

Admission Policy



Updated: August 2026
Review date: August 2027

School	Horizon English School (HES)
Curriculum	British Curriculum
Age Range	3–11 years (FS1 to Year 6)
Policy Owner	Principal
Next Review	Annual

1. Purpose

Horizon English School provides a high-quality British primary education within a nurturing, inclusive and community-focused environment. The school welcomes prospective students from FS1 to Year 6, regardless of nationality, race, gender, religion or social background.

At Horizon English School, children are encouraged to flourish academically, socially and emotionally, with a strong focus on wellbeing, happiness and ensuring that every child feels known, valued and supported.

As part of the global Cognita family, HES students and teachers benefit from shared knowledge, best practice and opportunities across a worldwide network of schools, while remaining part of a close-knit community with its own distinctive identity and values.

This policy supports a positive, transparent and consistent admissions experience for families applying to Horizon English School and should be read alongside the Cognita UAE Admissions Policy and other relevant school policies.

2. Policy Statement

Horizon English School is an inclusive, non-selective primary school and welcomes children with a wide range of backgrounds, abilities and experiences.

Families are warmly encouraged to meet the Admissions & Parent Experience team and visit the school to experience its learning environment, values and community.

Each application is considered individually, with priority given to ensuring that every child is placed in an environment where they can feel happy, supported and able to thrive. Consideration may include the child's previous educational experience, age and stage of development, language profile and any additional learning or support needs.

Children will normally take part in an age-appropriate admissions review before a place is offered. This is designed to be informal and reassuring and may include play-based or classroom activities, age-appropriate learning activities, a conversation with a teacher and a review of previous school or nursery information.

Applications are welcome throughout the school, subject to place availability.

All admissions decisions are made in accordance with applicable regulatory requirements.

3. Admissions Guidelines

3.1 General Criteria

Horizon English School considers each application individually and seeks to ensure that any placement offered provides an appropriate environment for the child to thrive.

- The child's age and previous educational experience.
- The child's current learning and developmental profile.

- Any known learning differences, disabilities or additional support needs, and the support that may be appropriate.
- The child's English language development and any additional language support that may be beneficial.
- Relevant information from the child's current school, nursery or other professionals, where appropriate.

Horizon English School is committed to inclusive education. Learning differences, disabilities, English language needs or additional support needs do not in themselves prevent a family from applying to the school.

3.2 Prioritisation

Where demand exceeds the number of places available, applications will be considered in accordance with the Cognita UAE prioritisation framework and applicable regulatory requirements.

- Children of Cognita UAE teaching and executive staff
- Siblings of currently enrolled students
- UAE nationals
- Siblings of Students of Determination, where applicable
- Applicants transferring within Cognita UAE
- Applicants already within the waiting list pool
- All other applicants

All places remain subject to availability and completion of the appropriate admissions process.

3.3 Age and Year Group Placement

Year group placement follows the British curriculum structure and applicable regulatory requirements. Age cutoff date is 31st December.

For new admissions into FS1, FS2, Year 1 and Year 2, age eligibility is determined in accordance with the applicable age requirements at the time of admission.

From Year 3 onwards, placement is based primarily on curriculum continuity and the child's last successfully completed year of schooling, supported where appropriate by school records and the admissions review.

- Previous schooling or nursery experience.
- The curriculum previously studied and the student's educational background.
- Academic, developmental, and school-readiness indicators.
- Social and emotional development and readiness to access the proposed year group.
- Relevant professional, specialist or Inclusion input, where appropriate.
- Supporting documentation, assessments, reports, and previous educational records, where available.
- The student's individual circumstances, including any identified learning, developmental or support needs.
- Secure record-keeping of placement decisions, including the rationale and supporting evidence, linked to the student's KHDA profile where applicable.
- Clear escalation procedures where there are concerns about the school's ability to meet a student's needs, including appropriate safeguarding and Inclusion considerations. Where an alternative placement is considered to be in the child's best interests, this will be discussed with parents and progressed in accordance with applicable requirements.

4. Application Process

We aim to make the admissions journey clear, welcoming and as straightforward as possible for families.

Submission of an application does not guarantee the availability of a place or an offer of admission.

Application → Review / Assessment → Admissions Decision → Next Steps

4.1 Application and Documentation

Parents or guardians are required to complete the school's application process and submit the applicable non-refundable application fee.

Documentation requested may include:

- Child's passport copy
- Child's Emirates ID copy , if available
- Both Parents passports copies
- Both Parents Emirates ID copies, if available
- Most recent school reports (Year 1 – Year 6)
- Recent nursery reports for Early Years, if available
- Vaccination records, if available
- Relevant educational, medical, psychological, therapy or inclusion reports, where applicable
- Transfer/Leaving Certificate, if applicable

Further documentation may be requested depending on the child's age, previous school or nursery, and individual circumstances.

Information provided as part of the admissions process is managed in accordance with Cognita's privacy requirements.

4.2 Assessments and Admissions Review

Our admissions review is designed to help us get to know each child and understand how best to support a happy and successful start at Horizon English School.

No special preparation is required. The process is intended to be age-appropriate, supportive and reassuring and may vary depending on the child's age, educational background and individual circumstances.

Foundation Stage

For our youngest children, the process is designed to be warm, playful and engaging.

Children may spend time with a teacher and take part in play-based or classroom-style activities, giving the school an opportunity to understand how they communicate, interact, explore and engage with their surroundings.

The focus is on getting to know the whole child, including their social and emotional development, communication, curiosity, independence and engagement with age-appropriate activities.

Children entering Foundation Stage are expected to be developing independence appropriate for their age, including being able to use the bathroom independently when they start school.

Where a family is overseas or unable to attend in person, the school may make alternative arrangements to help it get to know the child.

Years 1–6

For children applying to Years 1–6, the admissions review may include a review of recent school reports together with age-appropriate activities in areas such as reading, English and mathematics.

Children will spend time with or have a conversation with a class teacher or another member of the academic team. Other appropriate age activities or assessments that may be used were helpful. The purpose of the process is not to rely on a single assessment result, but to help the school understand the child's current learning, strengths and any areas in which additional support may be beneficial.

A re-assessment in Early Years or Primary may be offered where the outcome of the initial assessment recommends further assessment to allow the school to gather additional information regarding the child's suitability for the year group.

5. Waiting List

Where a place is not immediately available, an application may enter the school's waiting list pool.

Placement on a waiting list does not guarantee a future place. Availability can change throughout the year, and the Admissions & Parent Experience team will contact families when an appropriate place becomes available.

Priority will be considered in accordance with the school's admissions framework and applicable requirements.

6. English as an Additional Language (EAL)

Horizon English School welcomes children from a wide range of linguistic and cultural backgrounds, including children for whom English is an additional language.

As part of the admissions journey, the school may explore a child's current English language proficiency to understand how confidently they can access learning and whether additional support may be beneficial.

This may take place through classroom activities, conversations, written or reading activities, or another age-appropriate method.

Where additional English language support is recommended, this will be discussed openly with parents. Depending on the level and nature of support required, additional provision may involve an additional fee.

Any additional provision and associated costs will only be confirmed following discussion and consultation with the family and a member of the Senior Leadership Team or Head of Inclusion, as appropriate, and will be clearly communicated and agreed with parents in advance.

7. Special Educational Needs, Disability and Inclusion

Horizon English School is committed to inclusive education and welcomes applications from Students of Determination and children with additional learning or support needs.

Parents are expected to share full and accurate information about any identified or emerging needs at the earliest stage of the admissions process. This may include educational psychology reports, therapy reports, Individual Education Plans, medical information or other professional documentation relevant to the child's learning and wellbeing.

Sharing this information enables the school's Inclusion team to understand the child's individual profile, plan appropriately and work in partnership with the family to offer the proper support for the child.

Where appropriate, the Head of Inclusion or another member of the Inclusion team may be involved in the admissions process and may meet with the child and/or family, spend time with the child or review supporting documentation.

Support is considered individually and may include reasonable adjustments, targeted learning support, small-group provision, specialist support or individual assistance, depending on the child's needs.

Where a child requires additional or enhanced support, including one-to-one provision, this may involve an additional fee. Any additional provision and associated costs will only be confirmed following discussion and consultation with the family and a member of the Senior Leadership Team or Head of Inclusion, as appropriate, and will be clearly communicated and agreed with parents in advance.

If additional needs are identified following admission, the school will work collaboratively with parents to understand the child's needs, review appropriate support and agree next steps.

8. Student Placement and Admissions Governance

The school maintains appropriate processes for student placement in accordance with KHDA requirements. This includes clear responsibilities for placement decisions, assessment and parent engagement, appropriate documentation and record keeping, and escalation arrangements where required.

The school will designate an appropriate senior member of staff as the Designated Placement Coordinator, responsible for oversight of student placement matters and liaison with relevant school teams, parents and KHDA where required.

Where a child's placement requires additional planning or adjustment, the school will establish an appropriate transition and monitoring process. Progress will be reviewed at appropriate intervals, with any agreed adjustments documented and communicated with the family.

Where the school is unable to offer admission following the appropriate assessment and review process, the decision and next steps will be communicated to the family in accordance with KHDA requirements. Where required, the school will complete the relevant KHDA Non-Admission Notification process. Any appeals relating to student placement will be managed in accordance with KHDA procedures.

9. Acceptance of Offers

Where a place is available and an application is successful, the family will receive a written offer.

An offer may be unconditional or may include clearly explained conditions relating, for example, to documentation or agreed support arrangements. A registration deposit of the 10% fee must be paid.

Parents must complete the required acceptance documentation and payment within the validity period stated in the offer to secure the place.

Once a place has been accepted, the school will support the child and family through its onboarding and induction process to help ensure a positive transition into the Horizon English School community.

10. Fees Refund Policy

Refunds are processed in accordance with KHDA regulations.

Tuition fee refunds are calculated on a term-by-term basis from the withdrawal date recorded on the Withdrawal Certificate. The rules are:

Fees paid before the academic year begins are refundable (only the registration or re-registration deposit is deducted if the withdrawal is requested less than 60 calendar days prior to the start date).

* If the student was enrolled in the term for two weeks or less: one month's fees are deducted.

- * If the student was enrolled in the term for between two weeks and one month: two months' fees are deducted.
- * If the student was enrolled in the term for more than one month: the full term's fees are deducted.

A **registration deposit** is a payment made to confirm a new student's enrolment. Schools may only request this deposit after a formal offer of enrolment has been made and accepted by the parent. The registration deposit is 10% of the annual tuition fees and is deducted from the tuition fees for the first term of enrolment. It is an advance payment, not an extra cost.

An **application fee** is refundable:

- If the student is not offered a place following the assessment process, the application fee is fully refundable.
- If the school collected the fee without first informing the parent that no place was available, or that the outcome may only be a position on a wait list, the fee is refundable.
- If the school makes a formal offer of a place and the parent chooses not to accept, the application fee is non-refundable.

11. Registration and Re-registration

For new students, the applicable registration payment is required to confirm acceptance of a place and will be treated in accordance with the school's published fee terms and applicable requirements.

Returning families are invited to complete re-registration for the following academic year within the timelines communicated by the school.

Failure to complete re-registration within the required timeframe may result in the release of a reserved place.

Outstanding fee arrears may affect re-registration and other administrative processes in accordance with applicable requirements and the school's Terms and Conditions.

12. Leaving School

We understand that family circumstances can change and that children may need to leave Horizon English School during or at the end of an academic year.

Parents or guardians are required to notify the school formally by email as early as possible and complete the school's formal withdrawal process.

Notice periods, fee arrangements, refunds, and required documentation will be managed in accordance with KHDA regulations, the School's Terms and Conditions, and all other applicable requirements.

Where appropriate, the school may offer families the opportunity to meet with a member of the school team to discuss the transition.

Required leaving or transfer documentation will be prepared in accordance with applicable requirements, once all school property has been returned, including any school-issued devices where relevant, and all outstanding fees and charges have been fully settled and cleared.

13. Transfers Within Cognita Schools

Horizon English School will support families wishing to transfer to another Cognita school within the UAE or internationally, subject to place availability and the receiving school's admissions requirements.

Families transferring within the Cognita group will not be required to pay an additional application fee.

Where possible, the Admissions & Parent Experience teams will coordinate directly to share relevant documentation already provided by the family, helping to minimise duplication and support continuity for the child.

The receiving school may undertake an appropriate admissions review where required to ensure the proposed placement is suitable.

For children completing Year 6, the school will also support families as they consider their next stage of education, including progression to Cognita secondary schools where appropriate.

14. Acceptance of Policies

Acceptance of a place at Horizon English School confirms a shared commitment between the school and family to uphold the school's policies, values and expectations.

This includes expectations relating to behaviour, attendance, safeguarding, mutual respect, responsible engagement and the wider expectations of the Horizon English School community.

Parents are responsible for familiarising themselves with the school's relevant policies and Terms and Conditions as part of joining and remaining within the school community.