



# Bright Learners Private School Admissions Policy and Procedures

<b>Company:</b> Bright Learners Private School 56A Street Rashidiya, Dubai	<b>Effective Date :</b> 01.10.2021 <b>Revision Due Date :</b> 31.09.2022 <b>First Edition Date :</b> 01.10.2020 <b>Edition No:</b> 2
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## **Admissions**

Admission to Bright Learners Private School is fully inclusive. We admit to any grade level that has available spaces. We admit learners from a diverse range of backgrounds and are committed to treating everyone with equality. Bright Learners Private School is an inclusive school, so we welcome Students of Determination with different types of exceptionalities as indicated in the KHDA revised categorization framework for students of determination, provided that we can offer them the appropriate support and provision they require (see Inclusion policy). If a child has an IEP or an existing psychological evaluation, this must be presented as part of the application. All prospective families must adhere to the school's Health & Safety policy regarding COVID19 precautionary measures (see Health & Safety policy).

## **Admissions Procedure**

Our admissions procedure normally consists of:

- Application
- Assessment
- Interview
- Admission

Applicants will be offered a place depending on:

- Their age in year of entry
- Previous school reports
- Successfully passing the assessment test

## **Age**

Applicant should be 3 years old by August 31<sup>st</sup> of the academic year in which they are accepted for consideration into PreK.

For applicants looking for admission from KG1 – Grade 1, The age of admission for students is calculated for those who have completed the age approved by KHDA for registration on August 31 of the academic year in which they are accepted.

## **Application**

Following an initial inquiry it is encouraged that parents go on a tour of the school then collect and complete an initial assessment form.

We encourage families to take a tour with us, and complete the assessment form, which can be sent to families from our registrar. All relevant information must be provided as asked for on this form as failure to do so might result in the initial assessment being invalid and re-assessment being needed at an additional cost.

## **Assessment**

Parents are required to pay a non-refundable Assessment fee at the time of registering for an assessment.

The assessment will be carried out by a designated staff member, and, if appropriate, the Inclusion department. Following the assessment, we will conduct an interview with designated staff and then parents will receive a decision usually within 2 working days. This decision will be followed up by a confirmation email within three working days.

### Kindergarten Grades PreK to KG2

In Pre-K and KG1 the assessment process involves an assessment with a teacher to determine the child's readiness for attending school. The assessment links to the appropriate age-related stages for communication, motor skills, and knowledge as per American Common Core Curriculum. The child is settled before assessment commences and the assessment takes no longer than 30 minutes. A score of Developing or Mastery is an automatic acceptance. If a child is not able to perform most tasks, acceptance is considered on an individual basis; this could include an Arabic assessment or a reassessment at another time or in another environment that the child feels more comfortable with.

For a KG2 assessment, children will take an online reading and math assessment to measure their abilities in English in line with the American Common Core Curriculum. Each test is approximately 20 questions and read aloud to the child. Each assessment represents 50% of the total measurable score. A score of 70% or above is automatic acceptance. If a score is registered below 70% the child is interviewed by a teacher for 5-10 minutes to evaluate their ability to communicate in English and their readiness for KG2, whereupon a determination of acceptance is made on an individual basis.

### Primary Grades 1-5

Children undertake an online reading and math assessment based on the age-related expectations from the American Common Core Curriculum in the year group which they are applying. The test uses the child's age to determine a starting battery of questions. It is an adaptive test, meaning the test will give them easier or harder questions to determine their current performance level, strengths, and weaknesses in phonics, reading comprehension, and math skills.

For example, if a child is applying for Grade 1, they will complete a test for KG2 to Grade 2. The test will start with Grade 1 questions appropriate to the child's age. If the child gets the questions correct, the test will adapt and give them harder questions. If the child misses several questions, the test will adapt and give them easier questions until they are successful.

We believe that this testing will give a true picture of the student's abilities and their readiness for the grade to which they are applying, in line with KHDA and the American Common Core Curriculum expectations.

Children in grades 1-5 who test in the 50<sup>th</sup> percentile and above for the grade to which they are applying are automatically accepted. Children who score below the 50<sup>th</sup> percentile will be interviewed by a teacher for 5-10 minutes to determine if there are any language or other barriers that we need to be aware of in order to best support the child. Because we deliver all lessons (excluding Arabic and Islamic) in English, we aim to ensure that children being assessed are able to communicate in English to such a level that they will be capable of accessing the curriculum being taught.

### **Admission of Students of Determination**

The entry assessment process for students of determination is in accordance with the UAE Federal Law no. 29/2006 , Dubai Inclusive Education Policy Framework, and the KHDA's Directives and Guidelines for Inclusive Education.

Federal Law no:29/ 2006, article 12 of the second chapter on education, states that” Special needs do not constitute in themselves an impediment in seeking affiliation or enrolment or admission to any educational institution, whether public or private”

Admission into BLPS, including early years, is not conditional upon the submission of a medical diagnosis. Applicants with special educational needs are assessed by the school's Inclusion Department. An assessment of educational need is carried out and the outcome is used to appropriately identify the category and level of SEND experienced by the student.

The entry assessment focuses on identifying strengths and challenges to learning in order to allow the school to identify the best strategies and ensure needed provision is in place to admit the student.

No child will be refused a place at the school on the basis of Special Educational Needs or a Disability, and the admission of Students of Determination who are siblings of existing students is prioritized.

At BLPS we follow the social model, and educational provision is not dependent on any type of psychological diagnosis. We ensure that Students of Determination are able to engage and participate in quality learning experiences alongside their peers, and the support from an outside agency is only deemed important when our internal informal assessments proves to be insufficient to identify barriers and form individualized strategies.

Students of Determination are assessed by Inclusion Department and other designated staff members.

At the time of admission, if submitted reports or assessments reveal that a child needs extra support that the parents are not willing to provide, a risk assessment will be undertaken by the school. If the school has evidence that there are health and safety concerns, or if the school has not the appropriate resources to support the child, then the school will need to review all information and make a decision whether or not to accept admission. If there is a recommendation that the child needs a Learning Support Assistant (LSA) to support learning, the cost of this will be passed onto parents in line with the school fee policy.

If a child is receiving specialist services, such as Speech and Language Therapy, parents are responsible for providing the school with all relevant information, both at the admissions stage and once they have joined the school.

Each admission at BLPS is unique and the circumstances and context of each child (including Students of Determination) is also taken into account when making a decision. Although we aim to ensure that any child being accepted has the basic language skills required in order to be able to absorb the curriculum coverage being taught, there are extenuating circumstances that may affect our decision-making process. At times children may require an Arabic assessment in order to gauge their true potential, this will be arranged. Additionally, we may also invite children to undertake an extended in-class assessment, in which the child in question will be monitored during a regular class lesson by an appropriate member of staff or a member of the Inclusion Department. In allowing for in-class assessments, this takes into account the fact that on some occasions, children simply do not perform to their true potential in a one-

off assessment scenario. As such, we believe that – where necessary – an extended in-class assessment allows for the fairest representation of a child’s overall abilities; thereby allowing us to make as much of an informed decision during any prospective admission as possible.

**Non-Admission notification:**

**BLPS does not refuse to admit students of determination because of their experience of disability**, rather, the school is committed to take all required actions and procedures to accelerate and facilitate SOD admission. However, in exceptional circumstances, when the school denies a student of determination admission, the criteria and the rational of the decision will be clearly described through the completion of KHDA’s non-admission procedure for students of determination and this will take place whether the student is identified as a student of determination prior to the application or is identified as a result of the entry assessment procedure.

**Admission**

Upon successful completion of the assessment an offer letter will be sent to parents detailing the next steps in the process. Upon receipt of the offer letter, parents have **5** working days to decide whether to accept the place. After this time the offer of a place will be deemed not to be required.

In order to secure a place, a nonrefundable admissions fee of 500 AED and a 10% tuition deposit is required, together with all the required documents as shown below and completed forms required for registration. For payment plans, parents are required to submit a security check with a monthly payment plan or post-dated check if they are on other payment plans.

**Documents to be submitted with the Admission Forms**

- Completed Registration Form
- Copy of the student(s), mother and father’s passport with the valid visa of the UAE(2)
- Original Emirates I.D./Copies for the student(s), father and mother (2)
- Four Passport size photographs (6)
- Copies of Birth Certificate in English or Arabic(2)
- Copy of most recent school report, including examination results (1)
- Copies of any applicable external reports e.g. speech therapy (Full details and copies of any Special Educational Needs referrals and any relevant reports should be on an Official letterhead with a school stamp and signature)
- Copies of immunization records (2)
- Original AND copies of transfer certificate; *including*
  - Full name and detail of school
  - Full name of applicant
  - Date of Birth
  - Date of enrolment at school
  - Grade / level / year group upon leaving
  - Date of leaving school
  - Curriculum offered at school
  - Indication of whether attained ‘PASS’ or “FAIL” for last level

***For students coming from Dubai, parents should collect it from the previous school.***

**For student(s) coming from outside of the UAE, the Transfer Certificate must be:**

- Attested by the Education Officer of the Zone / District / Area, from where the TC has been obtained.
- Have the seal and signature of the Ministry of Foreign Affairs.

**For student(s) coming from Gulf countries other than the UAE, the Transfer Certificate must be:**

- Attested by the Ministry of Education of that country.

**For student(s) coming from Emirates other than Dubai, the Transfer Certificate must be:**

- Attested by the particular Emirate's Educational zone.