BRIGHTON COLLEGE
ABU DHABI

Safeguarding Children
Application & Assessment
Policy

October 2016

Version 3

1. Policy Statement

This policy, as reflected in its aims below, establishes the criteria for applications and assessments to enter Brighton College Abu Dhabi. The Admission of pupils is documented under separate cover.

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 select and assess pupils who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our College community.

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

In accordance with Policy 48 of the Private Schools Policy & Guidance Manual 2014-2015 (English Version) the College considers pupils who are gifted and talented and with mild to moderate special educational needs which include any disability, disorder, difficulty, impairment, exceptional needs (rare cases) or other additional needs that may be caused by mental, behavioural, physical, emotional or cognitive factors.

BRIGHTON COLLEGE
ABU DHABI

The College recognises that pupils who require additional learning support shall not constitute, themselves, a hindrance to the application or assessment process. Pupils with Special Education Needs will not face discrimination and similarly to their peers, shall benefit from equal educational opportunities during the application and assessment stage of the admissions process.

The online registration form http://www.brightoncollege.ae/Join-Us-Admissions-Process-Registration-Form encourages parents/guardians to disclose special educational needs and the Special Education Needs Coordinator may review medical or educational psychologist's reports or meet with the family before an assessment, to determine the pupil's ability and extent of provision required to take full advantage of the education provided at the College.

As defined in Policy 44 of the Private Schools Policy & Guidance Manual 2014-2015 (English Version) Federal Law No. (29) sets out the Rights of Persons with Special Needs (2006) and this is further expressed in the Council's regulations and policies. In line with this, the College considers pupils with mild and moderate special needs, as per their age group and grade sequence. It further advises parents/guardians that additional fees may be applicable for the provision of extra support, providing reassurance that such fees may not exceed 50% of the approved College tuition fees for other pupils.

3. Practice and Procedures

The College encourages prospective parents/guardians and their children to visit the facilities and to meet with members of the academic team prior to registration, for the purpose of familiarising themselves with it, based on Policy 44 of the Private Schools Policy & Guidance Manual 2014-2015 (English Version).

3.1 Registration Forms

In compliance with Policy 44: Student Admission, Registration and Distribution of the Private Schools Policy & Guidance Manual 2014-2015 (English Version), the College requires parents/ guardians to complete an online registration form, giving full contact details for the pupil's, parents / guardians, along with basic pupil information including full names in Arabic and English, date and place of birth, nationality, addresses, current year group and curriculum (where applicable) and emergency contact details.

3.2 Supporting Documentation

Upon receipt of a registration form, parents/guardians scan and email up to date supporting documentation individually labelled and in a pdf format which includes:-
- A passport sized colour photograph (on a white background)
- Copy passports for parents and pupils

- Family books
- Birth certificates (officially translated if original is not in English or Arabic)
- Immunisation records
- School reports for the past two years
- Residence visas and Emirates identity cards

3.3 Placement Age

Subject to availability, the College considers the placement of pupils in FS1 throughout the academic year. Pupils looking to transfer to Brighton College from a different school or curriculum are considered for entry on where birthdays fall within the defined dates of the school year and grade progression, based on the Pupil Entrance Age range http://www.brightoncollege.ae/Join-Us-Admissions-Process-Entry-Ages. All pupils must complete twelve academic years (Year 2-13 or Grade 1-12) for equivalency purposes and the issuing of all certificates. 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 assessed out of year group through parental/guardian request, an Abu Dhabi Education Council recommendation, or where the pupil is transferring from a different curriculum where the start and finish of an academic year differs to the September to June school year in operation at the College

3.4 Curriculum Transfer

Subject to availability, the College considers all pupils from all curriculums in accordance with directives issued by the Abu Dhabi Education Council up until the beginning of October. Where applicable, the Admissions team will notify parents/guardians in writing of any restrictions that may apply to pupils wishing to transfer curriculums outside of Abu Dhabi. „ as defined by Policy 44 of the Private Schools Policy & Guidance Manual 2014-2015 (English Version). Equivalency requirements relating to the high school certificate in the UAE are made aware to parents by the Senior School academic team.

The College recognises the Abu Dhabi Education Council directive (EDO/656) and considers 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 British curriculum for the last two grades/years at High School level.

3.5 Academic Selection

There is a selection and assessment process for all pupils entering the College from Year 2. The assessment procedure comprises a number of key elements namely, entry tests, interviews, previous school reports,

character references, confidential reports, samples of work, predicted grades and final grades and where applicable, consultations with specialist staff (EAL).

3.6 Entry Assessments – Pre-Prep School

The College conforms to Policy 44, Student Admission, Registration and Distribution of the Private Schools Policy & Guidance Manual 2014-2015 (English Version), by refraining from assessing or interviewing prospective pupils looking to enter the Foundation Stage and Year 1 (Kindergarten Stage (KG1 or KG2), which precede the mandatory education stage without requiring the students to sit for any form of test or interviews. Meeting with new families may take place for the purposes of sharing the College ethos and providing more information relating to the Early Years Foundation Stage curriculum.

All pupils entering the mandatory education stage (Year 2) take verbal and non-verbal placement tests which provide an indication of their current performance level(s) for the purposes of being able to provide proper learning support. The two assessments take approximately forty five minutes. A subsequent meeting with the Head of Year may take place.

The results are marked internally and provide an indication of the pupil's current abilities.

3.7 Entry Assessments – Prep School

Year 3 and Year 4 pupils complete a series of eight short online verbal, quantitative and non-verbal reasoning and spatial abilities assessments which take in the order of ninety minutes.

From Year 5 to Year 8, pupils complete eight short online assessments and a creative writing task which takes no longer than two and a half hours.

The results are computer generated and provide an indication of the pupil's current abilities.

3.8 Entry Assessments – Senior School

Year 9 to Year 11 prospective pupils complete the online assessment, a creative writing task and may attend a meeting with the Head/Deputy Head of the Senior School. This includes a thirty minute break and takes in the region of two and a half hours.

At the time of submitting supporting documentation, pupils entering Year 10 choose four optional GCSE subjects from a series of option blocks available, in addition to the six core subjects of English Language & Literature, Mathematics, Biology, Physics and Chemistry.

The online assessment results are computer generated and provide an indication of the pupil's current abilities.

3.9 Entry Assessments – Sixth Form

The College encourages pupils entering Year 12 to choose three to four optional A level subjects from a Sixth Form booklet and make selections based on a series of prescribed option blocks available. Muslim pupils are made aware of the need to select Arabic and Islamic Studies in accordance with the Ministry of Education requirements.

The Sixth Form assessment process includes eight short online assessments, an analytical writing task, a character reference from the current school, predicted/actual I/GCSE grades and/or the submission of an assessed English and Maths mock examination paper.

Applicants meet with the Head of Sixth Form and if available, present original transcripts of I/GSCE grades and UMS scores to confirm subject selections for a course of study.

3.10 Entry Assessments – Pupils from Non-English Speaking Backgrounds

In addition to carrying out entry assessments, applicants from non-English speaking backgrounds may have to carry out supplementary tests in the four language areas of listening, speaking, reading and writing skills to determine ease of access to the curriculum and/or the scope of internal provision available.

3.11 Interviews

The College may invite applicants for the Senior School to meet with the Head / Deputy Head of the Senior School. All candidates under consideration for Year 12 and Year 13 entry meet or have a telephone interview with the Head of Sixth Form. The general interview will explore the pupil's subject selection, academic pedigree, meeting of entry requirements, interests, and attitude to school, personal qualities, ability to contribute to the College community, support available at home and any other relevant information.

3.12 Assessing Overseas Candidates

- The College may request a nursery/school report as well as photographs to determine a pupil's personal, social and emotional development.

- Entry into Year 2 is based on the completion of a verbal and non-verbal reasoning booklet and samples of work. A confidential report may be requested if more information is required concerning the pupil's attitude and behaviour, involvement in the school community, talents and interests and any other special circumstances such as additional learning provision.

- The Year 3 to Year 11 assessment criteria includes an online Verbal Reasoning, Non-Verbal Reasoning, Quantitative skills and Spatial Abilities tests and/or a creative writing task and samples of work. The online assessment takes place at the pupil's current school or an authorised examination centre in the current place of residence.

- Year 12 and Year 13 entry includes the completion of the online assessment, a character reference, predicted I/GCSE grades (or equivalent) and/or the submission of an assessed English and Maths mock examination paper. The applicant may have a telephone interview with the Head of Sixth Form.

3.13 Character Reference:

Where appropriate, the Head Teacher of the pupil's current school will be asked to provide a written reference as to academic ability, attitude and behaviour, performance, attendance, involvement in the school community, talents and interests, and any other special circumstances such as additional learning provision.

3.14 Re-Assessments

Pupils may be asked to return for a re-assessment in the following circumstances:-

- If they are distressed
- If they are sick
- If they have limited English language proficiency
- If there is a discrepancy in the pupil's school reports and assessment results
- Where power failure has occurred during the online assessment.

3.15 Special Circumstances

The College recognises that a candidate's performance at an assessment stage may be affected by the following:-

- Sickness or a lengthy absence from schooling
- Family circumstances such as a recent bereavement

- Differences in educational systems
- Specific language or learning needs

For the purposes of making a fair and informed decision, the College may request the right to obtain further information such as a medical certificate or Educational Psychologist's report and/or associated correspondence from the pupil's current school (including samples of work).

3.16 Time Frame for Admissions Decisions

Prospective parents can expect to receive a final decision by the Admissions Office in writing within three working days of the meeting, final assessment or additional information. Where an application falls outside of this time frame, the reasons for the delay will be recorded on the Admissions Data sheet which is signed by the Admissions Officer and approved by the Admissions Manager. Where a decision is likely to be delayed due to staff holiday / sickness, prospective parents will be immediately notified. In all cases, copy correspondence is retained on the file.

3.17 Preferences:

Preference will be given to:

- A pupil who already has (or is about to have) a brother/sister in the College
- A pupil whose parent is a current member of our staff.
- A pupil with a particular skill, talent or aptitude.

4. Staffing and Resources

The Admissions Team currently consists of an Admissions Manager, an Admissions Officer, an Assistant Admissions Officer and a Data & Administration Officer. The Admissions Manager is a member of the College Leadership Team.

Resources include online assessment tools, IT access, creative and analytical writing tasks, specialist EAL/SEN skill assessments, headphones, pencil, pens and paper and when necessary, Pre-Prep School Early Years creative play equipment.

5. Associated Documents

The documents associated with this Application and Assessment Policy are:

BRIGHTON COLLEGE
ABU DHABI

- The Private Schools Policy & Guidance Manual 2014-2015 (English Version).
- Abu Dhabi Education Council's circular (EDO/656), Curriculum Transfer dated 4th September 2013.

6. Monitoring and Review

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

7. Approved by

Head Master on behalf of the College: _____

Chairman on behalf of the Governors: _____

BRIGHTON COLLEGE
ABU DHABI

Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Policy implemented by DR	**Head Master**	**October 2015**
2.0	Policy reviewed by DR	**Head Master**	**October 2016**
3.0	Updated in response to ADEC policy review	Deputy HM	June 2017