



Horizon English School

Admissions Policy

Updated: October 2022

Review date: October 2023

HORIZON ENGLISH SCHOOL – ADMISSIONS POLICY

Rationale:

Horizon English School has a distinctive ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by values in which children can learn and flourish. We welcome applications from all members of the community and we expect parents to respect the ethos of our school and its importance to our community.

The purpose of this policy is to ensure that all staff and parents applying to the school understand the admission process from FS1 to Year 6.

General Admission Process

1. Enquiry

Parents make an online application on the school website. An acknowledgement will be sent detailing the next steps of the registration process. A member of our Admissions Team will contact parent within 48 hours.

2. Application

Parents will be contacted by phone/email for follow up on documents and to schedule assessments.

Documents required upon submission of an application:

- a. Passport copies for both parent and child
- b. Emirates ID copies for parent and child (front and back)
- c. Last 2 years school reports **in English**
- d. Latest specialist reports if applying for SEND
- e. Child's printed ID Passport sized photograph
- f. Transfer Certificate
 - KHDA Transfer Certificate for children transferring from a school within Dubai
 - Attested Transfer Certificate for children transferring from a school overseas

Registration Fees

- Parents who wish for their child to be registered at Horizon English School must pay a non-refundable fee of AED525 at the time of registration. Registration fees are accepted in the form of AED cash, credit/debit cards or bank transfer.
- The registration fee is only valid for 2 years.

Entry Criteria

Horizon English School is an inclusive school and does not discriminate against any child or family. All children are welcome to apply to Horizon English School, regardless of nationality, ethnicity or religion.

Eligibility

The child must be age aligned as per the KHDA age cut off date of 31st August.

- A child entering FS1 (Pre-KG) should turn 3 by the 31st August of the entry year.
- A child entering FS2 (KG-1) should turn 4 by the 31st August of the entry year and so forth up to Year 6.
- Based on the outcome of the assessment, a child may not be socially or emotionally ready for his/her year group, and may be placed in the year group below following on consultation with the parents. Parents will be required to sign a demotion form, which is a KHDA requirement

Assessments

The purpose of the assessment is to ascertain a child's readiness for the year group applied for and to consider what provisions the child may need should they join the school. To support with this the assessments include:

- Early Years Foundation and Primary reports from previous schools/nurseries will be reviewed by the EYFS and Primary Teachers and if deemed necessary prior to arrange an assessment
- Video materials may be required for Early Years Foundation Stage (EYFS) applications from overseas.
- Stay and Play Session for EYFS
- A 1:1 assessment for Primary aged children following a review of school reports. Children may also be required to complete a CAT4 test as per Teacher recommendation.

An assessment does not guarantee a place as the offer is dependent on availability and assessment results.

Application For Children with SEND Requirement

If a child is identified as having SEND requirements from previous records or the application form, the Head of Inclusion will be notified and student records will be reviewed to assess their needs. A 1:1 assessment with Inclusion either at the school or in the student's current setting will be arranged.

- The Inclusion Team will be looking to ascertain that the school is able to meet the needs of the child in the mainstream learning environment before offering a place.
- Where we feel the child's need would be better met through a therapy based curriculum and we are unable to meet the child's needs, we must offer parents face to face feedback and advice moving forward.

Offer and Placement

Offer of a place is at the discretion of the Horizon English School based on the assessment results and recommendation.

If the application is successful and a place is available, a letter of offer will be issued along with joining information. The offer remains valid for a period of 5 days. To secure the place, a non-refundable deposit of AED 2,000 must be paid within 5 days. The fees for Term 1 will be reduced by this amount.

Parents must return the signed Letter of Offer and Medical forms along with all the required documents to complete the child's file in advance of the child starting at Horizon English School.

Priority Placement

Priority is given to the following children:

1. Sibling Priority – Parents are invited to submit EYFS sibling applications within the months of October and November
2. Emirati students
3. Children with special needs or support requirements are given priority and assessed by the Head of Inclusion.

Enrollment

Class Allocation

The Head of Year, alongside the Head of Phase, will allocate the class to maintain the balance within the year group for gender, nationality, religion, first language along with the skills and capabilities of the child.

Once the class allocation has been selected, new parents receive a welcome pack. The welcome pack includes:

- Documents follow up
- Induction/start date information to share with parent
- All student information to share with all the relevant Departments prior to the start date.

Waiting List

Should the school not have capacity, the child can be added to a waiting list until a place becomes available.

To be added to the waiting list, parents must complete the online application and submit all the required documents as listed above for application, including assessment in advance.

All enquiries and applications received that are unable to be offered a place due to capacity or support requirement would still be assessed and the parents will be informed of availability.

Notice of Leaving the School

Wherever possible, Horizon English School requires one term's notice that a child is leaving the school. The school is aligned with KHDA policy regarding tuition fee charges. When tuition fees remain unpaid, children are not entitled to receive a Transfer Certificate or their final reports until fees have been paid.