

# Admissions Policy 2022/23

## Kent College Dubai



**KENT COLLEGE**  
DUBAI


Approved by  
Principal:

  
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Date: February 2023

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KCD Board Representative :

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Date: February 2023

Last reviewed on:

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KCD Authorised Stamp





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## **Admissions Policy and Procedures**

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## **1. Mission, Vision and Values**

**School Mission** - To develop happy pupils, in an engaging, enabling and empowering environment, based on traditional core values, in pursuit of career readiness and excellence.

**School Vision** - Developing the full potential of each individual.

**School Values** - Integrity, Tolerance and Respect.

Through our Vision, Mission and Values, Kent College Dubai aims to provide all pupils with balanced opportunities to achieve their best academically, emotionally and socially. This is achieved by:

- Providing high quality learning which enables pupils to develop critical and creative thinking skills while nurturing a curiosity for learning;
- Promoting an ethos of care and open mindedness which re enforces mutual respect and support throughout the community;
- Enabling pupils to be reflective in their academics and activities, both in and out of school, while instilling the confidence to take risks as they strive for excellence;

The school's goal of creating internationally minded people is underpinned by the 10 attributes of the IB Learner Profile. We welcome pupils of all abilities, nationalities and religions who will benefit from the rigorous academic, personal and social programmes on offer. We are proud of our visible commitment to inclusion, diversity and international mindedness.

## **2. Application Procedures**

i. Applications for admission are accepted at all times during the school year. Applications must be completed online through the school website. If there are no places available at the time then the application is placed onto the school's waiting list.

ii. When a place becomes available, the school will contact the first eligible applicant (as prioritised by the school) and invite them to attend an assessment. In a case where an applicant has been placed on the waiting list as a result of language or learning needs that the school cannot immediately support, the applicant will be assessed before being placed on the waiting list to assist with their prioritisation.

iii. The following documents are required at the time of application:

- A scanned copy of the school reports for the current and previous year together with any IEPs and SEND or medical reports.
- A scanned copy of the child and parents' passport, a scanned copy of the birth certificate
- A scanned copy of visa and EID copies is required at the point of entry to KCD.
- A scanned copy of the transfer certificate is not required by the time of registration, but is required at the time of entry to KCD.
- A scanned copy of the child's immunisation certificate



### 3. Assessment procedure

All pupils will be required to undergo a form of assessment in order to be considered for enrollment. This will vary depending on the Year Group a prospective pupil is looking to join. All will however, follow the steps below:

- All invited applicants will undergo assessment. The specific nature of this assessment is the responsibility of the school, and the relevant details are appended at the end of this policy.
- For applicants living in the UAE, assessments will be undertaken at the school. If this is not possible then the assessment will be undertaken online under the supervision of a qualified teacher.
- For students of determination this process will be personalised and suitable to need and ability.
- Those below the age of five may be given an oral assessment.
- Where appropriate a face-to-face interview may also be undertaken with the relevant member of staff as indicated above.

### 4. Consideration of Placement

Consideration is based on a number of different criteria catered to the age of the child:

- **FS1 to Year 2**
  - Applicants for FS1 to Year 2 are given an individual assessment conducted by a senior member of staff.
  - Assessments are age appropriate for the year level to which admission is sought.
  - FS1 children are assessed for school readiness within their assessment. They must be toilet trained and have a level of independence at the time of joining the school.
  - These requirements may differ on an individual basis for Personal Development.
- **Year 3 to Year 6**
  - The CAT4 test is also used for pupils for Year 3 to Year 6 to inform appropriate provision and/or support.
  - Applicants have to complete an English writing task.
- **Year 7 to Year 12**
  - Performance in the CAT4 test for applicants from Year 7 to Year 12.
  - Past school results, the two most recent school reports and a reference, if required.
  - Face to face interview with the Admissions Manager, a member of the senior leadership team and Head of Learning Support if required.
- **Other Considerations**
  - Attested Transfer Certificate from the previous school.
  - Siblings who are already in, or who have secured admission to the school.



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- The child's previous curriculum is taken into consideration as well as limitations with regards to transfer dates for local transfers.

## **5. Placement procedures**

The school may offer a conditional acceptance based on the previous school report cards, observations of staff that carry out the test or on the assessment result. In such situations, clear conditions and timelines will be shared with the parent. If these conditions are not met, the school reserves the right to remove the child from the register or to demote the child from a specific year level.

## **6. Post 16**

### ***A-Level/International BTEC***

In order to study 3-4 full A-levels in the Sixth form, pupils should have achieved 5 GCSE grades of C/5 or above (including English Language A and Mathematics), and a grade of at least B/6 in the subjects to be studied. Some subjects will specify at least a grade A/7, all subject specific information can be found on the [KCD Post 16 site](#).

International BTEC qualifications can be taken separately or alongside A Level courses. Each International BTEC course requires pupils to have achieved 5 GCSE grades of C/5 or above (including English Language A and Mathematics).

Where grades are lower than specified, or a pupil has come from a different curriculum, and does not have GCSE qualifications, the school will look to modify the curriculum on offer, whilst still providing a challenging programme that meets pupils needs. This could be done by:

- reducing the number of BTEC/A-levels
- offering shortened (AS) courses
- combining A-level/BTEC and AS choices over two years
- offering re-sits in core GCSE subjects alongside an A Level/BTEC programme

### ***IB Programmes of Study***

In order to study either the IBDP or IBCP in the Sixth form, pupils should have achieved 5 GCSE grades of C/5 or above (including English Language A and Mathematics). For each IB Course they wish to study, pupils must attain at least a grade B/6 to study at Standard Level (SL) and at least a grade A/7 to study a subject at Higher Level (HL). All subject specific information can be found on the [KCD Post 16 site](#).

Where grades are lower than specified, or a pupil has come from a different curriculum, and does not have GCSE qualifications, the school will look to modify the curriculum on offer, whilst still providing a challenging programme that meets pupils needs. This could be done by:



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- offering a range of Courses instead of a full IB Diploma Programme
- reducing the number of Courses within the IB Careers-related Programme
- providing pupils with the opportunity to complete a 'foundation year'
- offering re-sits in core GCSE subjects alongside Courses or the full Diploma Programme

All Post 16 curriculum modifications are subject to availability and will be offered on a case by case basis. All applications are also considered in conjunction with CAT4 assessment results.

## **7. Inclusion Policy**

Personalisation starts the moment you walk through the door at Kent College Dubai and the admissions process is fully differentiated to meet the needs of both the Student of Determination (SD) and their parents. Whilst most students take an age-appropriate entrance assessment to assist with placement and planning, we will work with each new admission to gather the relevant information with sensitivity to their needs.

We will organise tours, transition sessions, visit your SD in their current setting (if appropriate) and introduce prospective pupils to key members of staff. We also have a number of screening tools which will help us pre-plan a prospective pupil's arrival and allow us to discuss their needs in a meaningful way. We ask parents to share any professional reports they may have of their child to further ensure our plans are comprehensive and that we can fully meet the required need within your son/daughter's year group.

The only stipulation we make is that priority will be given to SD's who are siblings of current or joining pupils.

## **8. Change of Hemisphere/ Curriculum**

Students from Southern Hemisphere countries should be aware that they may lose up to half-year due to the shift to the Northern Hemisphere school timetable, depending on their age.

Subject to KHDA regulations, the school reserves the right to place a child in the year group deemed most appropriate, after full consultation with the parents.

### **Indian Schools**

Students completing their studies for a particular level in the Spring (e.g. March) will only be promoted to the next School Year from September, prior to this time they will remain in the equivalent School Year for the final term of the academic year. KHDA has the final say & approval in the placement of a child in a specific Year.

If twins are admitted to the school, they will ordinarily be placed in different classes. If parents request to keep twins in the same class, we will listen to parents' needs.

Our aim is to never have more than 25% of our pupils in any one class requiring additional support needs, be they EAL or SEN. Class placement will take this into account. There will not be more than one LSA attached to a class, even if this ratio is below 25%.



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## 9. Service Standards

The admission process for each child should be completed within 10 working days of the assessment if the pupil is based in Dubai. To achieve this goal, the following process and service standards have been defined:

- |   |  |
|---|--|
| • Responding to parents after receiving the application | 1-2 working days                               |
| • Receiving test results from admissions/teachers       | 3 working days                                 |
| • Communicating the outcome to parents                  | 10 working days<br>(from the date of the test) |

### ***Application Fees and Registration deposit***

All applicants who are invited for assessment are required to pay a non-refundable application fee of AED 500.

## 10. Offer process

- Following assessment the school will decide upon the best place possible placement, including the provision of alternative pathways for pupils of determination, if deemed necessary.
- We prioritise the admission of SD who are siblings of current or joining pupils.
- The decision taken by the school is final, and all admissions follow the guidelines and regulations set by the UAE Federal Law (29) 2006 and Dubai Law No. 2 (2014).
- Although admission is not conditional on a medical diagnosis, where a medical condition has been diagnosed, parents are requested to provide all documentation, in order for the school to appropriately plan for and manage the needs of the individual.
- Kent College will only decline the admission of a pupil if it is felt that by admitting them to the school, it places them or other children at a foreseeable risk of harm (health & safety) or if they would be at a disadvantage (academic or behaviour) should we feel we did not have the necessary capacity to support their needs.
- Parents must respond to an offer within 14 days of receipt in order to secure the place.

## 11. Policy Review

This policy will be reviewed annually, though any deficiencies or weakness in admissions will be remedied without delay. The Principal will undertake an annual review of the Admissions policies and procedures and of the efficiency with which the related duties have been discharged.

