



مدرسة كامبردج الثانوية
THE CAMBRIDGE HIGH SCHOOL, ABU DHABI

Student Admissions Policy

Adopted: 1st September 2017
Date last reviewed: September 2021
Review Period: Annually

With reference to ADEK Policy 44: Student Admission, Registration and Distribution Corresponding to Article (49) of the Organising Regulations and to ADEK's Policy 45: Distributing Students in Classes According to Age Group Corresponding to Article (50) of the Organising Regulations

Student Admission Policy

DEFINITIONS:

For the purposes of this policy, admission, covers the requirements of and procedures for admitting students to Cambridge High School.

Registration is the process whereby Schools offer students a place and then enter them on the School admissions roll.

Placement of students refers to the normal expectation that students be placed with their peer group in terms of age, whose birthdays fall within the defined dates of the school year.

PURPOSE:

To ensure the School makes fair and appropriate decisions about admission, registration and placement of students.

POLICY:

This policy sets out the school's practices with regard to the admission, registration and placement of students.

This policy recognises the School's obligations as defined in Federal Law No. (29) of 2006 on the Rights of Persons with Special Needs and in the Council's related regulations and policies.

ADMISSIONS:

- The School welcomes prospective Parents/Guardians and their children to visit the School prior to registration so that they may familiarise themselves with it.
- The school has an open approach to accepting students from different races and ethnicities to achieve fairness, equality and transparency.
- The School will re-register its existing students in the next year, if the Parents/Guardians wish, as long as there are no behaviour issues that justify refusal of the students' re-registration and there are no outstanding fees.
- The school welcomes students with mild to moderate special education needs and offers additional appropriate learning support as required.
- The school welcomes students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases, mild epilepsy and obesity) and will work with the parents and health professionals to meet the needs of the child and offer appropriate support.

INTERVIEWS AND PLACEMENT TESTS:

- Students joining the school in FS2 and Year 1 will not be required to sit an entrance test or undertake an interview. They will be invited to a school-ready event as part of their induction process.
- Students joining the school in years 2 to 13 will be asked to sit a placement test in English and Maths and attend an interview. The interview and English assessments will be used to ensure a student has a sufficient level of English to be able to successfully access a curriculum delivered in English, and not for the purpose of accepting or rejecting a student. The maths test will help us identify if the student may require learning support.
- Students with mild to moderate special needs will be asked to attend an interview and take placement tests to give an indication of their performance level(s) to help the school understand the level of learning and psychological support the student will require and not for the purpose of accepting or rejecting a student. The school may ask the parents to provide copies of external assessments undertaken by educational specialists.

ADMISSION INFORMATION, DOCUMENTS, AND RECORDS:

Parents will be asked to provide the following documents as part of the admissions process:

- Complete a registration form giving full details of the student, their previous schooling and contact details for the Parents / Guardians.
- Students who are already resident in the UAE will be asked to provide a scanned copy of the student's EID, passport and visa.
- Students who are already resident in the UAE will be asked to bring their original EID for scanning into the eSIS system.

- Students who are new to the UAE will be asked to provide a scanned copy of their passport and to bring in a copy of the EID and visa as soon as they are obtained. Parents will be informed that their child(ren) will not complete the registration process until copies of these are provided and if they are not provided the registration will be cancelled.
- A copy of the latest report from the previous school.
- If the student is transferring from a School in a different Emirate a copy of the transfer certificate to the other Emirate is needed.
- If relevant, any documents pertaining to the student's special educational needs such as previous individual education plans and relevant assessments.
- If relevant, any documents pertaining to the student's gifted and talented achievements, such as advanced learning plans.
- The School will 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 gifted and talented students.

MEDICAL DOCUMENTATION:

- Students joining the school in FS2, year 1 or year 2 must submit a vaccination card that fulfils the "Childhood Immunisation Schedule" of the current HAAD Immunisation Schedule.
- Students joining the school in years 3 to 13 must submit a vaccination card that fulfils the "Childhood Immunisation Schedule" and the "School Immunisation Schedule According to Year" of the current HAAD Immunisation Schedule.
- If a student does not have the required vaccination card, or if some vaccinations are missing, the student will still be able to start school, on the condition they complete the necessary vaccinations and provide a vaccination card that meets all requirements within the school year. This shall be considered a condition for re- registration for the next school year.
- The School nurse will create and maintain a medical record for all students.

CLASS SIZE:

- The School will admit a maximum of twenty five students into each class in FS2 and year 1.
- The School will admit a maximum of thirty students into each class in year 2 to 13.

ADMISSION CRITERIA:

The School will apply the following admission priorities in those years where it receives more requests for places than are available:

1. Students who attended the School in the previous year (who do not have outstanding fees).
2. Students with siblings already in the School (who do not have outstanding fees at the time of registration).
3. Children of School staff.
4. Emirati students.

REGISTRATION:

- The School will officially register a student once the student meets all the admission requirements and conditions.
- The School will register the student on the Council's eSIS system in accordance with the dates determined by the Council each year.
- The school will consider in-year applications for students transferring from another Emirate or from counties outside the UAE. It will only allow registration where it satisfies itself that the student is capable of keeping up with those in the same peer group and can successfully pass the academic year. If the registration time on eSIS is finished, the school will seek approval from ADEC prior to offering a seat.
- A student may only transfer between Schools in the Emirate at the beginning of an academic year. In such cases, the student's registration on the Council's eSIS system and the School's own management systems shall be immediately amended accordingly.

PLACEMENT OF STUDENTS:

Students will be placed with reference to ADEK Policy 44: Student Admission, Registration and Distribution Corresponding to Article (49) of the Organising Regulations and to ADEK's Policy 45: Distributing Students in Classes According to Age Group Corresponding to Article (50) of the Organising Regulations.

All students, including those with special education needs, are placed in year groups according to their age and year/grade progression.

Students who have not previously attended any schooling will be admitted according to their age as shown in the table below:

Age	School Year	Cut-off date for admission
Four years	FS2	The student must have turned four years old on or before 31st of August of the school year during which the student is registered.
Five years	Year 1	The student must have turned five years old on or before 31st of August of the school year during which the student is registered.
Six years	Year 2	The student must have turned six years old on or before 31st August of the school year during which the student is registered.

Students who have previously attended school will be admitted according to the following table:

Students transferring from a grade system

Students who have completed:	Will be admitted into:
KG1	Year 1
KG2	Year 2
Grade 1	Year 3
Grade 2	Year 4
Grade 3	Year 5
Grade 4	Year 6
Grade 5	Year 7
Grade 6	Year 8
Grade 7	Year 9
Grade 8	Year 10
Grade 9	Year 11*
Grade 10	Year 12
Grade 11	Year 13

Students transferring from a year system

Students who have completed:	Will be admitted into:
FS2	Year 1
Year 1	Year 2
Year 2	Year 3
Year 3	Year 4
Year 4	Year 5
Year 5	Year 6
Year 6	Year 7
Year 7	Year 8
Year 8	Year 9
Year 9	Year 10
Year 10	Year 11
Year 11	Year 12
Year 12	Year 13

* Students coming from a British curriculum school may be admitted into year 11 if the subject and exam boards they have been studying in their previous school are aligned with what we already offer. Students transferring from a different curriculum will be placed in year 10..

Where a student is transferring from a country outside the UAE that does not follow the year or grade system described above, the age of the student along with an entry assessment will be used to determine the best year to place the student in.