



# Admission Process

## **STEP 1: Create an on-Line application [here](#)**

([www.brightoncollege.ae/admissions/apply-now](http://www.brightoncollege.ae/admissions/apply-now))

## **STEP 2: Book in your entry appointment with admissions**

Once you have submitted your on-line application, Admissions will contact you within 1-2 school days to arrange your child's entry appointment or advise you of the next step.

Year 2 – Year 13: CAT4 entry appointments are held on Tuesday 9.00am on campus or on a Monday at 12.00pm UAE time for on-line international applicants.

Year 1: One to one entry sessions are held with our Pre-Prep Teachers for our year 1 applicants at 8.50am – 9.20am on Thursdays.

Nursery to FS2: Play Sessions are held on campus on Wednesdays at 2.00pm to 2.20pm.

Video submission for observation can be arranged for any International Pre-Prep applicants.

## **What does a CAT4 & play session include?**

To learn more about CAT4 tests visit [www.gi-assessment.co.uk/assessments/cat4/](http://www.gi-assessment.co.uk/assessments/cat4/) or visit their YouTube page via the following link [rb.gy/vvlhu](https://rb.gy/vvlhu)

Our Pre-Prep Teachers use play sessions to learn about a child's readiness for school, which includes the ability to separate from parents well, being fully toilet trained, display good to outstanding behaviour, basic nursery knowledge (colours, numbers, shapes etc) with good comprehension to follow along in lessons and classroom instructions, as well as good use of language to be able to express themselves and their needs.

## **STEP 3: Offer letters and decisions**

At the end of the week of your child's CAT4 or play session, a decision will be sent to you by email on Friday. Please ensure you check your junk mail, as well as your main inbox to avoid missing any communication from Admissions.

A BCAD offer letter includes our admission handbook and how to accept your offer by deposit payment, following a successful admission. Payment options and how to complete the mandatory ADEK eSIS registration are also included. On completion of payment and eSIS registration, you will be issued a start date and class assignment email, welcoming your child to join our community at BCAD.



# Documentation Required

## What documents do I need to upload onto the on-line application?

- Child's most recent school report
- Clear coloured photo of child
- Clear coloured copy of child, mother and father's visa\*
- Clear coloured copy of child, mother and father's emirates ID\*
- Clear coloured copy of child, mother and father's passport

\*If you do not have any of the above documents yet, please upload a note stating documents are pending, which will allow you to move through the application to submission at the end.

## What is ADEK eSIS registration?

All pupils in Abu Dhabi are required to be registered with ADEK – Abu Dhabi Department of Education of Knowledge, which is the government education body under the Ministry of Education. They are responsible for private schools in Abu Dhabi. To help monitor pupils within the Emirate, all schools and parents are legally required and are to ensure the registration of their children and young people on the ADEK Electronic School Information System (eSIS). This must be done before the first day of attending school.

## Required Documents for ADEK eSIS registration

Attestation is the formal documentation recognition or authentication process. This is completed by the relevant government bodies: *Ministry of Education or Ministry of Foreign Affairs and the UAE Embassy of the country overseas.*

It is recommended that you arranged the attestation of the transfer certificate and final school report prior to relocating to Abu Dhabi. Please see the table below for the requirements relevant to you.

Country of Origin [location of current school]	Attestation	Documents Required
Another school within Abu Dhabi	No	A copy of the final school report, signed and stamped by the current school.
Another Emirate of the UAE	No	Transfer certificate* and last school report, signed and stamped by the school and the Ministry of Education in the current Emirate.
North America (except Quebec) Western Europe (including the UK) and Australia	No	Transfer certificate* and school report, signed and stamped by the school.
South, Central America, Asia, Russia, Central Asia, Eastern Europe, Africa and New Zealand.	Yes	Transfer certificate* and final school report, signed and stamped by the school and attested by the Ministry of Education or Ministry of Foreign Affairs and UAE Embassy in the country of origin.
GCC Countries	Yes	Transfer certificate* and final school report card, signed and stamped by the school and attested by the Ministry of Education from the country of school origin.

\*Example of the transfer certificate can be found [here](#) or requested from [admissions@brightoncollege.ae](mailto:admissions@brightoncollege.ae)