

OUR VISION “A community of lifelong learners for productive Global Citizenship”

Admissions Policy

| | |
|----------------------------|--------------------|
| Policy Name | Admissions Policy |
| Stakeholder | Parents |
| Policy Directory Reference | FIPS201 |
| Policy Lead | Jahangir Ahmed |
| Role | Vice Principal |
| Approval | 30 November 2024 |
| Reviewed by | Board of Governors |
| Role | Governors |
| Next Review Date | October 2025 |

This policy is reviewed annually to ensure compliance with latest regulations.

Admissions Policy and Procedures

1. Introduction

The Admissions Policy outlines the procedures needed for a student to be enrolled at Frontline International School.

Frontline International Private School (FIPS) Ajman, is dedicated to the positive growth of its students in all areas of life. We believe in a community of lifelong learners for productive global citizenship.

Students will be considered for admission into age-appropriate classes. We welcome students of all abilities, nationalities and religions who, in the school's opinion, will benefit from the rigorous academic, personal and social programmes on offer.

Our aim is to have a school community that reflects the diverse society in the UAE.

The school adheres to UAE law and MoE guidelines. Please refer to School Expectations and Parent's Consent forms at the time of registration.

1.1 Application Process

We take our responsibility for your child's academic, social and personal growth very seriously. In order to serve your child's individual needs and to support his or her transition to our school, it is important that we have complete information regarding previous academic experience and pastoral welfare.

Our school actively seeks to nurture the holistic development of your child. Where your child has a gift or talent then this should be notified at the time of registration.

All New Admission applicants are expected to:

- Submit a formal online application
- All documents required as part of the application process must be submitted after the successful assessment.
- Prior reports will be considered, if satisfactory, the child will be invited to sit for an entrance evaluation.
- Meet a member of the school team.

1.2 Age Criteria

Frontline International School places students in age-appropriate year group levels in accordance with the Ministry of Education (MOE) Guidelines on age requirement for admissions.

1.3 Curriculum enrolment

1.3.1 Frontline International School offers the National Curriculum for England in the Foundation Years known more commonly as Early Years Foundation Stage EYFS and a combination of the Cambridge British International Curriculum. We also implement the Ministry of Education Curriculum for Arabic, Islamic Studies (Muslim students),

Social Studies and Moral Education. In Secondary School, we deliver Cambridge International curriculum and where required, additional curriculum from Pearson Edexcel.

1.3.2 Our provision starts from Foundation Stage 1 (Pre-KG) to Year 13 (Grade 12).

1.3.3 The year of graduation is Year 13 (Grade 12).

1.4 Age suitability

In order to know where your child would align into Frontline School's curriculum year group please refer to the table below. It also depends on the existing academic year/grade your child is currently studying to determine the year group that they would be admitted into Frontline International School.

| Expected child's age at 31 August | UK (British) School Year | Ministry of Education (MOE) Grade system | Curriculum course | UK (British) Curriculum Phase |
|-----------------------------------|--------------------------|--|---------------------------|-------------------------------|
| 17 | 13 | 12 | IA/A levels | Key Stage 5 |
| 16 | 12 | 11 | IAS/AS levels | |
| 15 | 11 | 10 | IGCSE/GCSE | Key Stage 4 |
| 14 | 10 | 9 | | |
| 13 | 9 | 8 | Cambridge Lower Secondary | Key Stage 3 |
| 12 | 8 | 7 | | |
| 11 | 7 | 6 | | |
| 10 | 6 | 5 | Cambridge Upper Primary | Key Stage 2 |
| 9 | 5 | 4 | | |
| 8 | 4 | 3 | | |
| 7 | 3 | 2 | | |
| 6 | 2 | 1 | Cambridge Lower Primary | Key Stage 1 |
| 5 | 1 | KG2 | | |
| 4 | FS2 | KG1 | EYFS | Foundation Stage |
| 3 | FS1 | Pre-KG | EYFS | |

1.5 Application/Assessment Fee

The charges below are applicable for entrance tests and are non-refundable and non-transferable regardless of whether admission is successful or rejected.

- FS1 and FS2: AED 100
- Year 1 to 3: AED 100
- Year 4 to 6: AED 100
- Year 7 to 11: AED 100

1.6 Required Documentation for Admissions

1.6.1 The school requires all parents/guardians to submit the following documents to the school as part of the Admission process:

1. JPG copy of Student recent photos (passport size).
2. PDF copy of Emirates ID (both sides)
3. PDF copy of the student Passport,
4. PDF copy of the Visa Page.
5. PDF copy of student's Birth Certificate.
6. PDF Copy of student vaccination records.
7. Student last academic report card received (From KG2 Onwards) from their previous school.
8. PDF copy of the Parents' Emirates ID (both sides)
9. PDF copy of the Parents' Passport (both Mother and Father)
10. PDF copy of the Parents' Visa.
11. For UAE nationals only: PDF copy of خلاصة قيد (Khulasat Qaid) Family Book

1.7 Required Documentation for Registration

1.7.1 The school requires all parents/guardians to submit the following documents to the school as part of the Registration process once an offer of an admission place is made to your child:

1.8 Transfer Certificate

1.8.1 For Overseas Transfer items (vi-vii) should be attested by:

- The Ministry/Department of Education of the country where the student had studied previously.
- Ministry of Foreign Affairs of the concerned country of the Embassy/Consulate of the concerned country in the UAE.
- UAE Ministry of Foreign Affairs.

1.8.2 It is mandated by the regulatory authorities of the UAE that on enrolment, the **original Emirates ID of the student be electronically swiped at the Admission's office** in order to be registered with the regulatory body MoE.

1.9 Parent-School Expectations Ministry of Education agreement

1.9.1 A Parent's undertaking and Parent's consent for the Ministry of Education Behaviour Policy is mandatory for Parents to sign. Once the student's admission has been approved and registered in the MoE system. This remains valid until the student leaves the school.

1.10 Additional documents for Registration

Other documents may be requested such as:

- Copies of any health and/or psychological or Special Educational Needs evaluations
- Any other prior academic reports as requested including IGCSE/AS level and/or original CAT4 GL Progress Tests.

2. Admissions to EYFS and Key Stage 1 (Pre-KG to Gr 1)

2.1 For FS1 (Pre KG), FS2 (KG1), the evaluation is based on the Early Years Foundation Stage (UK curriculum) numeracy and literacy age-related expectations, which also includes fine motor skills, communication and social skills. Non-verbal clues may be used. Also, an appropriate face-to-face interview will also be undertaken by a member of the academic team.

2.2 For Year 1 and 2 (KG2 and Grade 1) and above the test is in English, Maths and fine motor skills. Also, an appropriate face-to-face interview will also be undertaken by a member of the academic team.

3. Admissions in Upper Primary (Key Stage 2) and Lower Secondary (Key Stage 3)

3.1 Students from Year 3 until Year 9 (Grade 2 to Grade 8) will take an online assessment which covers four core areas: Verbal Reasoning, Non-Verbal Reasoning, Quantitative and Spatial Reasoning (measures of developed ability) and English and Maths (measures of subject attainment).

3.2 A written English task and a written Arabic paper will also be given.

3.3 This assessment may also include a meeting with a member of the academic team.

3. Admissions in Upper Secondary (Key Stage 4) IGCSE

3.1 Students to be considered for admissions in Year 10 (Grade 9) will take an online assessment which covers four core areas: Verbal Reasoning, Non-Verbal Reasoning, Quantitative and Spatial Reasoning (measures of developed ability) and English and Maths (measures of subject attainment).

3.2 A written English task and a written Arabic paper will also be given.

3.3 They will also meet with a member of the academic team to discuss suitability for IGCSE course selection.

3.4 Due to the format of a two-year continuous course at IGCSE/GCSE programme; no new admissions will be accepted in Year 11 (Grade 10).

4. Admissions in Key Stage 5 AS/A level

4.1 AS level (Year 12/Grade 11) Admission Criteria

Admission is at the discretion of the school.

- An interview will be necessary to be offered a place in Year 12 (Grade 11).
- Interview with the Vice Principal when visiting the School.
- A Minimum of 5 IGCSE/ GCSE Grades A* - C or Grades 9 - 5
- Grades B (Grade 6) or above in their subject to study AS Level.
- Due to the timing of examinations, **we cannot accept students in Term 2.**

4.2 A level (Year 13/Grade 12) Admission Criteria

4.2.1 External Admission is at the discretion of the school for Year 13. External students usually are admitted after completion of AS levels with a minimum of 2 AS levels at Grade C and above.

4.2.2 Internal students who continue into Year 13, must achieve a Grade D with a view to resit (see 4.2.3).

4.2.3 Resit protocols:

If a student achieves grades lower than a Grade C, there will be an opportunity to resit AS exams **as agreed with the school** in Autumn in Year 13.

4.2.4 Repeating the academic year:

If studying 3 AS levels: Students who achieve two or more Grade E or U grades will be expected to repeat Year 12 (Grade 11) AS levels.

If studying 2 AS levels: Students who achieve or 1 Grade E or U will be expected to repeat Year 12 (Grade 11) AS levels.

5 Selection Criteria for successful Admissions offer

5.1 Selection is based on multiple criteria. These are: -

- Performance in the admission assessment is the criteria for accepting the students in the school.
- FS1 (Pre KG), FS2 (KG1) and Year1 (KG2) applicants are also assessed for school readiness. **They must be toilet trained and have a level of independence.**
- **Nappies/Diapers are not permitted for children to wear in school as per MOE regulations.**

- Past school results and reports (only for Grade 2 and above).
- Personal interview with the student and if required with the parents/carers by the Admissions/Academic team.
- Age appropriateness for the year/grade level to which admission is sought.
- Transfer Certificate from the previous school.
- Priority will be given to siblings of those who have secured admission to the school.
- The child's previous curriculum is taken into consideration as well as limitations with regards to transfer dates for local transfers as defined by the MoE.

5.2 Selection process:

- Following assessment, the school management will decide upon whether a place is to be offered or not, based upon all the information provided from the assessment.
- The decision taken by the school is final, and all admissions follow the guidelines and regulations set by the MoE.
- Parents / guardians must respond to the offer within 7 days of receipt, in order to secure the place.
- Prior to admission a Transfer Certificate (attested where required) is to be submitted.

5.2.1 When a place becomes available then the school will contact the first eligible applicant and invite them to attend an assessment.

5.2.2 The school provides a rigorous international English-language education. Fluency in English is a criterion for admission as assessments are set in the English language.

5.2.3 New applications for admission in the new academic year are accepted from January/February in alignment with MoE rules. If there are no places available at the time, then the application is placed onto the school's waiting list. Applications on the waiting list are not automatically moved to the next academic year and applicants are requested to re- apply for each year.

6. Withdrawing from the school

6.1 Should you wish to withdraw your child from the school, an official email should be sent to admissions@frontlineschool.ae stating your intent to withdraw and the intended last day of school.

6.2 A Transfer Request form will need to be completed and submitted to the Registrar.

6.3 Transfer Certificates will only be issued once clearance from the Accounts department has been received.

6.4 5 working days minimum will be required to issue a Transfer Certificate.

7.Registration fee

7.1 If you would like to cancel your Admissions after the 500 AED registration fee or cancel your re-registration fee of 500 AED, please note this is **non-refundable** as per the Ministry of Education by-law.