



**PACE** مدرسة بيس البريطانية ذ.م.م  
**BRITISH SCHOOL L.L.C.**  
== SHARJAH ==

# Admissions Policy

## INTRODUCTION

PACE British School (PBS) offers the Cambridge Curriculum to all its learners from FS1 to Year 11. This curriculum program is supported and accepted by National Curriculum of England. The National Curriculum for England is a broad and balanced curriculum applied in over 150 countries across the world. It is based on a structured and broad framework that outlines expected levels of achievement through all stages of a student's school life. In addition to development of specific skills and competencies, the curriculum emphasizes critical-thinking skills, enquiry and research skills and creativity, the skills needed to meet the challenges of the future. In the Foundation Stage we follow Cambridge Early Years curriculum. In Key Stage 1 and 2 we follow Cambridge Primary Curriculum. In Key Stage 3, we follow Cambridge Lower Secondary and we follow Cambridge IGCSE for Year 10 and Year 11.

PBS also delivers the UAE Ministry of Education's curriculum for Islamic Education, Arabic Studies and Social Studies.

The academic year in alignment with international curriculum schools runs from September to June. Students can be enrolled at PBS during the Academic year if seats are available and subject to SPEA guidelines.

PBS accepts enrolments of students from different nationalities and areas of development. All students are supported at the school. If a student has any learning difficulty, parents and the Inclusion Department will work together in order to ensure that the child's needs are supported.

## AIM OF THE POLICY

Pace British School (PBS) aims to give parents as much information as possible about the school and the education we provide. We aim to make each child's start in school both happy and successful, starting a lasting partnership with parents and children, by providing a full and balanced education in a safe and secure environment. We try to take the fear out of failure and encourage students to become confident, independent learners who work to the best of their ability, set their own targets and follow targets set by the teachers. We aim to cater for different learning styles using a variety of methodologies that assist in enhancing the students' knowledge at every stage of their academic journey. At PBS we focus on providing high-quality interactive learning using the most recent and modern teaching equipment. We also offer various group activities that suits different ages to make the learning and education fun and interesting for our students. All applications will be treated in a sensitive manner.

This policy is intended to:

- Identify and admit children who meet the school terms and conditions.
- Establish the rules and conditions that are required to facilitate the admission process.
- Ensure that parents have a good understanding of the admission process.
- Admit special needs students in accordance with the decision of the inclusion department.
- Manage and handle new admissions efficiently and effectively in a timely manner.

## SCOPE OF THE POLICY

This policy applies to all parents seeking admission for their children at PACE British School. All admissions applications will be treated in a sensitive and confidential manner.

## ELIGIBILITY CRITERIA

### Age Criteria

PBS works in accordance with SPEA age criteria and aims to place children in the appropriate year. Students from FS1 to Year 2 should follow the age criteria with no exceptions unless the parent provides a valid transfer certificate from a previous school in the UAE. For students in Year 3 onwards, the child will be admitted based on the previous completed Year/Grade mentioned in the Transfer Certificate and will be promoted to the next Year/Grade.

GRADE	DATE OF BIRTH BETWEEN		AGE
PRE KG / FS 1	01/09/2018	31/08/2019	3-4
KG 01 / FS 2	01/09/2017	31/08/2018	4-5
KG 02 / YEAR 1	01/09/2016	31/08/2017	5-6
GR 01 / YEAR 2	01/09/2015	31/08/2016	6-7
GR 02 / YEAR 3	01/09/2014	31/08/2015	7-8
GR 03 / YEAR 4	01/01/2014	31/12/2014	8-9
GR 04 / YEAR 5	01/01/2013	31/12/2013	9-10
GR 05 / YEAR 6	01/01/2012	31/12/2012	10-11
GR 06 / YEAR 7	01/01/2011	31/12/2011	11-12
GR 07 / YEAR 8	01/01/2010	31/12/2010	12-13
GR 08 / YEAR 9	01/01/2009	31/12/2009	13-14
GR 09 / YEAR 10	01/01/2008	31/12/2008	14-15
GR 10 / YEAR 11	01/01/2007	31/12/2007	15-16

## Selection Criteria

### Applicants for admission from FS1 to Year 2

Students of these Year groups are subject to an interview conducted by the admission team. A second interview with the inclusion team might be required if the student did not perform well in the first assessment. The parent must also confirm that the child is toilet trained and have a level of independence.

The admission will be provisionally confirmed once the application is reviewed and approved by the Academic Team.

To confirm the admission, the parent should pay the registration fee and Term 1 fee.

### Applicants for admission from Year 3 to Year 10

For these year groups, the parent must provide some of the child's academic reports from the previous school such as transcripts, certificates of achievements, recommendations from the Academic heads or Principal, any external recognitions or awards that will be reviewed by the admission team before proceeding to any further assessments. Then, the school will conduct a computer-based assessment called Cognitive Ability Test 4 (CAT4). This assessment will help both the school and the parent to get a clear picture of the child's strong areas and address the child's particular areas that need to be supported.

An addition interview with the inclusion team might be required if the student did not perform well in the CAT4 assessment.

For secondary, the potential student may also have an informal interview with the Head Teachers/Head of Pastoral Care to assess speaking, listening and understanding. This also gives the staff a chance to meet the student and, if the student is accepted, help the student adapt to life at school with a smooth transition.

The registration fee must be paid before doing the assessment. The admission will be provisionally confirmed once the application is reviewed and approved by the Academic Team.

To confirm the admission, the parent should pay the Term 1 fee.

## Applicants for admission from Year 11

The policies and procedures will be the same as Year 10 mentioned above, but the student must have studied the relevant subject area selected from the IGCSE options.

## Admission of Students with Special Educational Needs

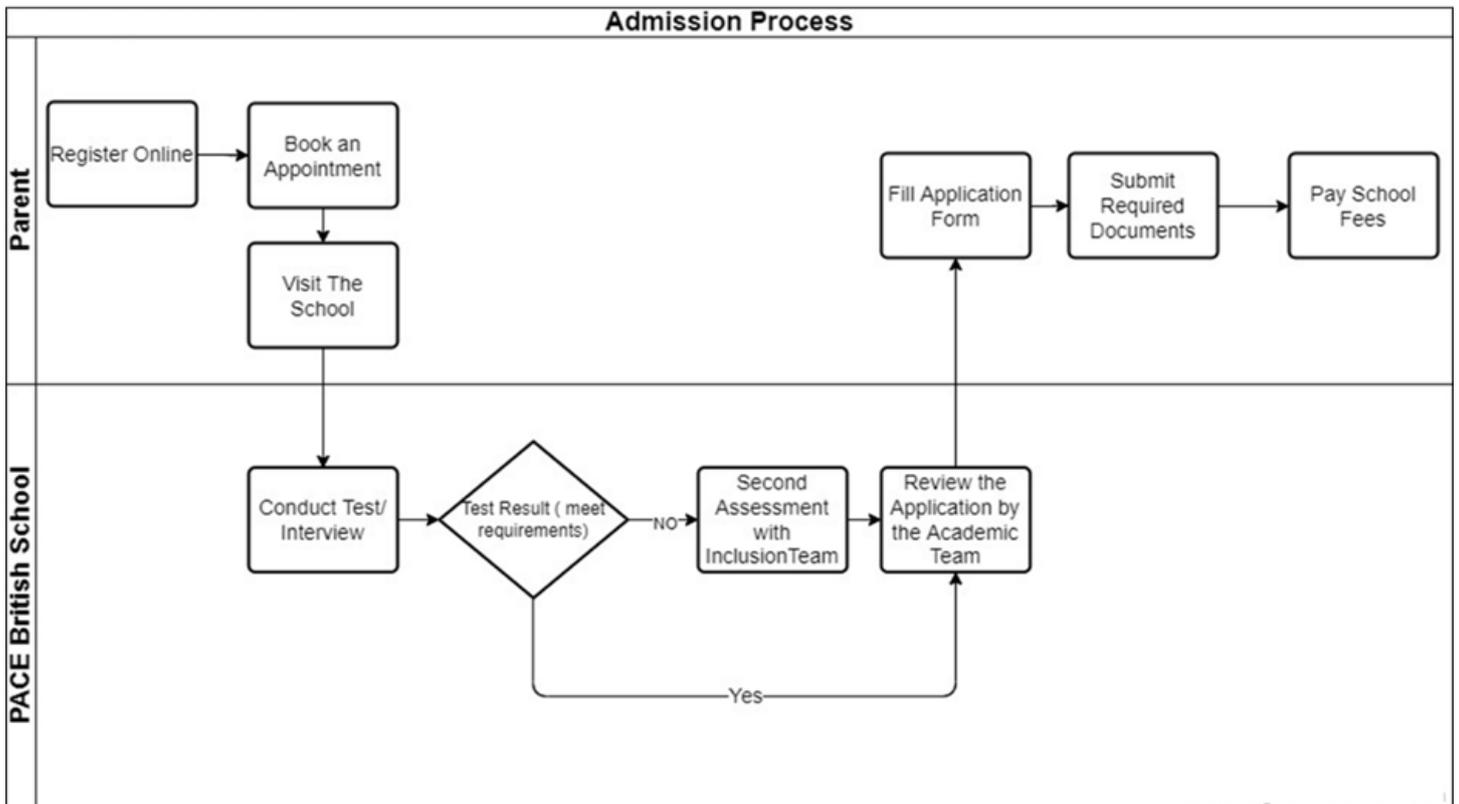
It is essential that parents disclose all information regarding their child's individual needs and provide copies of the child's updated medical report signed and stamped by an authorized medical centre in the UAE and any other reports required for evaluation which will help in determining whether the school can meet the needs of the child.

An assessment with the SEND Team will be conducted and admission will be confirmed based upon the SEND Team recommendations.

## CONFIRMED ADMISSION

To confirm the enrolment of the child at PBS, the parent must submit all pending documents and pay Term1 fees before the child's date of joining.

### Admission Process



## Register Online

The first stage of the admission process is online registration which can be done by visiting our school website and filling out the registration form or by clicking the link [https://pacebritish.com/index.php?page=online\\_registration](https://pacebritish.com/index.php?page=online_registration). The form includes details related to the child like Name, Gender, Date of Birth, Nationality and Year applied to as well as some parent details like parent name, contact number and email address.

Once you complete and submit the form, an acknowledgement SMS and Email will be received with a Reference Number.

## Book an Appointment

After you register online, you will be directed to the assessment appointment booking page. In this page, you may choose the convenient date and time for you.

## Visit the school

The parent visits the school to have a school tour and meet the admission team for any further inquiries. At this stage, the parent will decide whether to proceed with the admission procedure or not.

## Conduct test/ Interview

Admission will conduct the assessment as follows:

- FS1- Year2: Face-to-face interview with the admission team. The level of questions varies according to the respective year group.
- Year3- Year 11: Cognitive Ability Test 4 (CAT4) computer-based testing, one of the most widely used tests in the UK. This test helps to better understand the student's current abilities and his/her academic potential and allows the school to provide the needed support on specific areas in order to ensure the child reaches his/her full potential.

CAT4 consists of multiple-choice questions related to Verbal Reasoning (VR), Non-Verbal Reasoning (NVR), Quantitative Reasoning (QR) and Spatial Awareness (SA).

### Second Assessment with the Inclusion Team

In case the student did not perform well in the first assessment, the admission team will schedule a further assessment with the Inclusion team.

## Review the Application by the Academic Team

The Academic Team will approve the application after reviewing the child's reports as well as the assessment results.

## Fill the Application Form

The parent must fill out the Application form and the student health card with all the details related to the child.

## Submit Required Documents

The Parent must submit the below documents:

- Original emirates id card & copy.
- Passport & visa copy.
- Passport, emirates id & visa copy of both parents.
- 4 photographs
- Birth certificate copy
- Vaccination card copy & medical file from the previous school.

**Additional documents will be required from the previous school for students applying for Year 2- Year 11 as follows:**

- Original academic report/report card of final examination from the Previous school.
- Original attested transfer certificate/school leaving certificate.

In case of:

- Other Emirates Transfer: The transfer certificate should be duly attested by the Educational Authority of the respective emirate.
- Overseas Transfer: The transfer certificate should be duly attested by:
  - Educational authority /Ministry of education - from the country migrating from.
  - UAE embassy/ Consulate/ Ministry of foreign affairs - from the country migrating from.
  - Ministry of foreign affairs in UAE.

## Pay School Fees

The parent must pay 25% of Term 1 fees at the time of registration in order to provisionally reserve a seat for the child. Full Term 1 fees must be cleared before the end of June.

## Waiting Lists

In the event of a class reaching its maximum capacity, a waiting list will be established. Entries onto the waiting list will be placed in date order and should a place become available the parents of the first child on the list will be contacted. Preference will only be given to other children on the waiting list when they have siblings already in attendance at school.

## Student withdrawal

If the parent decided to withdraw the child from the school, the parent should visit the school in order to apply for the withdrawal as soon as the decision is finalized to allow time for processing the required documents and for completing the withdrawal process which may take 5-7 working days.

## REVIEW

This policy will be reviewed every year or as and when the requirement arises.

Next Review: March 2023