



DUBAI BRITISH FOUNDATION

Admissions Policy

MISSION STATEMENT

Delivering educational excellence through bespoke facilities and highly qualified and committed teachers'

Building strong partnerships with our families in a nurturing and caring environment

Fostering lifelong learners through a child centered approach, which celebrates the uniqueness of every child

	Date	Name(s):
Created:	June 2014	Melissa Mendes
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1. Foundation and Mission

DBF is a British-style education community open to students of all nationalities. We welcome children of a wide range of abilities. Our admissions philosophy is inclusive and this is reflected in our schools' vision statement. We aim to be inclusive at all times.

2. Principles

2.1 Prioritisation

When the school receives applications, students are placed into the admissions pool according to priority groupings below. Offers are made according to the numbers of places free in the appropriate year group.

Group 1	Taaleem debenture holders and investor board members applying before March 31 for admission in the following year. If debenture holders apply after March 31 st , they receive priority on existing waiting lists.
Group 2	Siblings
Group 3	Taaleem teaching and executive staff children
Group 4	Other applicants

2.2 Placement by age

Placements are made according to the age norms that operate in the British system. Cut-off dates for both FS1 and FS2 are September 1st to August 31st inclusive. The 1st of September to the 31st of December for our Rising 3's class (these children are FS1 age according to Dubai KHDA global cut off dates but DBF use the British Curriculum dates).

2.3 Timing of offers and maintenance of the Admissions Pool

Applicants are assessed on an ongoing basis as applications are received and are placed in the appropriate class or into the admissions pool.

2.4 Assessments

The school conducts play-based assessments of all applicants in order to check school readiness.



2.5 Applicants who need learning support

Dubai British Foundation is an inclusive school which welcomes and supports applications for children with a range of abilities and additional needs. The school has a small inclusion department who work with children and their families to ensure inclusion. It is a pre-condition for admission that the applicant's individual needs can be catered for within the school's available provision. The school will only admit students when it has the capacity to support children to be fully included in the school's learning program.

Places will be offered after the Head of Inclusion and/or the Principal have all the information needed in order to determine if the school is able to meet the individual needs of the student. This may include – doctor's reports, school reports, speech/OT or an educational psychologist report. The school will then review and determine the appropriate provision for each child which may include additional costs to the parents/guardians, particularly where an outside agency or staff member is required.

If a place is offered to a child with more severe learning support needs, the conditions of offer will be clearly indicated in a written document signed by the parents and the Principal. It is the responsibility of parents to offer full information in advance concerning a child's possible learning support needs. Failure to do so may result in the withdrawal of an offer or by requiring the child's withdrawal from school.

Should special educational needs be identified after admission, all offers are conditional upon acceptance of additional provision, outside agency involvement and associated costs deemed necessary by the school in order for the school to continue to provide inclusive education for all.

2.6 Class and set sizes

The class size policy is as below:

Rising 3's Class: 18 children maximum per class

FS1 - 20 children maximum per class

FS2 - 21 children per class (with the occasional need, due to fluctuation of families moving in and out of Dubai, to admit one more child, maximum, per class on occasions)

2.7 Toilet Policy (Foundation Stage 1 and 2)

All children should be fully toilet trained (both urinary and faecal) by the time of starting school and must accept the school's policy on toileting. The school recognises that accidents, both urinary and faecal incontinence, do occur at times, but if the class teacher is concerned with the frequency of accidents, the child must stay at home until the parents/guardians are confident that the child can return to school fully toilet trained. For more information, please refer to the school's policy on toileting.



2.8 Conditional offers

In very few cases the school reserves the right to make a conditional offer. The nature of the condition and the financial consequences will be clearly stated in writing in advance and signed by the parents applying for admission and the Principal.

2.9 Orientation of new students and families

New families are introduced to the school by the Admissions Manager. All families will have the opportunity to meet senior members of the academic staff as they make preliminary visits to the school.

The school will hold an orientation day for new students to ensure they have a supportive and child-centered start to school life. If the child needs longer than this then school will accommodate where possible. There is close liaison between the Admissions Manager, Principal and Deputy Principal. All information needed for starting school will be provided to parents before starting school.

2.10 Re-registration and withdrawal

Families have the right to reserve a place in the school for the following academic year by making a re-registration payment by the date specified by the school. Failure to make this payment will mean that the child's place may no longer be guaranteed.

2.11 Dubai British School Jumeirah Park

DBF and DBSJP operate as one school. We are one school on two campuses, but with DBF focusing specifically on children of this young age. As a result, all graduating DBF FS2 students are guaranteed a place at Dubai British School, Jumeirah Park for Year One.