



# **IB Curriculum Group of Schools Admissions Policy**

## Policy Details

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| <b>Policy Title</b>          | IB Curriculum Group of School Admissions Policy |
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## 1. Purpose

- a.** The International Baccalaureate (IB) World Schools offers high quality education to all nationalities from 3 to 18 years old and is non-discriminatory, accepting students from all sections of society, including students of determination.  
The IB World Schools and their ethos promotes global citizenship whilst recognizing the international profile of schools in the UAE. The IB World Schools believe every child has the right to quality education and learning. The IB World Schools value an inclusive education as it “allows students of all backgrounds to learn and grow side by side, to the benefit of all” (UNICEF, Inclusive Education).
- b.** The aim of the admission policy is to inform prospective parents of the admission criteria, process and to ensure fairness and equity in the admission procedure.

## 2. Scope

The IB World Schools aim to enroll students who are naturally curious, who think deeply, take risks and reflect on their learning. Parents are valued that are committed to partnering with the school for the academic, personal, social and emotional development of their children. Research has clearly demonstrated that students are most successful when their parents are effectively involved in the learning of their children. Parents are expected to embrace the school’s guiding statements and expectations. The admissions process helps to ensure that there is a good match for the benefit of all concerned.

The IB World Schools foster a strong community in all its schools that represents a variety of backgrounds and experiences and whose members embody the IB learner profile with high academic aspirations for all students. It is committed to inclusion and the support of each student with excellent pastoral care. We believe that students’ learning, interaction, and growth through the School and IB curriculum are even more exciting and enriching when they interact with peers who bring a diversity of backgrounds, life experiences, and perspectives to the campus.

We invite all prospective parents to make an appointment with our Admissions Team to discuss the potential enrolment of each student. We consider each application individually, considering academic ability, behavioral needs, and

additional learning needs.

Those who wish to apply for a place in one of our schools are required to sit an assessment appropriate to the age and stage of the student in their learning. We ensure that all prospective parents and students are treated fairly, equally, and consistently and that the admissions criteria are clear, transparent, and accessible. We welcome students into every grade (apart from Grade 12), depending on availability of places and will offer places to students who have completed the school's admission process for the appropriate grade and met the school's admissions criteria. We aim to make the admissions process as smooth and transparent as possible for both prospective students and parents alike.

#### **a. Definitions**

The schools within the IB World Schools group are as follows:

- i. Greenfield International School (Age 2-18)
- ii. Jumeira Baccalaureate School (Age 3-18)
- iii. Raha International School, Gardens Campus (Age 4-18)
- iv. Raha International School, Khalifa City Campus (Age 3-18)
- v. Uptown International School (Age 6mths-18)

#### **b. The KHDA & ADEK**

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.

The Abu Dhabi Department of Education & Knowledge (ADEK) is the educational quality assurance and regulatory authority for private schools in Abu Dhabi. There are certain requirements that must be met by both parents and the school to enable the student to attend a private school. ADEK provides a Guide for School Admissions on their website <https://www.adek.gov.ae/> which sets out essential information for parents.

## **3. Policy Procedure**

### **a. Prioritisation**

When the school receives an application, students are placed into the admissions pool according to priority groupings as described below:

- i. Priority Children referred to by a notable person.
- ii. Siblings of students currently attending the school
- iii. Taaleem teaching and executive staff children
- iv. UAE Nationals
- v. All other applicants

**b. Age & and Cut-off Year of Entry**

The IB World Schools uses the student's age by the cut-off date 31<sup>st</sup> August, in accordance with the current UAE guidelines and follows the last grade the student has completed to promote them to the next year. The last grade completed takes priority over age with regard to the student's promotion to the next grade, however, all students are assessed to ensure they are ready to enter the next grade. For Nursery and Early Years (Age 6mths-6) students are placed according to their age and from Grade 2-12 upwards, the age is a guideline and acceptance to the following grade is determined by a valid school report and/or transfer certificate taking into consideration equivalencies between curriculums.

The student must be of the appropriate age to join the grade on or before the 31<sup>st</sup> of August and show they are school ready for the grade they are applying to in their assessment. The 31<sup>st</sup> of 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 grade than their age-appropriate grade due to various reasons agreed by the school and the parents, the school will request a demotion from the KHDA or ADEK once the student is enrolled to confirm that the parents agree for the student to enter a lower grade associated with 31<sup>st</sup> 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 grade. This could include:

- i. When it may be in the best interest of the student to be in a grade below age expectations. This will only be completed with express permission of the parent, KHDA/ADEK, and in collaboration with the Head of Inclusion, Head of School and Principal

- ii. 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)
- iii. The student's successful completion of the equivalent grade elsewhere
- iv. A transcript or report card from the previous year demonstrating exceptional academic performance and social skills.

The IB World Schools follows the International Baccalaureate Curriculum Framework and welcomes applicants who have been studying within a different curriculum. The following shows the correct age and year for a student to join and the equivalent grade comparison chart.

| Grade & Year - Plus Age Comparison |          |                       |                       |
|------------------------------------|----------|-----------------------|-----------------------|
|                                    | Grade    | Age as of 31st August | Equivalent Year Group |
| Early Years                        | Nursery  | 2 Years Old           | R3's                  |
|                                    | Pre-KG   | 3 Years Old           | FS1                   |
|                                    | KG1      | 4 Years Old           | FS2                   |
|                                    | KG2      | 5 Years Old           | Year1                 |
| Primary Years Programme (PYP)      | Grade 1  | 6 Years Old           | Year 2                |
|                                    | Grade 2  | 7 Years Old           | Year 3                |
|                                    | Grade 3  | 8 Years Old           | Year 4                |
|                                    | Grade 4  | 9 Years Old           | Year 5                |
|                                    | Grade 5  | 10 Years Old          | Year 6                |
|                                    | Grade 6  | 11 Years Old          | Year 7                |
| Middle Years Programme (MYP)       | Grade 7  | 12 Years Old          | Year 8                |
|                                    | Grade 8  | 13 Years Old          | Year 9                |
|                                    | Grade 9  | 14 Years Old          | Year 10               |
|                                    | Grade 10 | 15 Years Old          | Year 11               |
| Diploma Programme (DP)             | Grade 11 | 16 Years Old          | Year 12               |
|                                    | Grade 12 | 17 Years Old          | Year 13               |

## 4. Application Process

Entry into any grade at any time is possible within the IB World Schools, where places are available, except for Abu Dhabi where transfers are limited in Term 2 and Term 3 each academic year. Some IB World Schools that are oversubscribed will list on their individual websites whether a grade is at a waitlist stage. Applications for future academic years will open one year in advance. Applying does not guarantee an admission offer or availability of a place.



### **a. How to Apply**

Parents complete an online application form and submit the required documents to the Admissions Office. In Dubai, a non-refundable application fee of 525 AED including VAT must be submitted before the application can progress. If the parent is applying from overseas, the Admissions Office will contact the student's current school and ask for them to assist in the assessment process. Students in Dubai will be invited to attend an assessment. A confidential reference form will be sent to the student's current school.

Further assessment to establish English language level or learning support needs may be required. The IB World Schools may also request additional supporting information from the student's current school to best support a smooth transition and induction into the school.

### **b. Documentation to Submit**

All relevant information must be declared including details of disciplinary, social, physical, medical, or psychological needs and any possible learning support needs. If the IB World Schools learn that relevant information has not been revealed, any offer of a place may be withdrawn, even if the student has already started within an IB World School.

At the application stage parents will be asked to upload documentation to the school's admissions portal, including previous school reports, passport copies, Emirates ID's and other documents later requested by the Admissions Team. One of these documents will be a 'Transfer Certificate', a document that a parent will ask the student's previous school to prepare, without which the student will not be able to start at the new school.

Documents will also be collected for the Dubai Health Authority including reading and signing the medical consent form and submitting the student's immunization records.

In Abu Dhabi the Transfer Certificate is only applicable if transferring from outside the Emirate of Abu Dhabi. The Transfer Certificate must be attested according to the ADEK attestation requirements as listed on the schools' individual websites.

### **c. Applying to Multiple Taaleem Schools**

Payment of the non-refundable application fee (AED 525) is required when applying to each school in Dubai within the Taaleem Group, unless the school is unable to offer a place due to a waitlist. In such cases, the application fee may be transferred to another Taaleem school.



#### **d. Admissions Pool & Waitlist**

As applications are completed, they will be reviewed, and a place offered where possible. Where the number of applications exceeds the number of places available, the IB World Schools will offer places in the waiting pool, this does not guarantee a place, but the parent will be contacted regularly to discuss keeping the application in the waiting pool for the current or next academic year until a place becomes available. Places will be offered from the waiting pool on an ongoing basis as soon as they become available. If nothing becomes available, children are invited to re-apply for the following year as applications do not carry over automatically. Abu Dhabi schools may waitlist students who are performing at a level significantly below the expectations for their grade, or who may require support if the needed support programme is at capacity.

#### **e. Deferral of Offer**

Due to unforeseen circumstances, parents may decide to roll over the admission of the student to another term or academic year. This is possible pending availability of a seat and only if parents inform the Admissions team before the date of the student's original admission date.

Parents are permitted to rollover the application up to one year from the initial date of enrolment, after this, no further date change of admission is allowed, and the deposit will be lost.

#### **f. Returning Students**

Students that wish to return to the same school that they departed from will not be required to pay an application fee unless they are returning after one year from their leaving date. Students returning within one year from their date of leaving may be required to sit an additional assessment and updated school reports will be required.

#### **g. Assessments**

The IB World Schools aims to provide a happy, purposeful environment for students, and we try to demonstrate this on assessment days by putting candidates at ease and making it as pleasant an experience as possible. The assessment assists with placement and supports the teacher to decide on the correct learning pathway.

Assessment procedures for students joining different grades are bespoke depending on their needs, but there are some commonalities to all as follows:  
Invitation for a formal entrance assessment and interviews with senior members

of the academic team, including the Heads of Inclusion (where applicable) are sent to the applicant.

The IB World schools do not provide assessment results to candidates' parents as it considers these to be meaningless in isolation, but a senior member of the relevant grade or Admissions representative is always happy to discuss the student's performance.

The IB World Schools are fully inclusive, offering high-quality education to children of all nationalities and all abilities. Each school's primary goal will be to serve families living in the community and therefore places will be offered as required, without prejudice or exclusion.

Upon application to each school, parents will be requested to disclose any known additional needs that their child may have. If a student has any diagnostic/psychological or medical reports, it is mandatory for these to be submitted prior to enrolling.

The Head of Inclusion may carry out a student assessment of educational need upon entry to the school. The Inclusion Team will use the information gained from the assessment and identification procedures to determine the type and level of support appropriate for each student.

The assessment will determine whether additional support, for example additional personnel or resources, are needed. If the latter is the case, the additional costs of this support will be discussed and agreed with the parent beforehand and full transparency of 'actual' costs will be shared. Details of the additional requirements will be made clear to parents in writing and may be added as part of their conditional acceptance letter / parent agreement. If the parent's first language is not English, then this letter may be translated to ensure full understanding and informed consent.

### **Assessments in Dubai schools**

In Dubai, all new potential students undergo an assessment process with the Admissions Office, regardless of grade, school, or country they are from.

For Pre-KG to Grade 2, the students may be involved in more play-based assessments or in-class experiences.

Older students, Grade 1 to Grade 3 may also be required to complete a one-to-one paper assessment with a teacher that is appropriate for their age.

Some schools vary for Grade 3 or Grade 4 upwards; the students are required to complete a CAT4 test online and may be required to complete an additional

assessment for English, Mathematics and Arabic.

### **Assessments in Abu Dhabi Schools**

In Abu Dhabi, the assessment process is slightly different, as follows:

For Pre-KG, EY1 & EY2: All eligible applications will be invited to attend a 'stay & play' session. The purpose of this visit is for parents and school staff to agree on whether the child's needs and abilities align with the school's capacity to help them reach their full potential. It is considered along with the application to help us to understand the degree to which a child is ready to begin in the Early Years.

For Grade 1: All eligible applicants will be invited to attend a classroom experience at the school. It is considered along with the application to help us to understand the degree to which a child is ready to begin Grade 1.

For Grades 2-11: All eligible applicants will sit a CAT4 assessment that will assess general cognitive ability in English, Math, and Non-verbal reasoning. Children who are overseas will be able to complete this step remotely.

The results of the assessments will only be used to inform the level of learning support required and are considered alongside the application and other required documents before a place is offered.

Assessment results may be used for grade placement in the following cases:

- i. Students changing curricula in Grades 9-12.
- ii. Students transitioning from alternative educational provision (e.g. homeschooling, coming from countries where grade/year equivalency cannot be established).
- iii. Students who have not attended school for more than 2 years.

Further assessment for English as an Additional Language and/or Special Educational Needs may be required to reach an admission decision, including possible referral for evaluation by an educational psychologist, or one-on-one assessment with the Head of Inclusion. The IB World Schools strives to ensure that all individual needs can be met and welcome applications from students of determination. Each school has their own 'Inclusion Policy' please ask for this from the school you are applying to.

### **Inspire/Aspire program- (Only at Jumeirah Baccalaureate School)**

The Jumeirah Baccalaureate School Inspire and Aspire programmes (in consultation with The Developing Child Center – TDCC) aim to support children who have significant inclusion challenges.

### **What are the eligibility criteria?**

Currently, the Inspire and Aspire programme has three classes. Inspire Class (KG 2 – Grade 2), Inspire Class (Grade 3 – 5) and the Aspire Class (Grade 6–8) with older provision in the future. These classes are tailored to those who are not currently able to access mainstream schooling due to significant learning, communication, behavioural or adaptive functioning needs.

Please find [JBS Inspire Programme brochure](#) and [JBS Aspire Programme brochure](#) for more information on these programmes. You can also contact JBS directly with any more questions that you have.

A more comprehensive assessment to enter these programs may be conducted. This may include an observation (either at the school or the student's current setting) or possibly a classroom trial. During this assessment, academic level, behaviour, and areas of challenge / need will be reviewed and compared to the eligibility criteria for the Inspire / Aspire programs.

Admissions decisions for IB World Schools are made at the discretion of the Principal.

Possible admission decisions are as follows:

- i. A place is offered to the student.
- ii. A probationary place is offered to the student, linked to conditions set by the school which must be accepted and met prior to joining.
- iii. The student is waitlisted for a place.
- iv. We are unable to accept the student.

## **h. Criteria for Admissions**

Within the IB World Schools, the criteria of acceptance is on an individual basis.

However, broadly we seek to enroll the following students.

- i. Who are well-rounded and enjoy learning
- ii. Whose academic performance (where applicable) is at an appropriate level.
- iii. Whose conduct is good overall and those that are respectful to others.
- iv. Who are and whose parents are committed to the IB World School's mission and vision and have an interest in the community.
- v. Whose qualities will enrich the IB World Schools and who will make a positive contribution.

## **i. Consequences**

Failure to provide accurate information during the applications process may result in the offer of a place being withdrawn.

## 5. Acceptance of offers

Parents will be given five (5) working days in which to respond to secure the place by the payment of the registration deposit, which will be offset against the termly fees.

In some circumstances there may be a conditional acceptance which means that the student is accepted, subject to some additional criteria being met within an agreed timeframe. These will be clearly documented in the admissions offer letter. To confirm the students' place, parents must meet the requirements of the KHDA or ADEK, including submitting all registration documents required by the KHDA or ADEK authorities.

Should the school not be able to offer the student a place due to being oversubscribed, parents can transfer the application to another school within the IB World Schools, this includes the application fee.

### a. Special Educational Needs and Disability (SEND)

The IB World Schools welcomes students of determination. The schools in Dubai are committed to the following: (in line with the Dubai Inclusive Education Policy Framework): The Dubai Inclusive Education Policy Framework (2017).

- i. Ensuring that admission to the school is not conditional upon the submission of a medical diagnosis and ensuring that students are not refused admission based solely on their special needs.
- ii. SEND students will receive 'sibling priority' for admission to a specific school or educational programme.
- iii. Ensuring that SEND students will be guaranteed the right to receive quality education and training in all types and phases of schooling across the school.
- iv. Ensuring that SEND students will be actively supported to participate in the process of learning as they develop their potential, and build relationships with their peers, through social interactions in age-appropriate common learning environments.
- v. Providing access to appropriate provision, resources, and curricular options for students of determination.
- vi. Ensuring that SEND students will be provided with the support, accommodations and curricular modifications required to enable equitable access to educational opportunities.

vii. Ensuring we promote the principle of equity for SEND students.

The IB World Schools will comply with its legal and moral responsibilities under UAE law, to accommodate the needs of applicants. Further assessments and information may be sought from parents to put effective support in place. For more information on parental rights and responsibilities relating to the admissions process please see the KHDA publication **Advocating for Inclusive Education – A guide for parents.**

Upon application to the school, parents will be asked to disclose any known additional needs that their child may have. The Head of Inclusion will then coordinate a meeting with parents to ensure that the needs are well understood, and that appropriate provision and support is in place prior to the child's entry in school.

The IB World Schools are not able to undertake any diagnosis for specific conditions and may require a formal assessment to be arranged at the parents' or guardians' expense.

The Head of Inclusion will review and determine the appropriate provision for the student, which may include additional costs to the parents/guardians. This could be either/both in the form of 1:1 Learning Support Assistant and/or specialist support from outside agencies (such as speech and language therapy, occupational therapy). All conditions for specific intervention must be agreed to in partnership with the parents upon acceptance of the admission offer and put into place after admission. Should additional needs be identified after admission, the school will work in collaboration with the parents to provide the best possible support and educational plan for the student.

Where available, parents are expected to:

- i. Provide the school with copies of all medical, psychological, or educational assessment reports that are available, before entry to the school. Such materials are a prerequisite in enabling us to provide the best education for the student.
- ii. Please refer to the school's Inclusion and Student Support Policy on the website or ask the Admissions Manager for a copy for further information.

In line with the Abu Dhabi Department of Education & Knowledge's guiding principles, schools in Abu Dhabi will admit students with additional learning needs and offer additional learning support as required or needed, provided they have the ability to do so.

Abu Dhabi schools will not refuse or withhold admissions of students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases).

Abu Dhabi schools may waitlist students with additional learning needs if the grade is at capacity. Please note there may be an additional charge for this service dependent upon the age and level of support required. This charge could be up to 50% of basic school fees in accordance with ADEK policy.

Students who have additional learning needs must provide all relevant documentation to Abu Dhabi schools as failure to fully disclose information about a child's additional learning needs may put the child's place in school at risk.

### **b. English as an Additional Language (EAL)**

Notwithstanding the fact that English is the main language of instruction, The IB World Schools are 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, the Inclusion Team and respective Head of School support will be put in place pending available resources in the school.

### **c. Class and Set Sizes**

Offers can only be made if a place exists in the grade or subjects are available in MYP and/or DP. Due to the transient and uncertain nature of the international community in the UAE, there must be some flexibility when making offers. The Taaleem IB World Schools class sizes do differ from school to school depending on their approval from KHDA or ADEK but generally, the maximum class size is between 20 and 28. You can contact the school you are interested in to get the maximum class size for the Grade you are applying to.

### **d. Orientation**

New students and families joining at the start of the academic year are introduced to the school by the Admissions Manager (AM). All families will have the opportunity to meet senior members of the academic staff as they make preliminary visits to the school.

The school will hold an orientation day for new students to ensure they settle into the school as quickly as possible. There is close liaison between the Admissions Manager, Principal and Heads of Schools.

Students may have placement testing in certain subjects during this period.



### **e. Toileting Policy (Foundation Stage)**

All students should be fully toilet trained (both urinary and faecal) by the time of starting Pre-K and must accept the school's policy on toileting. The school recognises that accidents, both urinary and faecal incontinence, do occur at times, but if the class teacher is concerned with the frequency of accidents, the student must stay at home until the parents/guardians are confident that the student can return to school fully toilet trained. For more information, please reference the school's policy on toileting.

## **6. Registration and Re-registration**

### **a. Registration Fees**

New students will be required to pay AED4,000 of the annual tuition as a non-refundable registration fee to accept a place in Dubai schools.

New students will be required to pay a 5% of the annual tuition fee as a non-refundable registration fee to accept a place in Abu Dhabi schools. This will be deducted from the tuition fees for the joining term.

### **b. Re-registration fees**

Current returning students in Dubai will be required to pay AED2,000 non-refundable re-registration fee to hold places for the following academic year, to be deducted from the first term's tuition fees.

Current returning students in Abu Dhabi will be required to pay a 5% non-refundable (after April 30th) re-registration fee to hold places for the following academic year, to be deducted from the first term's tuition fees. Failure to pay the re-registration deposit can result in a student's place in the school being revoked.

Should the family relocate outside of the UAE or to another Emirate (not Dubai), the school may, before the new academic year begins (or before 30<sup>th</sup> April in Abu Dhabi), refund deposits. Such refund requests must be made in writing to our Admissions Office before the start of school and will be reviewed at the discretion of the school's Senior Leadership Team. The IB World Schools reserve the right to seek further documentation to support the request. Unfortunately, they are unable to offer any refund of the deposit for requests received after the new school year has commenced in Dubai or after 30<sup>th</sup> June in Abu Dhabi in accordance with ADEK guidelines.

The IB World Schools reserve the right to refuse to issue academic reports, refuse

re-enrolment for students when fees are repeatedly not paid on time or if they have not been settled for the previous academic year.

## 7. Withdrawal & Refund Guidelines

Any student can withdraw from The IB World Schools at any time of the year, regulation guidelines are listed here [KHDA Refund Policy](#) for Dubai schools, and here [ADEK Private Schools Policy](#) (page 111) for Abu Dhabi Schools.

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, who will make a final recommendation in conjunction with Taaleem Central Office.

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 another part of the UAE, Dubai schools will prepare a Leaving certificate for which the parent will be charged AED120. In Abu Dhabi, parents can download the attested leaving certificate through TAMM for AED15, otherwise the unattested leaving certificate will be sent free of charge. The Admissions Manager must be informed in writing of the school to which the student is transferring to prepare the correct documentation.

## 8. Transfers within the UK Curriculum Group of Schools

If students wish to transfer to another Taaleem school within the IB World Schools, they must first seek permission from their current Head of School. Once they have obtained permission to transfer, they must then submit the official withdrawal form. An application fee of AED 525 is required in Dubai when applying to another school within the IB World Schools.

### a. Transfer timing

The transfer of students within the IB World Schools is only permitted at the start of a term. Mid-term transfers are not permitted unless in exceptional circumstances.

## 9. Acceptance of Policies

Parents/guardians who accept places at the IB World Schools agree to the

acceptance of all school rules, policies, and expectations in force at the school, especially in regard to behaviour, respect for others, attendance, use of school equipment, field trips and academic matters.

Proven and intentional breaches of the school's policies including behaviour, anti-bullying and social media use may result in sanctions including suspension from the school.

## 10. Non-Compliance

- a. Non-compliance with any established corporate policies may result in disciplinary action, up to and including termination, as appropriate.

## Version Control

| Version No. | Date       | Details of Changes |
|-------------|------------|--------------------|
| 1           | MONTH YEAR |                    |
|             |            |                    |
|             |            |                    |
|             |            |                    |
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