



## ADMISSIONS PROCEDURE

### 1. Background and Context

Jebel Ali School (JAS) follows, in both the Primary and Secondary schools, an adapted version of the National Curriculum for England and its associated entry evaluation procedures and processes. The school offers GCSE courses in the Secondary School and is planning to offer A Levels in the Sixth Form (Post 16). Although the majority of teachers and students are British, JAS has a long tradition of welcoming students from all nationalities and religions and actively celebrates the international nature of the student body.

We have gained a reputation over the last forty years of consistently providing quality education within a caring environment. We have high aspirations for all of our students whether their talents lie in academic, sport, creative or social development. We aim to provide both a caring environment as well as, crucially, one in which **all** students are consistently and individually challenged to meet their full academic potential. The overriding factor is that they leave us with a relevant skill set for a satisfying and happy life.

JAS embraces the concept of inclusivity and subscribes to Federal Law 29 governing admission to schools. A link to the Dubai Inclusive Policy framework can be found here:

[https://www.khda.gov.ae/cms/webparts/texteditor/documents/Education\\_Policy\\_En.pdf](https://www.khda.gov.ae/cms/webparts/texteditor/documents/Education_Policy_En.pdf)

We strongly encourage all prospective parents to tour the school and discuss their application with relevant members of staff.

Once the application form has been fully completed – and when places become available - prospective pupils/students are asked to complete an entry evaluation to provide the school with relevant educational information. Additional support will be provided if required during this entry evaluation to ensure accessibility.

JAS is usually over-subscribed in most year groups and therefore a waiting list is in operation. We prioritise the waiting list as follows:

- Students supported by corporate debentures
- Siblings (inclusive of students of determination who have a sibling already enrolled at JAS)

- Children of JAS Alumni
- Students in date order of application

## **2. Reducing Barriers to Learning**

### **i) Language of instruction**

English is the main language of instruction. It is in the child's interest to be fluent or near fluent in English to facilitate access to the curriculum.

All reasonable support will be provided to facilitate the process by which children with a specific language impairment, language delay or who are identified as EAL have access to the curriculum. Assistive technology, differentiation and language development sessions will form part of the support plan for these students. Support will be provided via the class teacher, Learning Assistants, Inclusion and, where appropriate, external support. When external support is required the school will discuss this with the parents and encourage a reasonable, at cost, arrangement which is appropriate for the child's on-going development.

### **ii) Students of Determination**

We welcome applicants from students of determination and embrace diversity and individuality with regard to learning. All reasonable support will be provided, and reasonable curriculum adaptations made, to ensure SEND students can access the curriculum at JAS. Assistive technology, differentiation and language development sessions will form part of the support plan for these students. Support will be provided via the class teacher, Learning Assistants, Inclusion and, where appropriate, external support. When external support is required, the school will discuss this with the parents and encourage a reasonable, at cost, arrangement which is appropriate for the child's on-going development. For further details on how SEND students are identified, supported and tracked please refer to the SEND and Inclusion policy.

JAS will provide learning support, if required, to facilitate access to the entry evaluation process as long as there is full disclosure on the application form.

The school delivers an academically demanding curriculum. In some circumstances the school may not possess the relevant level of expertise or capacity to ensure the continued educational development of a child and if this situation arises we will discuss this openly and transparently with the parents.

### **iii) Scholarships**

A small number of scholarships are available. For further details please refer to our school website <https://jebelalishool.org/academic-scholarships-2-2/>

### 3. The Application Process

#### i) Debentures

As JAS is a not for profit school, places for each student must be supported by a personal or corporate debenture. This debenture is a non-interest bearing loan to the school and funds will be returned to the debenture holder when the student leaves the school (as per the debenture Terms and Conditions). Acceptance of a place at the school requires payment of debenture funds for all students. A 20% discount is offered to the third Personal Debenture held by a family. The third Personal Debenture will be discounted where a family already holds 2 fully paid Personal Debentures. Where a family holds more than 3 Personal Debentures, the fourth and any subsequent debenture payments will be waived.

#### ii) Registration Process

Parents should complete an application form for each sibling. Parents are actively encouraged to complete the form fully and to discuss their application with the admissions team. Errors and omissions on the form will slow down the application process and may result in the withdrawal of any offer of a place. The following documents should also be attached to the application form:

- Copy of Birth Certificate
- Copy of Passport
- Copy of the previous academic year school report (if applying to Y1 and above)
- Copy of the latest Interim report if applying for a mid year place
- A Transfer Certificate if moving from outside of Dubai. This certificate requires attestation in the country of issue by the Ministry of Education, Ministry of Foreign Affairs and the UAE Embassy (this attestation requirement does not apply to the EU, USA, Canada, Australia and New Zealand)

iii) An application form can be downloaded from our school website <https://jebelalishool.org/admissions-forms/>. A separate application form should be completed for each prospective pupil/student. Please do ensure that the application form is fully completed.

Further details regarding the application process can be obtained from our registrar [registrar@jebelalishool.org](mailto:registrar@jebelalishool.org)

A non-refundable payment of AED 500 should be submitted with the application (either a Dirham cheque - made payable to Jebel Ali School or by electronic transfer <https://jebelalishool.org/our-fees/>)

Completed application forms and the non-refundable deposit should be submitted to the Admissions Office by hand or email: [registrar@jebelalishool.org](mailto:registrar@jebelalishool.org) Please do include with this application **all** additional relevant information – this may include an Educational Psychologists report, Speech/Occupational Therapist reports etc. This information is important so the school can ensure relevant provision is made.

#### 4. Entry Evaluation

All new children applying to Jebel Ali School will undergo an entry evaluation. This entry evaluation provides the school with educational information (English, Numeracy and cognitive skills) and allows us to prepare a relevant programme of study. Additional support will be provided during the entry evaluation if required. Children will be called for entry evaluation based on the waiting list priority until all available places have been filled.

Students who are already in the primary phase at Jebel Ali School are not required to undergo an entry evaluation to transition into the secondary phase.

#### Applying from overseas

The procedure for applying for overseas students is the same as for those residing in Dubai. The application form should be completed and emailed to [registrar@jebelalishool.org](mailto:registrar@jebelalishool.org)

It is understood that all supporting documentation may not be available for overseas applicants; these documents should be submitted to the school as soon as they become available.

Payments of the application fee may be made by electronic transfer.

#### 5. When to apply

We are pleased to accept applications at any time throughout the year regardless of where you reside. There are, however, some key dates pertaining to applications for FS1 and Year 7, 8 and 9 which parents should be aware of:

##### FS1

Applications open	On-going basis
Entry evaluation begin	Beginning of November of year before child due to start
Places offered	No later than the end of February of calendar year in which child is due to start

\* Children who are due to start in September 2019 will be called for entry evaluation starting from November 2018

##### Year 7, 8 and 9

Applications open	On-going basis
Entrance entry evaluation	November
Places offered	Mid January

*Applications for FS1 and Year 7, 8 and 9 made after the dates stated above will be accepted, however, children may be placed on a waiting list for entry evaluation.*

#### 6. When is an offer made?

The timing of an offer will depend on the year group you have applied for and whether the place is to start at the beginning of an academic year or mid-year, as follows:

### **Beginning of the Academic Year**

#### **Foundation One**

For children entering Foundation One, an offer of a place will be given by, at the latest, the start of February prior to the September entry (i.e. children starting in September 2019 will be allocated their places at latest by the start of February 2019). If the place has been offered under the 'sibling' priority, the older brother or sister must already be attending Jebel Ali School when both the offer of a place is made and when the younger sibling joins in the September.

#### **Year 7, 8 and 9**

Year 7, 8 and 9 external applications may be made at any time. The first entry evaluation for outside applicants will begin by the start of November.

All Year 6 students attending Jebel Ali School will automatically be offered places in Year 7; however, parents must confirm their acceptance of this place within 10 days of place offer being made. This formal offer will be made in mid January; however, information regarding this procedure will be released in early October.

If, during the period between the initial allocations and the start date, any places are not accepted for any reason, then further offers may be made as and when the availability arises.

#### **All other year groups**

We request one term's notice for students leaving Jebel Ali School, therefore the majority of 'start-of-year' places are offered during the Summer term (April-June) preceding the start of the academic year. As soon as places become available we will contact the next student on our waiting list and call them for entry evaluation.

#### **During the Academic Year**

There are no specific dates during which offers are made during the school year. We request one term's notice for students leaving Jebel Ali School. As soon as places become available, we will contact the next student on our waiting list for entry evaluation.

Please note, however, that we do not always receive a full term's notice, therefore, we cannot guarantee the length of the lead time we are able to give to the families that we offer to, or at what point during the year offers will be made.

When offering during the year, we must also follow KHDA regulations and can only offer places that start within the dates listed below:

#### **Transfer within Dubai private schools can be made:**

At any time of the year for children from FS1 to Year 6

Up to 1<sup>st</sup> week of second term from Year 7 to Year 10

60 days from the beginning of the academic year from Year 11 to Year 13

## THE ENTRY EVALUATION AND ADMISSIONS OFFER PROCEDURE

Step 1	A member of our admissions team will contact you to confirm that you are interested in a place at Jebel Ali School
Step 2	You will be required to submit (if you have not already done so) a copy of the latest school report
Step 3	The application will then be reviewed by our academic staff and you will be requested to visit Jebel Ali School for your child to attend an entry evaluation. If you are overseas a remote entry evaluation can be completed in the current school
Step 4	A parental meeting may be arranged
Step 5	An offer letter will be emailed to you detailing the next steps and the documentation now required
Step 6	The school place will be complete once all the paper work and associated payments have been received

### 7. The process of offering Places

- i. After the entry evaluation, and when it is thought to be in the best interests of the child, a discussion may take place between the parents and the school. This meeting will reflect on the information arising from the entry evaluation and any possible additional support required.
- ii. Within a maximum of 10 working days of the entry evaluation the Admissions Team will send a confirmed offer of a place.
- iii. Parents are asked to accept the offer as soon as possible and the payment of the debenture is expected to be paid within 10 working days to secure the place. At this point the debenture form must be signed accepting the terms and conditions of the offer.
- iv. The Offer letter will provide details of the further documentation required to enroll the child into school.

Please note that all children who attend school in Dubai must be registered with the Knowledge and Human Development Authority (KHDA) in accordance with their guidelines and children will not be allowed to start school without the correct documentation.

#### **Further documents required in order complete admission to the school after a place has been offered are:**

Original Transfer Certificate, completed and fully attested, if applicable, as per the UAE Ministry of Education guidelines.

Most recent and detailed progressive school report as per UAE Ministry Education guidelines.

Completed Medical Declaration Form and supporting documents.

Completed debenture application form and associated payment.

Emirates ID of child and sponsor\*

***\*You will need to attend the school in person with the child's Emirates ID and that of the sponsor along with your mobile phone (KHDA will send a verification code to the mobile phone associated with the child's sponsor in order to complete their electronic registration process).***

## **5. All Siblings/Alumni**

Sibling/Alumni applications must be received by JAS before 1 September of the year prior to the child commencing at JAS. Children who commence JAS under the sibling entry criteria will be required to secure their place by either a personal or corporate debenture. Proof of attendance at Jebel Ali School will be required for Alumni applications.

## **6. Induction**

A full induction programme is arranged for all new pupils/students starting at JAS at the start of the academic year. A reduced programme is provided to pupils/students starting at JAS during the academic year.

***We look forward to meeting with you soon!***