



Admissions Policy

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Contents

1. Aim	3
2.Objectives	3
3. Introduction	3
4. Year Group age requirements	3
5. Application and Registration Process.....	4
6. Admissions Assessment	4
7.Special Educational Needs and Disabilities.....	5
8. Applications from schools teaching a different curriculum.....	6
9.Conditional Acceptance	6
10. KHDA Regulation.....	6
11. Tuition Fee Payment.....	6
12.Tuition Refund Policy	6

1. Aim

To support families by ensuring that the admission process is transparent and effective, to meet the needs of all parties.

2. Objectives

- To support the school's vision and Mission Statement
- To support parents by enabling them to understand the admissions process
- To support the school by ensuring Star International School receives the correct information to be able to respond quickly to applications
- To support the school by ensuring Star International School adheres to UAE law and KHDA guidelines

3. Introduction

At Star International School we welcome applications from all families regardless of nationality, ethnicity or religion. Once an application is processed, a range of different age appropriate strategies take place and offers are made based on the outcome of these assessments.

Star International School has a strong commitment to the inclusion and pastoral support of all our families and students; this includes students who are identified with Special Educational Needs and Disabilities, English as a Second Language, English Language Learners, High Achievers and Gifted and Talented Students. Places are offered based on our guiding principle, that we are able to meet the individual learning needs of all children.

Admissions duties are the responsibility of the Registrar, supported by the Admissions coordinator and Assistant Head teachers of Foundation Stage, Primary and Secondary. Any queries regarding entrance or admission should be referred to the Registrar.

4. Year Group age requirements

Star International School places students in age-appropriate year groups. We do not accelerate children into higher year groups and rarely retain children into lower year groups. Parents should confirm that their choice of education is British Curriculum (13 year system) before applying.

British Curriculum (13 Year System)	Age (by 1 st September)
Foundation Stage 1	3
Foundation Stage 2	4
Year 1	5
Year 2	6
Year 3	7
Year 4	8
Year 5	9
Year 6	10
Year 7	11
Year 8	12
Year 9	13
Year 10	14
Year 11	15

5. Application and Registration Process

An online application can be started by visiting <http://www.starintlschoolaltwar.com/> and clicking on the admissions page. The online application must be completed and copies of legal documents as requested within the application process should be submitted in person. This will include the following:

- Copy of child's passport
- Copy of residence visa as soon as possible
- Copy of both parents' passports
- 4 x RECENT passport photographs
- Copy of the child's birth certificate (in English or Arabic)
- Copy of child's Emirates ID (front and back)
- Copy of both parents' Emirates ID (front and back)
- Latest school/Nursery report
- Original Transfer certificate or Transfer letter from current school
- Copy of applicant's immunisation records
- Copy of most recent external reports e.g. Speech Therapy, Educational Psychologist reports (if applicable)
- Admission fee of Dhs.500 per child. **This fee is non-refundable and does not guarantee that your child will be offered a place.**
- This fee is payable in order to place your child on the waiting list (if applicable)

Every student is required by UAE Ministry of Education Law to produce a transfer certificate from their last school. This is strictly enforced and failure to produce a properly completed certificate; will result in your child's place being withdrawn.

It is a UAE Ministry of Education/KHDA requirement that all documentation must be submitted to the school before any child may attend as a pupil. All documentation must be written or translated in English before an application can be accepted. Any translated documents must also be attested.

Once the KHDA system is open for the next academic year we will require you to come to school to register your family's original Emirates I.D.'s (Father, Mother and Child) on the KHDA system, without this we cannot register your child with the KHDA and therefore your child will not be able to join the school.

After your child has been registered with KHDA you will be required to come into the school and sign the Parent Contract.

Before you begin the registration process please make sure you check you're the year group eligibility, to ensure you apply for the correct year group for your child's age.

Once an application has been received the school registrar will contact parents to advise further regarding places/assessments available. School places will not be offered until an entry assessment has been completed. Please note that all assessments are conducted in English.

6. Admissions Assessment

There is non-refundable fee of- Dhs.500 for all admission assessments. This must be paid prior to your child being assessed. This fee does not guarantee your child a place.

Foundation Stage 1 and 2

All applicants will be assessed to ensure that they meet our minimum entry requirements which will enable them to access the curriculum at our school. The child will be invited into school for a play-based assessment in a classroom with small groups of children.

During the play-based sessions we will look for:

- School readiness
 - *Will they separate from parents?*

- *We have an expectation that all children are toilet trained before they join us*
- Language and Communication
 - *Will they communicate with adults and children?*
 - *Level of English language- spoken and understanding*
- Willingness to explore and play
 - *Can they share with others?*
 - *Do they explore the classroom independently?*

The outcome of the assessment is shared with the parents via email within 3 working days.

Years 1 and 2

All applicants will be assessed to ensure that they meet our minimum entry requirements which will enable them to access the curriculum at our school. Children entering year 1 and 2 will carry out assessment tasks with a class teacher. We will look at the following areas and assess focusing on age-related expectations:

- Mathematics- children will be asked to answer a series of questions to demonstrate their mathematical understanding
- Writing- this will involve writing a short story or descriptive piece to demonstrate key skills in sentence construction and ability to recount key events
- Reading- to share a reading book with an adult and to answer questions related to the text
- Phonics- to recall graphemes (letter names) and phonemes (letter sounds) and apply these to reading

Assessments will be performed in a relaxed environment to ensure that children feel secure and happy to showcase their learning.

Reports from their existing school will be reviewed as part of the assessment. In some cases a telephone call to the existing school may be required to obtain further information. Every effort will be made to get as much information about a child before a place can be offered. If an assessment is successful the child will be offered a place or placed on the waiting list until a place becomes available if their required year group is at full capacity.

Should the assessment be unsuccessful, parents will be informed by telephone and an email will be sent with the next steps.

Years 3 – Year 11

All applicants will be assessed to ensure that they meet our minimum entry requirements which will enable them to access the curriculum at our school. Children in Year 3 upwards will take an age appropriate English (reading and writing) and Math test paper. This can take up to 2 hours. Whilst a class teacher will supervise there is an expectation that children try to complete these with minimal support.

Reports from their existing school will be reviewed as part of the assessment. In some cases a telephone call to the existing school may be required to obtain further information. Every effort will be made to get as much information about a child before a place can be offered. If an assessment is successful the child will be offered a place or placed on the waiting list until a place becomes available if their required year group is at full capacity.

For admission to Secondary we require the previous 2 years' school reports.

7. Special Educational Needs and Disabilities (SEND)

Star International School welcomes applications for all children and understands that some children require additional support or consideration to access the curriculum. We are able to accommodate a range of special educational needs and disabilities. They will undergo our standard assessment process (if appropriate) and depending on their needs we may request some additional assessments and a meeting with our SENDCO and Inclusion leader.

8. Applications from schools teaching a different curriculum

As part of the British Curriculum we will place your child in their age appropriate year group (subject to assessment), depending in which curriculum your child is transferring from, this may mean that you are required by the KHDA to sign a Demotion Certificate in order to join our school.

9. Conditional Acceptance

In some cases the school may offer a 'Conditional Acceptance'. This may be as a result of comments on reports from a previous school, or concerns observed by the person carrying out the test. In such a case, clear conditions and a timeline will be shared with the family, and counter-signed by all present.

10. KHDA Regulations

The KHDA is the school regulatory body here in the UAE. There are certain obligations of the school and its parents. As members of the school community we expect:

- All parents must sign a letter of undertaking to complete the necessary KHDA documentation including Emirates ID swipe and KHDA Parent Contract.
- All parents must provide the original Emirates ID's of the students and parents to Star for electronic registration, no more than 2 weeks after joining.
- All parents must agree to sign the KHDA parent school contract as soon as the student is registered and the contract is ready. Failure to do so may result in your child being unable to continue at Star International School.

11. Tuition Fee Payment

An email will be sent by our Accounts Department stating payment details. The place must be secure by making a payment of 30% of the annual Tuition Fees. This payment should be made within 10 working days to secure your child's place. Invoices will be emailed with first term fees payable prior to the start of classes. Students will not be permitted to start school unless the first semester tuition fees are paid.

12. Tuition Refund Policy

Notice of student withdrawal and application for a tuition refund at the request of the parent/guardian must be made in writing to the school Principal. Ministry of Education regulations govern the school tuition refund policies outlined below.

For students who are withdrawn from the school during the academic year, fee deduction will be applied as per the KHDA Fees Framework quoted below:

- If the student attends school for two weeks or less, one month's fee will be deducted.
- If the student attends school for a period ranging between two weeks and one month, two months' fees will be deducted.
- If the student attends for more than a month, three months' fees will be deducted.

The school reserves the right to not re-enroll students for the following academic year when fees are repeatedly not paid on time. This will be documented by the school through the issuance of dated warning letters.

The school also reserves the right to not issue the concerned student his or her progress report and to refer the issue to the KHDA.

Kindly note that school fees are possibly subject to change in accordance with Ministry of Education regulations.