



Admissions Policy

Rationale

Arcadia School aspires to be an inclusive, world-class primary and secondary school of choice where every child 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, pending places available and that the application follows the Knowledge and Human Development Authority (KHDA) regulations and school policies. We aim for the admissions process to be a smooth-running and stress-free process for parents and enjoyable experience for the child, including those children that are experiencing special educational needs and/or disabilities.

Guidelines

Age Cut-off for Year of Entry

With its focus on inclusion, Arcadia School uses two age cut-off dates that the parent and school together decide what best suits the child. This is mostly related to where the child may move to in future years for their education and which year group the child will feel most comfortable in, where they are progressing, learning and growing.

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

- 3 Years old by December 31st = FS1
- 4 Years old by December 31st = FS2
- 5 Years old by December 31st Year 1

From Year 2 upwards, we will follow on from the child's previous year group studied. Note that from Year 1 upwards a child cannot skip a year group based on the age criteria cut off date. In addition, once a child has joined the school in any year group, they cannot change the year group, unless they change schools for a child in FS1 or FS2.

1st September - The child must be the appropriate age to join the year group on or before the 1st September and pass their assessment as follows:

- 3 years old by September 1st = FS1
- 4 years old by September 1st = FS2
- 5 years old by September 1st = Yr1

The 31st of December is an age cut off date that is followed by the school in accordance with the directive received from the UAE Ministry of Education. The school must be happy with all areas of your child's development for him or her to be able to cope within that year group and this will be concluded through our assessment. If a child is successfully enrolled into this age cut off and subsequently moves to the UK or a northern hemisphere country, it is highly likely that he or she will be required to repeat the year just completed, as that country may well use the 1st September cut off date.



The 1st of September is an age cut off date that is practised in the UK and a number of northern hemisphere countries. In the case of an application for a child to enter the appropriate year group based on this cut-off age and in the case that the child is born between September 2nd and December 31st (so according to UAE law they could have in fact applied for one year higher), the parents must complete the "Demotion Form" from the KHDA once the child is enrolled, to confirm that the parents agree for the child to enter the year group associated with September 1st cut-off.

Documentation

All relevant information must be declared including any disciplinarys the child has gone through and any social, physical, medical or psychological problems the child has been through or is going through. 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 is:

- An application form
- A passport copy
- The latest School report in English

Once the child is enrolled, the following documentation must be submitted:

- A copy of their birth certificate in English
- A copy of their immunization 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
- A copy of the parent's passport
- A JPEG passport-style photo of the parents and the child

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 1 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 only needs the school stamp and signature of the Head of School.

For students coming from any other country, the Transfer Certificate 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]* From the country which the student is leaving.

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

Leaving Certificate For Students enrolling from another Dubai school

Government regulation requires a leaving certificate for all children from the child's current school from Year 1 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. **Note that your child cannot start school until you have submitted the leaving certificate.**



'Students of Determination' (SEND) Applications

Arcadia 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 a disability.

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

When assessing children with additional support needs we urge parents to support the application by providing as much information on the child as available, 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 48hrs 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 wellbeing needs
- Whether his or her educational needs can be supported and met fully by our current resources in the view of the school
- If the child will be able to cope, feel safe and secure in the environment of the year group they are applying to
- That the child will grow, progress and learn in the environment of the school and the year group they are applying to

Arcadia School commits to the following:

- Students are not refused admission based on their experience of SEND
- Ensure students who experience SEND are given "sibling priority" for admission
- That a student that experiences SEND are guaranteed to receive a quality education
- That 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 School promotes the principle of equity for students who experience SEND.
- Arcadia School has established appropriate processes and mechanisms to monitor and ensure compliance with the requirements of "The Dubai Inclusive Education Policy Framework."*

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 EAL (English as an additional language) teacher. We may use a translator, be that the child's parent, friend or English tutor. If the child is successful and enrolled into the appropriate year group, the EAL teacher will support the child one on one in developing English language skills (number of sessions depends on the needs of the individual child). The EAL teacher 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 is chosen, parents are prepared to commit to the next phase of enrolment as there are non-refundable costs involved.

Assessment

Parents are required to provide the following:

- An application form
- A passport copy for the child
- A recent school report for year 1 entry upwards (also helpful for Nursery to FS2)

Parents may then book a one-to-one assessment which is undertaken by a teacher based in the school. The assessment fee is AED 500 which must be paid on the day of the assessment, prior to the assessment taking place. Assessment days vary and an appropriate day and the exact time will be agreed 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.

Assessments for FS1 to Year 1

These assessments will be for a duration of 20 minutes to half an hour 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 chat and play with them, observing eye contact, communication, 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 enrolment be successful) for the child’s future teacher, to be prepared for the entry of the child into class.

We require children to be toilet trained before starting school.

Assessments for Years 2 to 8

These assessments will be for a duration of 30 minutes to 1 hour. The child will be given an age-appropriate paper or online test in English and Maths and the test will be invigilated 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 their enthusiasm to learn, as well as their level of academic performance.



Nurture
Lifelong
Learning

ARCADIA SCHOOL

www.arcadia.sch.ae

International Assessments

All children living outside of Dubai can be assessed via an online video assessment. We ask younger children to bring their favourite book and toy, so the teacher can engage with them about something they enjoy talking about and with older children the teacher will ask the child to read a piece from his or her favourite book.

For children Year 2 age and upwards, if the child's current school is prepared to invigilate a test in English and Maths that we send to their school, then we prefer to follow this process. Usually, the child's teacher or the Admissions department are the best people to approach. The teacher/Admissions in their current school would receive the test from Arcadia Admissions and scan it back to Arcadia Admissions once the child has completed it. The parent would not be involved once communication was opened up between the teacher of the child's current school and the Admissions department at Arcadia.

All documentation must be submitted for the child, such as visa copy, Emirates ID copy and medical insurance card within 30 days of joining Arcadia.

Results

Results of an "offer" or "non-offer" are usually provided to parents on the same day of the assessment or at the latest, within 24 hours. Results for an online assessment and test are usually provided within 48 hours after all aspects of the assessment are complete.

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

Accepting an Offer and Enrolling a Child

Once parents have received an offer letter from the school (and should they wish to accept the placement offer), it should be noted that there is no deadline to do so. 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. Naturally, if Arcadia School is a parent's school of choice, it is advisable to enrol immediately. To do this, parents are required to sign the offer letter and pay a deposit of AED4,000 which is subsequently deducted from the school fees once the child commences school. As soon as the deposit is received by the school, the seat is reserved. ***It should be noted that the deposit is non-refundable.***

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

Enrolling a Child for a Future Year Group

Arcadia School will reserve a place for a child in a future year group. Parents can submit the child's birth certificate or passport copy, an application form and pay AED4,000 at which point the seat will then be held for the child pending that he or she passes the assessment. The assessment is usually conducted at the beginning of the year in which the child is due to join the school. ***The AED4,000 is only refundable if the child does not pass the assessment, or the family move to another country or Emirate permanently and can show evidence of that. For any other reason - it is not refundable.***



Nurture
Lifelong
Learning

ARCADIA SCHOOL

www.arcadia.sch.ae

Parents/Guardians who accept places at Arcadia agree to the acceptance of all school procedures, rules and policies that the school enforces. Proven and international breaches of the school's policies, including behaviour, anti-bullying and social media use may result in sanctions including suspension from the school.

Governors' Scholarship

If a child enrolls within the 2019-20 academic year for the current year or future years, he or she is guaranteed that 15% of the school fees will be subsidised for every year of attendance at the Arcadia Preparatory School, *until the end of Year 6*.

Joining FS1 within the academic year 2019-20 for current or future year groups are slightly different, in so far as the first year in FS1 will be subsidised 25%, then move to 15% from FS2 upwards.

This scholarship will come to an end on July 2nd 2020.

Re-registration of an existing student

In Dubai, a child does not automatically move up 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 AED2500 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.

Withdrawal of an existing student

Parents must inform the school in writing when withdrawing their child and complete a 'withdrawal form'. Should the parent need a 'leaving certificate', this needs to be requested by the parent and will be prepared for the family in a timely manner should all other areas be completed including all library books returned, any outstanding invoices paid in full and security IDs returned.

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

**As per Standard 2 of the "Dubai Inclusive Education Policy Framework."*

Policy Implemented: September 2019

Policy Responsibility: Head of Admissions

Policy Review: August 2020

Board Review: September 2019