



## 1. Policy Statement

This policy, as reflected in its aims below, establishes the criteria for the admission of pupils into Brighton College Abu Dhabi.

## 2. Aims

- To ensure compliance with the College's purposes. Brighton College Abu Dhabi is an International British curriculum school for boys and girls aged 3 years to 18 years.
- To 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.

### 2.1 Equal Treatment

The College adheres to the requirements of Policy 44 of the Private Schools Policy & Guidance Manual 2014-2015 (English Version). It adopts an open approach to accepting students from different races and ethnicities to achieve fairness, equality and transparency, 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. 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.

### 2.2 Disability and Extra Learning Provision

The admission of a pupil with a disability or special education need will be considered following the applicant's disclosure and the SENCO's review of medical or educational psychologist's reports to determine the pupil's ability and provision required to take full advantage of the education provided at the College.

The College has limited facilities for the disabled but will fulfil its obligations and make reasonable adjustments to accommodate the needs of applicants who have disabilities for which it can cater adequately, offering additional appropriate learning support as required or needed (see Policy 44 and 48 of the Private



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Schools Policy & Guidance Manual 2014-2015 (English Version). Federal Law No. (29) sets out the Rights of Persons with Special Needs (2006) and in line with this, the College admits pupils with mild and moderate special needs, as per their age group and grade sequence. Parents/guardians will be aware that additional fees may be applicable for the provision of extra support and such fees may not exceed 50% of the approved College tuition fees for other pupils.

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

### 3. Practice and Procedures

The admission process for all pupils entering the College is on the basis of meeting the entry criteria and agreement to the terms set out in an official offer letter and the parent/guardian's signed undertaking to an Acceptance Form.

#### 3.1 Admission Priorities

If there are more requests than places available, in accordance with the Private Schools Policy & Guidance Manual 2014-2015 (English Version), the College prioritises entry to:-

- Pupils who attended the College in the previous year or period.
- Pupils with siblings already in the College.
- Children of College staff.

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

Please note that the school will not refuse or withhold admission of students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases, epilepsy and obesity) and will offer appropriate support as per the student's needs.

#### 3.2 Placement of Pupils

Subject to availability, the College admits pupils in FS1 throughout the academic year. In accordance with the Abu Dhabi Education Council calendar and dates relating to pupils transferring schools/curriculums within and outside of Abu Dhabi, the College admits pupils looking for entry from FS2 (KG1) upwards. Points of entry are based on usual grade progression, where birthdays fall within the defined dates of the school year and previous education systems, based on the Abu Dhabi Education Council's Circular 16062601 relating to

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all pupils completing twelve academic years and the College's Pupil Entrance Age range <http://www.brightoncollege.ac/Join-Us-Admissions-Process-Entry-Ages>. Policy 45, Distributing Pupils in Class According to Age Group of the Private Schools Policy & Guidance Manual 2014-2015 (English Version) reinforces this requirement.

Pupils may be admitted into the College outside of their age appropriate year group through parental/guardian request, progression from a non-British grade curriculum, an Abu Dhabi Education Council directive, or where the pupil is transferring from a different curriculum where the start and finish of an academic year differs to that in operation at the College. In accordance with the Abu Dhabi Education Council Circular dated 16062601, parents/guardians are obliged to sign an official undertaking which reinforces understanding of the implications that may arise in the future when pupils transfer to or from different curriculums within Abu Dhabi.

### 3.3 Transferring / Admitting Pupils from Other Schools

The College admits all pupils from all curriculums in accordance with the Abu Dhabi Education Council's official calendar and Policy 44 of the Private Schools Policy & Guidance Manual 2014-2015 (English Version). Equivalency requirements relating to the high school certificate are explained to pupils by the Senior School academic team and at the time of accepting a place in the College.

The College recognises the Abu Dhabi Education Council directive (EDO/656) and admits all pupils for entry after successfully passing Grade 10 (Year 11) on the condition that they have been promoted to Grade 11 (Year 12) and have continued in the same curriculum for the last two grades/years at High School level.

It is permissible for students to transfer to other schools between the Emirates after receiving ADEC's approval as long as the time permitted for transfer has not ended.

يجوز للطالب الانتقال بين المدارس في الإمارة بعد حصول المدرسة على موافقة مجلس أبوظبي للتعليم في حال انتهاء فترة الانتقال المسموح بها، مع الأخذ بعين الاعتبار المنهج الدراسي ومتطلبات معادلة شهادة الثانوية بشهادة الثانوية العامة في الدولة

The College can transfer or admit pupils once parents/guardians provide:-

- Official documents (passports, residence visas, Emirates identity cards, attested Birth Certificates (where applicable). Original Emirates identity cards may be requested to be scanned by the Administration Department.
- Original signed, stamped and (where applicable) attested and translated School Reports, Transfer Certificates and official Examination Board results with a view to uploading on the Abu Dhabi Education Council's internal eSIS database (Circular 16062601 dated 26 June 2016).

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- Where pupils previously attend a school in another Emirate or outside of the UAE, the guidelines set out in School Reports & Transfer Certificates Requirements (Section 3.4) below will apply:-
- Documents pertaining to pupils with special educational needs, such as previous Individual Education Plans and relevant specialist reports/assessments, as well as evidence pertaining to gifted and talented students such as advanced learning plans and current level of provision (if needed).
- Any other relevant information deemed necessary by the College.
- Vaccination cards and medical records as an integral part of the admission and registration procedures (Policy 44 of the Private Schools Policy & Guidance Manual 2014-2015 (English Version))
- Current Ministry of Education Arabic Native / Non-Native Workbooks for pupils transferring within Abu Dhabi from British Curriculum schools.

### 3.4 School Reports & Transfer Certificate Requirements

School Reports & Transfer Certificate Requirements	
School Location	What needs to be done?
Abu Dhabi	<ul style="list-style-type: none"> <li>• The transfer of pupil records will be made through the Abu Dhabi Education Council's internal eSIS registration system</li> <li>• School reports to be signed and stamped by Headmaster/Principal</li> </ul>
Other Emirates within the UAE	<ul style="list-style-type: none"> <li>• (TC must be in Arabic)</li> <li>• School stamp and signature of school child is transferring from</li> <li>• Attestation by the Ministry of Education from Emirate pupil is transferring from</li> <li>• School stamp and signature of school pupil is transferring to</li> <li>• Attestation by the Ministry of Education from Emirate pupil is transferring from</li> </ul>
Europe, North America, Mexico, Australia	<ul style="list-style-type: none"> <li>• School stamp and Headmaster/Principal signature required</li> </ul>
Central and South America, Eastern Europe, Middle East (except UAE), Africa, Asia, Former Russian States	<ul style="list-style-type: none"> <li>• School stamp and Headmaster/Principal signature required</li> <li>• Attestation by the Ministry of Education in the country of the school's location</li> <li>• Attestation by the Ministry of Foreign Affairs in the country of the school's location</li> <li>• Attestation by UAE Embassy in the country of the school's location</li> </ul>
GCC Countries	<ul style="list-style-type: none"> <li>• School stamp and Headmaster/Principal signature required</li> <li>• Attestation by the Supreme Education Council in the country of the school's location</li> </ul>
Sixth Form Entry (Year 12 & Year 13)	<ul style="list-style-type: none"> <li>• I/GCSE or AS results and UMS breakdown scores to be signed and stamped by the Headmaster/Principal</li> </ul>

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### 3.5 School visits for Prospective Parents

The school allows and offers visits to the College for prospective parents/guardians and their children prior to registration so that they may familiarize themselves with it.

### 3.6 Maximum Class and Form Sizes

The College will award places up to a maximum of twenty-five students for each kindergarten class (KG1 or KG2). This limit is imposed based on the principle that each teaching space will be no less than 2.16m squared.

The College will not exceed a maximum of thirty student for each class of Grades 1 to 12 (Year 13), and will ensure that there is a space of 1.67m squared for each pupil.

## 4. Registration Fees:

Following acceptance of an offer, the College requests a registration payment of 5% of the tuition fees, the sum being deductible from the approved school tuition fees (Abu Dhabi Education Council Policy Manual for Private Schools 2014-2015 – Arabic version) for each point of entry as set out below:-

- |                      |   |               |
|----------------------|---|---------------|
| • FS1 and FS2        | - | 2,425 dirhams |
| • Year 1 to Year 5   | - | 2,870 dirhams |
| • Year 6 to Year 9   | - | 3,145 dirhams |
| • Year 10 to Year 13 | - | 3,705 dirhams |

### 4.1 Retaining Registration Fees

The College will retain registration fees if pupils fail to:-

- Attend any part, or days, of week 1 of the term.
- Show up at all (without the Parent/Guardian providing sufficient written notice in advance of the commencement of teaching).

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### 5. Tuition Fees:

Three instalments exist for tuition fees in each academic year and the College collects the first instalment one month preceding the commencement of the academic year. If pupils attend:-

- From September to the end of October, the value of one term's fees are payable.
- From 1<sup>st</sup> November – two month's tuition fees are payable.
- From 1<sup>st</sup> December – one month's tuition fees are payable.
- From start of Term 2 (January) – a full term's fees are payable.
- From 1<sup>st</sup> February – two month's tuition fees are payable.
- From 1<sup>st</sup> March – one month's tuition fees are payable.
- From start of Term 3 (April) – a full term's fees are payable.
- From 1<sup>st</sup> May – middle of May - two month's tuition fees (residence visa/EID cards must be applied for).

#### 5.1 Retaining Tuition Fees

In accordance with Policy 39 of the Private Schools Policy & Guidance Manual 2014-2015 (English Version), the College may retain a certain amount of the tuition fees in any of the following cases:-

- If a pupil attends any part of week one of the term, or fails to attend without the parent/guardian providing a minimum of one day's notice, the College can retain the full value of the registration fees.
- If a pupil attends from one week and up to three weeks in a term, the College can retain the value of one month of tuition fees.
- If a pupil attends over three weeks and up to six weeks in a term, the College may retain the value of two months of tuition fees.
- If a pupil attends over six weeks in a term, the College may retain the full terms fees.

These cases apply to newly enrolled pupils, as well as pupils that register after a term commences.

### 6. Security Passes:

In accordance with Policy 64 of the Private Schools Policy & Guidance Manual 2014-2015 (English Version), the College commits to safeguarding its pupils and staff through issuing new parents with Temporary Access

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Identity cards which must be on display for the security team to check when leaving or accessing all entrance points.

The Temporary Access Identity cards carry the family's unique identity number and remain the property of the College. These items are not transferrable and are valid until such time Parent/Guardian Access cards have been prepared. It is the Parents/Guardians' responsibility to provide the College with their up to date photographs prior to joining the College. Replacement items are available due to malfunction, however should a Parent/Guardian mislay or lose an access card, substitutes are chargeable. The College will issue two access cards to parents free of charge and will prepare a maximum of two additional access cards for designated guardians at a chargeable rate of 50 dhs each.

### 7. Registering Pupils with the Abu Dhabi Education Council (ADEC)

The College is in a position to officially register overseas pupils on the Abu Dhabi Education Council's Electronic Student Information System (eSIS) up until one month before the end of year examinations, or in accordance with the dates determined by the official calendar each year. By this time, parents/guardians are obliged to have provided the College with the official signed, stamped (and where applicable) attested and translated School Reports and Transfer Certificates.

The College shall register students at any time of the year at their discretion, after receiving approval from ADEC in case the specified registration time finished, subject to space availability and provided the school is confident that the student is capable of keeping up with those in the same peer group and can successfully pass the academic year.

يتم تسجيل الطلبة في أي وقت من السنة حسب تقدير إدارة المدرسة وبعد حصولها على موافقة مجلس أبوظبي للتعليم في حال إنتهاء فترة التسجيل المحددة، شريطة مقدرة الطالب على مواكبة أقرانه في الدراسة، واجتياز المرحلة بنجاح، وتوفر الأماكن المتاحة في المدرسة

### 8. Associated Documents

The documents associated with this Admissions Policy are:

- The Private Schools Policy & Guidance Manual 2014-2015 (English Version).
- The Private Schools Policy & Guidance Manual 2014-2015 (Arabic Version).
- Abu Dhabi Education Council's circular 16062601 dated 26th June 2016.

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**9. Monitoring and Review**

This policy is monitored on a termly basis by the Admissions Manager and is under constant review.

**10. Approved by**

Head Master on behalf of the College: \_\_\_\_\_

Chairman on behalf of the Governors: \_\_\_\_\_

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Change History Record

Version No.	Description of Change	Owner	Date of Issue
2.0			
3.0	Policy reviewed and updated by DR and SL.	Head Master	June 2013
4.0	Policy reviewed and updated by DR and KJ.	Head Master	November 2014
5.0	Policy reviewed and updated by DR.	Head Master	October 2015
6.0	Policy reviewed and updated by DR	Head Master	October 2016
7.0	Updated following ADEC policy review	Deputy Head Master	June 2017

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