



# Admissions Policy

October 2024

## 1. Policy Statement

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This policy, as reflected in its aims below, establishes the criteria for admission to Brighton College Al Ain.

## 2. Aims

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- To ensure compliance with the College's purposes. Brighton College Al Ain is an International British curriculum school for boys and girls aged 3 years to 18 years.
- To select and admit pupils who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our College community. We will only admit a pupil who has met the academic criteria.

## 3. Equal Treatment

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We welcome pupils from all ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our College community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their or their parents' race, colour, language, religion, political, or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status, special educational needs, disabilities, or medical conditions.

### 3.1 Disability and Extra Learning Provision

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The College has limited facilities for the disabled but will do all that is reasonable to comply with the legal requirements of the UAE in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the College can cater adequately.

The College needs to be aware of any known disability or special educational need which may affect a pupil's ability to take full advantage of the education provided at the College. Applicants should disclose any disability or learning need at the time of making an application and provide any medical or educational reports for prior consideration. These will be immediately passed to the SENCO for review before inviting the parents of applicants for a consultation to discuss how the pupil's individual needs can be best met.

The College is not authorized to decline admissions for applicants with additional learning needs. However, in exceptional circumstances, where the college considers they are unable to meet the needs of any applicants with additional learning needs, the college shall submit an inability to accommodate notification to ADEK and the parents.

When a particular learning need becomes apparent after registration, the College will consult parents about reasonable adjustments that may enable the pupil to successfully continue their education.



## 4. Practice and Procedures

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### 4.1 Academic Selection:

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There is a selection and assessment process for all pupils entering the College. The Assessment procedure comprises of a number of key elements namely, entry tests, interviews, previous school reports, character references, confidential reports, samples of work and where applicable, consultations with specialist staff (EAL/SEN).

### 4.2 Entry Assessments:

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The College is not authorized to use assessments as a basis for determining applicants' admissions.

- The College is authorized to assess applicants through observation, interviews, and/or placement tests from key stage 1- 5.
- Admission tests are only authorized when the college can guarantee a grade/year placement for the child. The results of the assessments may only be used to inform the level of learning support required.
- In the following exceptional circumstances, the college can additionally use formal assessments to determine grade placement:
  - Applicants changing curricula in key stage 4 & 5 (G9/Y10 to G12/Y13).
  - Applicants transitioning from alternative educational provision (e.g., homeschooling, coming from countries where grade/year equivalency cannot be established)
  - Students who have not attended school for more than two years.

For FS1 and FS2 applications, your child will be invited to a number of 'stay and play' sessions with other applicants. These sessions offer the opportunity for you and your child to meet our teachers and experience our exciting learning environments first-hand.

For Year 1 and Year 2 applications, your child will be invited to meet with the year group teachers in a classroom situation. This is an opportunity for the College Team to meet with the child and to ascertain that this is the right school for the child.

From Year 3 to Year 8, pupils complete an online Verbal and Non-Verbal Reasoning, Quantitative, Spatial ability and reasoning skills and a creative writing task.

In Year 9 to Year 12, there are three stages, a Verbal and Non-Verbal Reasoning, Quantitative, Spatial ability and reasoning skills, a creative writing task and an interview with the Head/Deputy Head of the Senior School.

Applicants from non-English speaking backgrounds may be required to carry out a supplementary assessment in Listening, Speaking, Reading and Writing skills. Pupils with additional learning needs may be required to undertake a specific assessment as determined by the SENCO.

### 3.3 Interviews:

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Applicants for the Senior School may be invited to meet with the Head / Deputy Head of the Senior School. This is a general interview to explore the pupil's interests, attitude to school, personal qualities, ability to contribute to the College community, support available at home and any other relevant information.

### 3.4 Assessing Overseas Candidates:

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For FS1 pupils, admission is based on the pupil's language, personal, social and emotional development which is determined from current nursery reports and photographs. For FS2 to Year 2 pupils, confidential reports, photographs and current samples of work form the basis of the assessment process. For Year 2 pupils, a confidential report and samples of work are obtained. Admission into Year 3 and above requires the pupil to complete and invigilate an online assessment in an educational establishment in the country of residence. This usually takes place at the pupil's current school. Samples of the pupil's English and Maths within the current half term are also obtained. Borderline passes may require an additional confidential report.

### 3.5 Registration:

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eSIS: the college shall register all the pupils on the Enterprise Student Information System (eSIS).

Required Documents: the college shall seek the following valid documents from parents and ensure that they are up to date:

Online Application Form: the college shall require parents to complete an online application form.

- Child's contact information.
- Copy of child's birth certificate.
- Copy of child's passport.
- Copy of child's Emirates ID or diplomatic card with passport.
- Copy of parent's passports (both mother and father, if applicable) and evidence of UAE residency or copies of diplomatic cards with passports.

Medical Records: the college shall submit medical records for their children in accordance with the Department of Health (DOH) requirements.

The college shall ensure that the nurse creates DoH-compliant medical files for new pupils from schools outside the UAE.

Transfer Certificate: When a pupil is transferring to a school in Abu Dhabi and is seeking admission to Grade 2/Year 3 or above (Including transferring mid-year Grade 1), the sending school must issue a student performance report and a Transfer Certificate (attested if applicable to the country of transfer).

Documented Learning Plan (DLP): If applicable, the College shall plan, monitor, assess, and evaluate teaching and learning programs personalized for pupils with additional learning needs, as per the *ADEK Inclusion Policy*.

Clinical Assessment Report: If applicable, the College is authorized to ask parents to submit a clinical assessment report assessing their child's needs by a qualified professional, as per the *ADEK Inclusion Policy*.

Leaving Certificate: If a pupil is transferring from a government school to a private or charter school, a Leaving Certificate and a student performance report issued by the government school are required.

Other Documents: ADEK reserves the right to request any other documents.

Provision for Exceptions: Non-UAE transfer pupils are temporarily exempt from submitting their Emirates ID card during the registration period if it is not yet available to them; however, the college shall require parents to **sign an undertaking to submit the card by the end of the term** in which the pupil was enrolled.

Update Pupil Profile: the college shall update the pupil profile in eSIS with the new Emirates ID card (except for pupils with diplomatic cards).

Record Maintenance: the college shall maintain and store all pupil admission files in line with the *ADEK Records Policy*.

### 3.6 Enrollment and Re-enrollment:

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The College is authorized to enroll pupils at any time (subject to available space and fulfillment of admissions requirements) prior to the enrollment cut-off date stipulated by ADEK.

The College re-enrolls all existing pupils for the upcoming academic year, provided that all conditions for re-enrollment, as defined by ADEK, have been met.

The College has a clearly published re-enrollment procedure, detailing the prerequisites and timelines for re-enrollment.

The College ensures that existing pupils are automatically re-enrolled in the next academic year, subject to meeting fee payment requirements, as per the *ADEK Fee Policy*, unless parents actively choose to withdraw their child/ren from the school.

### 3.7 Character Reference:

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Where appropriate, the Head Teacher of the pupil's current school will be asked to provide a written reference as to academic ability, attitude and behavior, involvement in the school community, talents and interests, and any other special circumstances such as additional learning provision.

### 3.8 Candidate's Age:

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The pupil's year of entry is based on the current Pupil Entrance Age criteria.

#### Placement of New Pupils:

Grade/year Placement: the college shall place all new pupils in a grade/year corresponding to their age as per [Table 1. Age Cut-Offs for Grades/Years](#), unless their placement in a different grade/year has been approved by ADEK.



Table 1. Age Cut-Offs for Grades/Years\*

The age cut-off date (in the school year wherein the student is registered)	Schools whose academic year starts in September	Schools whose academic year starts in January	Schools whose academic year starts in April*
	31 August	30 April	31 March
<b>Pre-KG / FS 1</b>	3 years		
<b>KG 1 / FS 2</b>	4 years		
<b>KG 2 / Year 1</b>	5 years		
<b>Grade 1 / Year 2</b>	6 to 7 years		

\*The cut-off date for schools teaching the Japanese curriculum is 1 April.

Grade/year Placement for Transferring Pupils: the College determines the grade/year placement for transferring pupils based on the last grade/year completed as per the Transfer Certificate.

- The College shall not place pupils who have not attended school for more than two years in a grade/year level more than two years behind the grade/year level corresponding to their age.
- When evaluating the placement of pupils with additional learning needs, the College considers the pupils' documented learning plans (DLPs), in line with the ADEK Inclusion Policy.

The College takes all necessary steps to ensure a seamless transition for new and transferred pupils.

1. Transfer of Records: The College transfers the records of a pupil to receiving schools in accordance with the guidelines outlined in the *ADEK Records Policy*. In case of transfers within the Emirate, receiving schools shall update the pupil's registration on both ADEK's eSIS and the school's internal system.
2. Transferring Curricula: When pupils are transferring to receiving schools with a different curriculum from the sending schools, the College writes to the pupil's parents highlighting the potential risks that may arise in the adoption of a different curriculum, especially for those pupils who seek equivalency to the UAE's general secondary education certificate (Al Thanawiya), in line with the ADEK Curriculum Policy.

### 3.9 Exemptions:

Exemptions to a pupil's year group may occur when transferring from a 12 year educational programme (American, IB or Australian system) to the 13 year programme offered at the College. Parents are immediately drawn to the educational and emotional differences that occur, with recommendations that the pupil be assessed age appropriately. Other exemptions may occur where a pupil has been determined as having gaps in their current knowledge and understanding and the parents have specifically requested that an assessment is made for the year below, or when the Abu Dhabi Education and Knowledge have made a judgement that a pupil be placed in a year group which falls outside of the Pupil Entrance Age. The signed Acceptance Form demonstrates the parental agreement to the year group of entry



which may differ to the alignment of the pupil's current School Report and Transfer Certificate held on the file. Other exemptions may occur when a child has been previously declined, re-assessed and then offered a place in the school. In such circumstances, the Admissions Data sheet held on the pupil's file will be annotated and approved by the Admissions Manager, Head of School and Head Master.

### 3.10 Re-Assessments:

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**Pupils may be asked to return for a re-assessment in the following circumstances: -**

- If they are distressed at the initial assessment
- If they are sick at the initial assessment
- If there is an unexplained mis-match in the pupil's school reports and assessment results

In all cases, the reasons for a re-assessment will be recorded on the Admissions Data Sheet, approved and signed by the Admissions Manager / Head Master.

### 3.11 Special Circumstances:

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**We recognize that a candidate's performance at the assessment stage may be affected by the following: -**

- Sickness or a lengthy absence from schooling
- Family circumstances such as a recent bereavement.
- Differences in educational systems
- Specific language or learning needs

For the purposes of making a fair and informed decision, we request the right to obtain further information such as a medical certificate or educational psychologist's report and/or associated correspondence from the pupil's current school (including samples of work).

### 3.12 Full Disclosure:

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Applicants should disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities, behaviour issues or learning difficulties.

If information has been deliberately withheld or relayed incorrectly during the application process, the College has the right to withdraw any offer that has been made.

### 3.13 Documentation/Contact Information:

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It is the applicant's responsibility to ensure the Admissions Office is furnished with up to date documentation passports, Residence Visas, Emirates Identity Cards and contact information. A list of Essential Documentation required is available on the College website.

### 3.14 Time Frame for Admissions Decisions:

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Prospective parents can expect to receive a final decision by the Admissions Office in writing within 5 working days of the final assessment / confidential report / samples of work. Where an application falls outside of this time frame, the reasons for the delay will be recorded on the Admissions Data sheet which is signed by the Admissions Officer and approved by the Admissions Manager. Where a decision is likely to be delayed due to staff holiday / sickness, prospective parents will be immediately notified. In all cases, copy correspondence will be retained on the file.

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### 3.15 Preferences:

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Preference will be given to:

- A pupil whose parent is a current member of our staff.
- A pupil with a particular skill, talent or aptitude.
- A pupil who already has (or is about to have) a brother/sister in the School

## 4. Assessment and Record Keeping

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### FS1 & FS2

After an informal meeting with the pupil and parents, a brief report, prepared by the Head of Year/Class Teacher, is forwarded to the Admissions Manager who discusses this in detail with the Head Master and Head of the Junior School before a decision is made.

### Year 1 and Year 2

Prospective pupils will be invited to meet with the Head of the Junior School and year group teachers in a classroom situation. Teachers will observe general classroom interactions and assess phonics, reading and number knowledge.

### Year 3 to Year 12

All prospective pupils are assessed through four disciplines: Verbal, Non-Verbal, Quantitative and Spatial ability and reasoning skills. The combined assessment takes approximately 2 hours to complete. Once the tests are completed, the Invigilator generates the online results. A creative writing task supplements the online results. All Year 9 and Year 10 applicants have an interview with the Head/Deputy Head of the Senior School. Other Senior School applicants may also be invited for an interview.

Where a learning disability has been disclosed on the application form, the Admissions Manager and SENCO meet with the parents and child to discuss the child's individual needs and whether Brighton College is the school best suited for the child. The decision to invite the pupil for the online GL assessment is made through the collaborative agreement of the Admissions Manager, SENCO, Parents and Head Master.

In conjunction with the Head Master and Heads of the Junior and Senior Schools, the Admissions Manager discusses the acceptance of each child on an individual basis. Decisions are based on the outcome of the meetings, the assessments and the recommendations made by the Heads of Schools. The Admissions Manager notifies the parents once a decision has been made.

All Assessment dates and times are updated in admissions database by the Admissions Team each time the file is actioned. The Offer and Decline Letters are prepared through a template and copies are kept in the student file. Parents who accept the offer of a place at the school for their child respond with an Acceptance Form.

## 5. Staffing and Resources

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The Admissions Team consists of an Admissions Manager and one Admissions Officers. The Admissions Manager liaises with the College Leadership Team.

Resources include GL Assessment tools, IT access, Creative Writing tasks, Reading, Writing, Listening and Speaking skill assessments, Junior School Early Years Programme creative play equipment, pencil, pens, paper.





## 6. Monitoring and Review

### Approved by

Policy to be reviewed and checked annually by the Head Master.

On behalf of the College Oliver Bromley-Hall -Headmaster

On behalf of the Board of Governors Craig Lamshed – General Manager, Bloom Education

### Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Changes to assessments procedures for FS1-Yr1	Admissions Manager	November 2013
2.0	Year 10 included. Minor edits to reflect current practice	Admissions Manager	September 2014
3.0	Annual update	Admissions Manager	September 2023
4.0	Annual update to include new ADEK guidelines	Admissions Manager	October 2024

### Brighton College Al Ain Policies and Guidelines

#### Policy Statement

Brighton College Al Ain policies have been developed by the College Leadership Team (CLT) with input and guidance from the Brighton College network, including Brighton College UK.

Policies reflect current best practice.

At the time of writing, policies aligned with the following:

- ADEK Guidance and Guidelines for Private Schools
- MOE United Arab Emirates School Inspection Framework
- DSIB School Inspection Supplement
- The College’s Academic Plan written for ADEK approval
- Standards for British Schools Overseas (DfE)
- COBIS Accreditation and Compliance
- Bloom Education and Bloom Holding policies where applicable

Should any regulations change or develop further, the policies will be reviewed to ensure continued alignment.

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**Policy Structure**

Policies will show the date of writing and reviews on them. Version control will also be in place. Should there be an error or inaccurate fact in any policy, a CLT member should be notified.

**Policy Development**

Policies will continue to be developed as strategic priorities.

