one month: two months' fees are deducted.
- If the student was enrolled in the term for more than one month: the full term's fees are deducted.

**I have a dispute with the school regarding fees or a refund. What should I do?** Start by raising the matter with the school using their internal complaints process. All internal resolution steps must be completed and documented before the matter can be escalated further.

If the dispute remains unresolved after the school's internal process has concluded, either party may refer the matter to KHDA through its official channels. KHDA may request documentary evidence from both parties, and schools must cooperate fully with any review.





Nurture  
Lifelong  
Learning

*The Admissions procedure, as outlined above, is applied fairly to all candidates for entry into Arcadia School.*

*\*As per Standard 2 of the “Dubai Inclusive Education Policy Framework.”*

Policy Implemented: August 2017  
Policy Update date: April 2026  
Policy Review Date: August 2026  
Policy Responsibility: Head of Admissions  
Board Approval:  
Version: 7



JVT, Dubai, UAE



+971 4 552 2600



info@arcadia.sch.ae  
<https://arcadia.sch.ae/>