



ARCADIA GLOBAL SCHOOL

Admissions Policy

2025-2027

Al Furjan
Dubai, United Arab Emirates



Rationale

Arcadia Global School aspires to be an inclusive, world-class primary and secondary school of choice where every student is happy, positive and thriving. The diversity of the student body is integral to the school and is reflected in the admissions policy. The school follows the English National Curriculum with an enriched curriculum providing for children's academic, pastoral, physical and social needs.

The Admissions department will enrol a child at any time of the year, subject to places available and application compliance with the Knowledge and Human Development Authority (KHDA) regulations and school policies. We aim for the admissions process to be a smooth process for parents as well as an enjoyable experience for the students, including those children that are experiencing special educational needs.

Guidelines

Age Cut-off for Year of Entry

With its focus on inclusion, Arcadia School uses the same cut-off dates for age as the English National Curriculum and follows the current year group the child has completed to promote them to the next year. The current year group takes priority over age regarding their next year group to be promoted to, however, all children are assessed to ensure they are ready to enter the next year group.

Therefore, from Year 3 upwards, we will follow on from the child's previous year group studied and support this with an assessment.

31st August - The child must be the appropriate age to join the year group on or before the 31st of August and pass their assessment as follows:

- 3 years old by 31st August = FS1
- 4 years old by 31st August = FS2
- 5 years old by 31st August = YR1
- 6 years old by 31st August = YR2

The 31st of August is an age cut-off date that is practiced in the UK and several northern hemisphere countries as well as Dubai. In the case of an application for a child to enter a lower year group than their appropriate age cut-off year group due to various reasons agreed by the school and the parents, the parents must complete a "Demotion Form" from the KHDA once the child is enrolled to confirm that the parents agree for the child to enter a lower year group associated with 31st August cut-off. This is not common practice, but sometimes a necessity agreed upon between the school and parents.

Documentation

All relevant information must be declared including any disciplinary the child has gone through and any social, physical, medical or psychological problems the child has been through or is going through and any diagnosed SEND need. If we learn that relevant information has not been declared, any offer of a place may be withdrawn, even if your child has already begun their schooling at Arcadia.

The initial documentation to submit is:

- An application form.
- A passport copy of the student.
- The latest nursery/ school report in English.
- Copy of any learning difficulty diagnostic testing or educational assessment (if applicable).

Once the child is enrolled, the following documentation must be submitted:

- A copy of their birth certificate in English.
- A copy of their immunisation records.
- A copy of their medical insurance card.
- A copy of the parent's and child's visa.
- A copy of the parent's and the child's Emirates ID.
- A copy of the parent's passports.
- A JPEG passport-style photo of the parents and the child. **The child's photo MUST be an up-to-date photo that is a TRUE LIKENESS. (no earlier than 3 months before the child's start date at AGS) – older screenshots of their passport or EID will not be accepted. This is an important Safeguarding requirement.**
- Transfer certificate from the current school.
- AGS Medical Form.

Transfer Certificate for Students enrolling from a school outside of Dubai.

Government regulation requires a transfer certificate for all children from the child's current school from Year 2 upwards to facilitate the correct placement.

For students coming from the United Kingdom, Western Europe, Australia, Canada and the USA, the Transfer Certificate needs the school stamp and signature of the Head of School.

For students coming from any other country, the Transfer Certificate, in addition, must be attested by: The Ministry of Education* The Ministry of Foreign affairs* and The UAE Consulate [if no Consulate, then any other Arab country's embassy or consulate] * of the country which the student is leaving.

For Students coming from any GCC countries (Oman, Kuwait, Qatar, Bahrain and Saudi Arabia), the Transfer Certificate need only be attested by the Ministry of Education of that country.

Transfer Certificate for Students enrolling from another Dubai school.

Government regulation requires a leaving certificate for all children from the child's current school/nursery from FS1 upwards to facilitate the correct placement. This should be requested from the school the child has left and usually, a charge will be implemented from that school of AED120 to process the leaving certificate.

Important Note About the Transfer Certificate (Students coming from Outside Dubai)

Note that your child cannot start school until you have submitted the Transfer Certificate. Should the 'Transfer Certificate' be delayed for some reason, approval for your children to start at Arcadia without it can be obtained from the principal and you then have 8 weeks in which time to submit it before we have to remove your children until the Transfer Certificate has been submitted.

Touring the School

Following an initial enquiry, it is recommended that parents tour the school to ensure it is the type of school and environment that they wish their child to attend. We further recommend that parents develop and prepare their own list of "must-haves" (location, price, class size, teacher qualification, enrichment programmes, curriculum, etc.) when looking for a school. This will ensure that if Arcadia Global School is chosen, parents are prepared to commit to the next phase of enrollment.

Assessment

Parents are required to provide the following:

- An application form
- A passport copy for the child
- A recent school or nursery report
- Copy of any learning difficulty diagnostic testing or educational assessment (if applicable).

Parents may then book a one-to-one assessment which is undertaken by a teacher based in the school. The assessment fee is AED 525 which must be paid prior to the assessment taking place. Assessment days vary and an appropriate day and the exact time will be agreed upon with the parents.

An invitation for an assessment is not guaranteed for all applicants and depends on the anticipated availability of places beyond siblings, both current and new and Arcadia Global staff children.

Assessments for FS1 and FS2

These assessments will be for a duration of 20-30 minutes and are based in a purpose-designed and age-appropriate learning space within the school. There are various age-appropriate learning resources to ensure the child is instantly engaged and interested in playing. The teacher who is the assessor prefers to have the child on their own in the room and will give time for the children to settle and be comfortable.

The teacher will observe behaviour, fine and gross motor skills, the child's direction and balance, their eye contact and make a full report on all these aspects. Once the child is relaxed, the teacher will talk and play with them, observing eye contact, oracy, literacy and number skills. All of these

areas will be checked against the child's age-appropriate development levels. This provides important baseline information, (should the enrollment be successful) for the child's future teacher, to be prepared for the entry of the child into class.

**** We require all children to be toilet trained before starting school.***

Assessments for Years 5 to Year 9

For a child applying for Year 5 upwards, we may require them to complete a CAT4 test which is the UK's most widely used test of reasoning abilities and measures verbal, non-verbal, quantitative, and spatial reasoning.

These assessments will be for a duration of approximately 2 hours. The child will take an online cognitive ability test (GL CAT4) under supervision. The assessment will measure a student's ability in four different batteries: Verbal, Non-verbal, Quantitative and Spatial reasoning. Students do not need to prepare for the test as it is a measure of general cognitive ability. Based on the results of this assessment a place might be offered or further assessments may be required.

Results

Results for an in-person assessment and CAT4 test are usually provided between 3-7 days after all aspects of the assessment are complete.

Accepting an Offer and Enrolling a Child

Once parents have received an offer letter from the school and they want to enrol, the Admissions department will be clear with parents if there are limited seats left and will guide parents so as not to lose the seat being offered. Naturally, if Arcadia Global School is the parent's school of choice, it is advisable to enrol immediately. To do this, parents are required to sign the offer letter and pay a deposit of AED2,000 for FS1 and FS2 and AED2,500 for Y1 to Y9 which is subsequently deducted from the school fees. As soon as the deposit is received by the school, the seat is reserved. ***It should be noted that the deposit is non-refundable.***

Arcadia Global School strives for 100% compliance with all Knowledge and Human Development Authority (KHDA) requirements, including registering and enrolling a student. Arcadia Global requires that all children join with a valid residency visa, an Emirates ID and a sponsoring parent/guardian. All parents must sign the school contract by the required deadline from the KHDA.

Enrolling a FS Child for a Future Year Group

Arcadia Global School will reserve a place for a child in a future year group. Parents can submit the child's birth certificate or passport copy, an application form and pay AED2,000 at which point the seat will then be conditionally held for the child subject to a successful assessment. The assessment is usually conducted at the beginning of the year in which the child is due to join the school. ***The AED2,000 is only refundable if the child does not pass the assessment, or the family moves to another country permanently and can show evidence of that. For any other reason - it is not refundable.***

Parents/Guardians who accept places at Arcadia Global for their child agree to the acceptance of all school procedures, rules and policies that the school enforces. Proven and intentional breaches of the school's policies by the student, may result in sanctions being imposed on the student, including possible suspension from the school.

Changing the admission year or date that your children is enrolled.

Due to unforeseen circumstances, you may decide to roll over the admission of your child to another term or academic year. This is possible pending availability of the seat and only if you inform the Admissions team before the date of the child's original admission date. **Only one rollover is allowed.** After this, no further date change of admission is permitted, and your deposit will not be refunded.

Re-registration of an existing student

A student does not automatically move to the next year group. Existing families have the right to reserve a place in the school for the following year by making a re-registration payment of AED1000 by the date specified by the school. Places not covered by this payment will not be guaranteed a place in their specified year group and will not be listed on the class lists for the following year.

Withdrawal of an existing student

Parents must inform the school in writing when withdrawing their child and complete withdrawal forms. Should the parent need a 'leaving/transfer certificate', this is to be requested by the parent and will be prepared for the family in a timely manner should all other withdrawal procedures be completed including all library books returned, any outstanding invoices paid in full and security IDs returned.

School fees has to be paid termly hence when enrolling your child you are committing to the term for your child's seat and education in the school, therefore, this reflects on the refund you receive if withdrawing midterm. A student withdrawing within 2 weeks of attendance of the term commencing has to pay 1 month's fees, a student withdrawing from 2 weeks and within 4 weeks of attendance of a term commencing must pay 2 months' fees and a student withdrawing after attending 4 weeks or more of the term owes the school the full term's fees.

The Admissions procedure as outlined above is applied fairly to all candidates for entry into Arcadia Global School.

*As per Standard 2 of the "Dubai Inclusive Education Policy Framework."

Policy Implemented: September 2023

Policy Reviewed and updated: September 2025

Next Review: September 2027

Policy Responsibility: Head of Admissions and Founding Principal

Version: 3