



GLENDALE  
INTERNATIONAL  
SCHOOL

## Admissions Policy and Procedures

### Version History

Ver. No.	Authors	Date	Reviewer	Next Review Date
1.0	Jasmit Kang, Principal	September 2023	Amol Vaidya	August 2024



Member of Global Schools Foundation

Umm Al Hurair, Oud Metha, Next to American Hospital, Dubai, UAE | [www.glendaleschool.org](http://www.glendaleschool.org)



## 1. Admissions Policy

- 1.1** Glendale International School follows the Early Years Foundation Stage Curriculum for children in the Foundation Stage and the National Curriculum for England for children in Years 1 to 6. It provides an ideal primary education for children who might continue in British schools in the UK or anywhere else in the world. Glendale is a truly international school and doesn't discriminate based on nationality, country of origin, religion or race.
- 1.2** Parents should satisfy themselves that this is an appropriate curriculum and educational model prior to making an application.
- 1.3** GSF management oversee the Admissions Policy of the school and ensure that it allows the school to maintain its mission and to prosper.
- 1.4** We welcome students of all abilities, nationalities and religions who, in the school's opinion, will benefit from the rigorous academic, personal and social programmes on offer. We are proud of our visible commitment to diversity and international mindedness.
- 1.5** We take our responsibility for your child's academic, social and personal growth very seriously. In order to serve your child's individual needs and to support his or her transition to our school, it is important that we have complete information regarding previous academic experience and pastoral welfare.
- 1.6** Our school actively seeks to nurture the holistic development of your child. Where your child has a gift or talent then this should be identified and recorded on the online application form.
- 1.7** The school provides a rigorous international English-language education. Although fluency in English is not a criterion for admission, assessments are set in the English language.
- 1.8** The school is inclusive and has an inclusion support programme that seeks to address the individual needs of all students including those experiencing special educational needs and disabilities, the gifted and talented and English language learners. Parents or guardians of any applicant having a specific known need must submit complete reports with their application. These might include Individualised Education Plans (IEPs) or other reports from health professionals. In the case where a child's specific need has not been previously identified, the school reserves the right to review the situation in order to assess the capacity to address his/her needs within their existing level of provision.
- 1.9** The school adheres to UAE law and KHDA guidelines. The Knowledge and Human Development Authority (KHDA) is the educational quality assurance and regulatory authority of the Government of Dubai. The KHDA regulates private schools in Dubai. There are certain requirements that must be met by both parents and the school to enable the student to attend a private school. The KHDA provides a Parental Guide for School Admissions on their website <https://www.khda.gov.ae/> which sets out essential information for parents.





## 2. Admissions Procedures

**2.1** 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.

**2.2** When a place becomes available then the school will contact the first eligible applicant and invite them to attend an assessment.

### 2.3 Selection Criteria

Selection is based on multiple criteria. These are: -

- Performance in the entrance test. Admissions to the Foundation Stage will be subject to a play-based assessment to determine the child's readiness for school. The assessment will focus on the child's personal, social and emotional development, their communication and language skills, and some consideration of their physical development. FS1 and FS2 applicants are also assessed for school readiness. They must be toilet trained and have a level of independence.
- Admissions to Y1-6 will be subject to a review of the child's most recent school report and may include further additional assessments and/or an interview.
- Past school results and report.
- Face to face interview, if required, with the Admissions Officer /School Counsellor/ Academic Co-ordinator / School Principal / or other designated school staff.
- Age appropriateness for the year/grade level to which admission is sought.
- Our policy is to place children in age-related year groups (in accordance to KHDA date ranges) and we do not accelerate children in to higher year groups and rarely are they displaced into lower year groups. ***Children who are transferring from schools following different curriculum may need to apply for different year groups and are advised to contact our Registrar for advice prior to completing their on-line registration.***
- EAL Support - Students who are new to English or have not been schooled with English as the primary medium of instruction can avail of this support. The admissions team is able to decide if further assessment or support is required, based on initial assessment. Parents will be advised accordingly.
- The child's previous curriculum is taken into consideration as well as limitations with regards to transfer dates for local transfers as defined by the KHDA.
- The curriculum is delivered in English and in all areas of the school English is used. Therefore, to fully access the curriculum at Glendale, children are required to be fluent English speakers and be able to read and write in English at a good level for their age. If this is not the case on entry, Glendale has provision in place to support children in accessing learning.
- Glendale has limited spaces for children with some specific learning difficulties or moderate special educational needs. It is essential that parents disclose all information regarding their child's individual needs to ensure adequate provision is planned to meet their child's needs. ***Failure to disclose relevant information at the time of application may result in a delay in provision.***





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

The UK Curriculum Group of Schools uses the student's age by the cut-off date 31st August, in accordance with the current KHDA. guidelines and follows the last year group the student has completed to promote them to the next year.

The last year group completed takes priority over age with regard to the student's promotion to the next year group, however, all students are assessed to ensure they are ready to enter the next year group. For FS1, FS2, Year 1 & Year 2 students are placed according to their age and from Year 3 upwards, the UK Curriculum Group of Schools will follow on from the student's last year group studied and support this with an assessment.

The student must be the appropriate age to join the year group on or before the 31st August and show they are school ready for the year group they are applying to in their assessment. The 31st August is an age cutoff date that is practiced in a number of northern hemisphere countries, UK and Dubai.

In the case of an application for a student to enter a lower year group than their age-appropriate year group due to various reasons agreed by the school and the parents, the school will request a demotion from the KHDA once the student is enrolled to confirm that the parents agree for the student to enter a lower year group associated with 31st August cut-off. This is not common practice, but sometimes a necessity agreed between school and parents. There may, however, be other considerations that could impact whether a student is placed in their age-appropriate year group. This could include:

- a) When it may be in the best interest of the student to be in a year group below age expectations. This will only be completed with express permission of the parent, KHDA, and in collaboration with the Head of Inclusion, Head of School and Principal
- b) The cut-off date in the student's country of origin (the school aims to avoid situations in which the student will be penalised on return to their home country, where possible)
- c) The student's successful completion of the equivalent grade elsewhere
- d) A transcript or report cards from the previous year demonstrating exceptional academic performance and social skills.

Glendale International School provides the English National Curriculum and the Early Year Foundation Stage Curriculum but welcomes applicants who have been studying a different curriculum.

The following shows the correct age and year for a student to join and the equivalent grade comparison chart.





Year & Grade - Plus Age Comparison			
	Year	Age as of 31st August	Equivalent Grade
Early Years	Rising 3s	2 Years Old	Nursery
	FS1	3 Years Old	Pre-KG
	FS2	4 Years Old	KG1
Primary	Year1	5 Years Old	KG2
	Year 2	6 Years Old	Grade 1
	Year 3	7 Years Old	Grade 2
	Year 4	8 Years Old	Grade 3
	Year 5	9 Years Old	Grade 4
	Year 6	10 Years Old	Grade 5
Secondary	Year 7	11 Years Old	Grade 6
	Year 8	12 Years Old	Grade 7
	Year 9	13 Years Old	Grade 8
	Year 10	14 Years Old	Grade 9
	Year 11	15 Years Old	Grade 10
Sixth Form	Year 12	16 Years Old	Grade 11
	Year 13	17 Years Old	Grade 12

## 2.5 Procedures for Assessment

- All invited applicants will undergo assessment. The specific nature of this assessment is the responsibility of the school, and the relevant details are as mentioned below.





- For applicants **based locally**, assessments will be undertaken at the school premises. For applicants currently **outside UAE** abroad assessments can be arranged on providing the school with the current school reports and if further assessment is required for non-Send and EAL students, the parents have to provide the school with the current school teachers official email address to evaluate the child on behalf of the school. The evaluation and year placement will be done by the School. Assessment fee is applicable for both onsite and abroad assessments.
  - Where appropriate a face-to-face interview may also be undertaken with the relevant school authority.
- The following documents are required at the time of assessment:
  - Most recent School/ Nursery Reports
  - Birth Vaccination/ Immunization records
  - Birth certificate
  - Students and Parents Passport
  - Students and Parents Visa
  - Students and Parents Emirates ID
  - Passport size Photo
  - **Transfer Certificate:**
    - **For Overseas Transfers:** Copy of the Transfer/Leaving Certificate, attested as per the requirements of the regulatory authorities, KHDA. (Click for sample --> [Transfer certificate form](#))
    - **For Local Transfers:** KHDA attested Transfer Certificate from the previous school in Dubai.
      - Photocopy of Immunisation records
      - 2 Passport photos
      - It is mandated by the regulatory authorities of the UAE that on enrolment, the Emirates IDs of student & parent be electronically swiped at the admission's office in order to be registered with the regulatory body KHDA. Once this registration is approved by the KHDA, parents will be invited by the school to electronically sign the Parent School Contract as the final step of the student's official registration.
- 2.5..1 **Parent School Contract (PSC): (applicable for new admissions only)** it is mandatory for Parents to sign the Parent School Contract once the student's admission has been approved and registered in the KHDA systems. This remains valid until the student leaves the school.

### 3. Assessment Fees

All applicants who are invited for assessment are required to pay a non-refundable assessment fee of AED 525/





#### 4. Withdrawal & Refund Guidelines

- Any student can withdraw from The UK Curriculum Group of Schools at any time of the year, regulation guidelines are listed here [KHDA Refund Policy](#).
- Every parent needs to complete a withdrawal form and will have the opportunity to meet a member of the Senior Leadership Team to discuss why they plan to withdraw.
- Depending on the time of withdrawal within the term, charges will be made.
- All withdrawing students will be notified to the Principal,
- In order to comply with government rules, the school must be informed of the country to which the student is being transferred. If the student is transferring to another school in Dubai or other part of the UAE, the school will prepare a Leaving certificate which is charged to the parent at AED120.
- In order to do so the Admissions Manager must be informed in writing of the school to which the student is transferring in order to prepare the correct documentation.

#### 5. English as an Additional Language (EAL)

- English is the main language of instruction,
- The UK Curriculum Group of Schools is committed to making its EAL program available to students whose first language is not English. If a student is identified as requiring possible EAL support (either through identification by the parent or through the assessment process) the Inclusion Team will become involved and conduct further testing. Based on the results of this assessment and in collaboration with Admissions and the Inclusion Team and respective Head of School support will be put in place pending available resources in the school.





## 6. Outputs/ References and Policy Review

All the admissions related records are maintained and required follow up are listed below:

Document Checklist – Used for updating the document status along with the undertaking of the parent if any document is pending.

Parent Disclaimer Form

Transport Form

DHA Form

Placement Test Result, if any

This policy is to 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.

### Appendix 1 Admissions Process Chart

#### The process:

1. Submission of Registration Form
2. Payment of Application Fee
3. Assessment for students
4. Documents Submission
5. Payment of Registration Deposit
6. Generation of Parent School Contract
7. Payment of Tuition Fees

[REGISTER NOW](#)



Member of Global Schools Foundation