



Aspen Heights British School

Admissions Policy

2025 - 26

Admissions Policy

1. Application Process

Applications for Admissions can be made online via the Aspen Heights British School website. The on-line registration lands directly into Hubspot, the Aspen Heights British School students' database, at which the point the applicant(s) will be contacted.

2. Admission Criteria

- I. Each application is dealt with on an individual basis. This is to ensure an appropriate balance of gender, nationalities, English as an Additional Language (EAL), medical or additional support needs across a year group or phase of the school in order to achieve fairness, equality and transparency.
- II. Applicants with special education needs (SEN) will be considered as long as it is determined that the school is able to fully accommodate and that the school is the correct educational placement for them. Students with medical, chronic health conditions, and/or EAL and additional support needs will be given the appropriate support required.
- I. Scheduled tour dates will be available to prospective applicants in order for them to visit the school prior to registering their interest so that they may become acquainted with the location, facilities and be advised of the standard of education offered by Aspen Heights British School. Tours will be directed by the Admissions Team.
- II. The offer of a place is at the discretion of the Principal as guided by this policy and ADEK regulations. Registration can take place at any time of the academic year up to, but not including, the last month of the academic year. Transfer requests out with the specified window, as advised by ADEK, will be dependent upon ADEK approval. This will only be in exceptional circumstances and will be presented to ADEK for approval before any offer is made. It is permissible for

students to transfer to other schools between the Emirates after receiving ADEK's approval in case the time permitted for transfers ended.

3. Placement of Students

Entry Age as per the English National Curriculum is adhered to for Nursery - Year 2

Age by 31st August	Year Group
3	Nursery
4	FS2
5	Year 1
6	Year 2

Year 3 upwards, children are placed according to year/grade progression

Has completed	Year Group
Year 2/Grade 1	3
Year 3 / Grade 2	4
Year 4 / Grade 3	5
Year 5 / Grade 4	6
Year 6 / Grade 5	7
Year 7 / Grade 6	8
Year 8 / Grade 7	9
Year 9/ Grade 8	10
Year 10/ Grade 9	11
Year 11/ Grade 10	12 IBDP1
Year 12/ Grade 11	13 IBDP2

- I. Aspen Heights British School requires children to be a minimum of 3/4/5/6 years old by the 31st August of the current school year for Nursery to Year 2 as per the

English National Curriculum. Applicants will only be considered for the year group they are age appropriate for.

- II. When considering an application, schools may decide to;
- Offer a place on the strength of a previous school report.

And/or

- Applicants for Nursery and FS2 will be invited to attend a playdate. Students applying for Year 1 to Year 9 will be invited to attend a classroom observation. The purpose of the playdate/observation is to evaluate the skills of each pupil and, in the case of younger children, assess school readiness and levels of maturity. The observation will provide a basis for the school to identify any support or intervention judged necessary to support admission. Children applying for a place in Nursery will not be declined due to a lack of English. Similarly, at later stages of the school, a student's lower level of English skills may not prohibit admission but could provide the basis for planning additional support or additional staffing requirements.

- III. Following the observation and in consultation with the parents, the school may offer a conditional place, at the discretion of the individual Principal, and subject to appropriate support arrangements to enable the child to fully access the curriculum at the appropriate age level.

Conditional offers may also be made for Nursery and FS2 subject to enrolling children in a nursery before they join, particularly where the playdate indicates that a child requires further support and pre-school experience to successfully access the FS curriculum.

- IV. As indicated in Policy 46 of ADEK Private Schools Policy Guidance, all students, including those with special education needs, are ordinarily to be placed in year groups according to their age and year/grade progression, irrespective of the curriculum studied, upon completion of the previous academic year. For example, when a child completes Year 2/Grade 1 they will be enrolled in Year 3. The requirements for equivalency and the national high school certificate will be taken into consideration when placing a student in the appropriate Year group. In the case of SEN students, the educational goals and purposes stipulated in their Individual Education Plan (IEP) will be adjusted to accommodate the promotion.

- V. Children transferring from outside of the UAE and from a curriculum other than English, must complete 12 years of schooling to graduate and, where appropriate,

be age appropriate for the year group they are applying to. Successive Year/Grade must follow. Any exceptions are subject preapproval by ADEK on a case-by-case basis.

- VI. ADEK may approve variations to the above if; the child is age appropriate for the year group they are seeking, if the child passes the entry assessment for the year group they are seeking, and if the Principal agrees to the year group sought. Pre-approval must be sought from ADEK prior to any offer being issued to support the registration of a child in a year group that is not consecutive.

Upon acceptance of a place in an Aspen Heights British School, where the school year is below the age-appropriate year offered (due to the outcome of the observation/the discretion of the Principal/the request of the parent) and accepted by the parent, the parent will be requested to sign an undertaking confirming they are aware of this and accept the place offered.

- VII. Once a child is registered parents are not permitted to request a year group change at a later date.
- VIII. Once a place is offered, families have up to 7 days to accept the offer. If the signed offer is not received by Aspen Heights British School after 7 days, the school has the right to withdraw the offer. Upon the signed acceptance being received, the Finance Department will issue an invoice electronically requesting payment of the registration fee to secure the place at the school. This fee is deductible from the tuition fees of the initial year of admission.
- IX. Registration and re-registration fees for school places for the following academic year will be issued in the preceding April.
- X. Current students may be required on rare occasions to repeat a Year. In these circumstances, the following will apply:
 - The case will be considered by an annual review panel, chaired by the school Principal and advised by the Head of Inclusion. Parents must contribute to the information considered by the panel, as well as all relevant teaching staff involved in supporting the child.
 - A decision to retain a child and not promote to the following year group must be made with the approval of parents and the agreement of the Abu Dhabi Education Council (ADEK).
 - Students cannot repeat a Year more than twice in their academic life.

- XI. All students will graduate according to the curriculum studied and as accredited by ADEK.
- XII. The school shall maintain and update records of official documents, school records from previous year, and individual education plans with relative assessment for all students to include students with special education needs and gifted and talented students.
- XIII. All students must submit documents to be registered in ADEK's student registration database, eSIS. This is including but not limited to previous school transfer certificates and reports, vaccination cards, medical records, Emirates Identity cards, birth certificates, passport and visa.

4a. Placement of Students in the IBDP Programme (International Baccalaureate Diploma Programme)

The IBDP at Aspen offers an inclusive and rigorous curriculum designed to equip students with the skills, knowledge, and understanding needed to thrive in higher education and future careers.

To ensure readiness for the academic demands of the IBDP:

- I. It is recommended that students attain **at least three GCSE/IGCSE grades of 6 for Higher Level (HL)** courses.
- II. For **Standard Level (SL)** courses, students should have **at least two grades of 5**, depending on their individual pathway.

Entry into the IBDP is considered on a **personalised, case-by-case basis**, and we are committed to supporting access to the full Diploma Programme for all students.

b. Placement of Students in the IB Certificate Programme (Non-Diploma Pathway)

The IB Certificate Programme offers a flexible alternative for students who may not meet the full IBDP requirements but still wish to benefit from IB courses.

To be prepared for the expectations of the Certificate pathway:

- I. Students are recommended to have achieved **at least five GCSE/IGCSE grades of 4.**

This pathway does not lead to the full IBDP Diploma but supports progression to **university foundation programmes** and other post-secondary options.

As with the full Diploma, **entry is considered on an individual basis**, and we aim to provide inclusive access and guidance for all learners.

4. Reasons for applications to be withdrawn or declined.

The Principal reserves the right, in exceptional cases, not to offer a place in the following academic year (current students) if;

- The submission of documents has not been completed in the given time frame.
- If School fees remain outstanding despite several reminders and suspension in line with ADEK guidelines.
- The student has repeatedly breached and seriously violated the school Behaviour Policy. This includes violent conduct and other Level 3 violations as indicated within the school Behaviour Policy and ADEK Private Schools Policy Guidance information;
- The family has not engaged with the school to support the child with their behaviour;

The Principal reserves the right, in exceptional cases, to withdraw the offer of a place (new students) if the following information has not been disclosed at the time of application and is divulged at a later date;

- The student has repeatedly breached and seriously violated the previous schools Behaviour Policy. This includes violent conduct and other Level 3 violations as indicated by the previous school Behaviour Policy and ADEK Private Schools Policy Guidance information;

5. Pupil Numbers

- I. Pupil numbers will not exceed the ADEK approved student numbers as detailed on the school license nor the student capacity for each year group/school as

approved by the CEO. There will be a maximum of 25 students in Foundation Stage classes and year 1, and 30 students in Y2 to Y9 classes. Classroom sizes will be as specified in ADEK approved school license applications (currently minimum of 2.16m squared). In other year groups, class sizes will be up to a maximum of 30 pupils and classroom sizes will be as specified in ADEK approved school license applications (currently minimum of 1.67m squared).

- II. If there are more requests for places than available places, the following priority placing is followed;
 1. Students who attended the school in the previous year or period.
 2. Students with siblings already in the school.
 3. Children of school staff.
 4. Students who live near the school.

Note: priority is given to Emirati students in schools scoring good or higher.

- III. Parents will be advised periodically of their application status.

6. eSIS

All students will be registered on eSIS as per ADEK requirements and timelines, with the students' documents uploaded by Aspen Heights Registration Department.

7. Staffing

The Admissions and Registration departments are managed on-site at Aspen Heights.

8. Intention and Registration

Finance will issue a Letter of Intention and Registration to current parents in March of each academic year together with an invoice for a Registration fee of 5% of the coming annual tuition fees.

9. Policy Review

This policy will be reviewed and updated on an annual basis or as required by ADEK.