



**BRITISH SCHOOL**  
SALALAH

## **Admissions Policy**

Policy Date: September 2020

Review Due: September 2021

Person Responsible: Head of School

# Admissions Policy

British School Salah (BSS) offers a UK style education that broadly follows the English National Curriculum from FS1 to Year 11 (3-16 year olds).

Admission is not automatic. The Admissions Policy is designed to ensure that the pupils who attend have the capacity to thrive within, and benefit from, all that BSS offers.

## Entry Requirements:

The school caters for pupils who meet the following criteria:

- An age appropriate fluency in English language (speaking, reading, writing and comprehension)
- Attitudes and values that match the BSS Learning Ethos
- The ability to thrive in a high achieving environment
- A supportive family who will engage with the school in promoting their child's education, personal development and English language development
- Individual learning needs which can be largely met within the mainstream classroom and without significant additional adult support
- Willingness to participate fully in all aspects of the curriculum
- Whilst BSS is able to provide support for English language acquisition and for children with certain special education needs, capacity for this support is limited.

Where there is some evidence of additional educational need, opportunities will be provided to discuss the child's educational development in more detail, and for the school to carry out appropriate assessments, before an offer of a place can be made.

It is BSS's policy not to share test results or references with applicants, unless in exceptional circumstances.

## Assessment & Interviews

Assessment and interviews are a fundamental part of the admissions process, designed to ensure the pupil's educational needs can be met within a mainstream school setting and in an age appropriate class.

## Entry to FS1 to Year 11

Assessments and interviews take place in order of waiting list priority throughout the academic year as appropriate.

## Progression within BSS

Very occasionally, as a pupil progresses through one year group, it may become apparent that they are not making sufficient progress. BSS reserves the right to prevent progression to the next year group or key stage until it is deemed that the pupil is able to access that curriculum adequately.

Similarly, as a pupil progresses through the school, it may become apparent that BSS is not able to provide the most appropriate educational setting that is in the best interests of the pupil. In this rare event parents will be thoroughly consulted; however the final decision rests with the school.

## Admission into Foundation Stage

The criteria for admission into Foundation Stage are that all pupils must be capable of using English as their working language. Where children are bilingual they must be able to

demonstrate a good working capability in English. Pupils may therefore be observed in setting to assess this.

#### Examination entry

The school reserves the right not to enter a pupil for external examinations if they fail to respond to academic interventions.

#### Pupils requiring additional support

BSS has only limited resources to cater for pupils whose learning needs can only be met with significant support.

It is in the interests of all concerned, and particularly of the pupils themselves, that all who are admitted to BSS are able to enjoy high levels of success and thrive within the high achieving environment.

Parents of children who have a history of requiring any additional educational support are required to bring to the attention of the school detailed information regarding their child's specific learning needs. This information should include: previous school reports, SENCO (Special Educational Needs Coordinator) reports, copies of previous Individual Education Plans (IEPs) and any reports from outside professionals (e.g. educational psychologist, speech and language therapist, occupational therapist). Parents are also strongly advised to discuss the potential needs of their child prior to making a formal application to ensure that the school is in a position to meet these needs.

Failure, at the stage of application, to declare accurately and fully the extent of a child's individual learning needs may result subsequently in parents being asked to withdraw their child because the school is unable to meet his or her learning needs. This is a situation that we are anxious to avoid, particularly as it may impact adversely on the child's self-esteem and future learning.

Children who have been offered a place at BSS, and who have also been identified as presenting with additional educational need, will be assessed in context once they start at the school. The most effective way to ensure a child's individual needs are being met is to assess them in their learning environment. After a designated amount of time, a review meeting will take place to discuss the pupil's transition, progress and on-going provision that will be offered within school. If over time, the needs of the child are unable to be effectively met by the provision BSS can offer, we will endeavour to assist you in finding a suitable alternative placement.

#### Year group entry

Pupils will be placed in the appropriate age group taking account of their age on the 1st of September. It is the policy of the school to place pupils within their appropriate age group, although the school reserves the right to place pupils in a different age group if it is deemed more suitable for the needs of that pupil.

#### Waiting list priority

BSS gives priority to the following categories of pupils:

1. Children of employees
2. Former BSS pupils who have left their deposits
3. Siblings
4. Normal Waitlist

#### Outcome of Application

If a pupil is accepted by BSS: the school will follow the procedures outlined in its 'Admissions Process' below. Parents should refer to this document, as well as to the details found in the Home School Agreement.

If BSS cannot accept a pupil: applicants are welcome to reapply, however they will only be considered for entry after 6 months.

Where a pupil is accepted by BSS, parents may defer their son/daughter's start date only once. After this, a full term's fees must be paid to keep the pupil's place.

If a place is offered but refused by the parent, the parent gives up any claim to a place in the future and would have to reapply.

## Admissions Process

The following documents are required to apply for a place at BSS:

- Completed registration form (one per child)
- Copy of child's passport
- Recent passport style photograph, white background
- Latest school report
- Copy of parents' passport and residence card (if available)

**Step 1:** Email all required documents to [admin@britishschoolsallah.com](mailto:admin@britishschoolsallah.com).

**Step 2:** When we have received your application and all additional documents required we will assess if a space is available for your preferred start date. If no space is available we will place your child on our waiting list. We will notify you via email of the status of your application within 5 working days.

**Step 3:** Once a space is available for your child we will contact you to let you know

**Step 4:** Your child will be assessed to ensure they meet our entry criteria. Please refer to our Entry Requirements.

**Step 5:** We will inform you of the outcome of your application which may be:

- An offer of a place on condition that Admissions fees are paid.
- We require further testing to ensure the school can meet the needs of your child. Children with English as an additional language or special educational needs will meet with staff to determine if the school can support them to fully access the curriculum.
- Your application was unsuccessful. If you have disclosed all relevant information in your application documents then the reservation fee will be returned.

### **Step 6:**

Following an offer of a place our admissions team will meet with you to:

- Request that you pay the Admissions Fee in order to secure your child's space.
- Confirm your child's start date
- Provide a formal offer letter, an annual consent and contact details form and invoice for fees
- Give details about the first school day including uniform purchase

Pupils can start school one week after receiving an offer providing you have paid the Admission Fees

