



Admissions Policy

1. Aims

The aims of this policy are:

- 1.1. To ensure compliance with the School's purposes. Cranleigh Abu Dhabi is a British curriculum school within an international setting, with a strong United Kingdom Independent school ethos akin to Cranleigh UK in terms of its values, curriculum and all round education. Therefore, it evaluates pupils for entry in order to ensure that they are capable of accessing all aspects of the curriculum and to inform planning for teaching and learning.
- 1.2. To identify and admit children who will benefit from a broad academic, as well as, all round education and who will contribute to and benefit from the ethos and activities of our school community. The evaluation of children seeks to ensure their happiness and well-being within the academic environment on offer: places are offered or not from this perspective and, as such, the school is not academically selective.

2. Equal Treatment

We welcome children from different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of the United Arab Emirates, our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

3. Disability and Special Educational Needs

The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the auspices of the United Arab Emirates in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

The School needs to be aware of any known disability or special educational need which may affect a child's ability to take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs should provide the School with full written details at registration.



The School needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made.

Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

4. Procedures and Entry Points

4.1. Entry into the Pre-Prep School: There is an observational process for FS1, FS2, Year 1 and Year 2. Previous school or nursery reports, as well as a confidential reference, will be required. Assessments or reports detailing Special Educational Needs or disabilities must be submitted.

4.2. Entry into the Prep and Senior School: Children entering Year 3 to Year 10 are invited into School in order to meet the Admissions team, complete a short piece of writing in English and sit an online computer adaptive evaluation which serves to provide the school with a clear indication on each child's academic ability; this ensures that all children entering Cranleigh are able to access the curriculum on offer at the School. The School will further use the results of this evaluation when base lining the pupil following entry, to track and monitor individual progress.

Overseas candidates: Prep school candidates applying for places in Year 3 and above will be asked to complete a short piece of writing in English and sit an online evaluation will be taken in the candidate's current school under formal arrangements with that school.

A confidential report, including supplementary standardised assessment scores, will be required.

Assessments or reports for candidates with Special Educational Needs or disabilities must be submitted.

4.3. Entry into the Sixth Form: Students entering our Sixth Form are invited into School in order to meet the Senior Management Team, complete two subject papers of their choice and sit an online computer adaptive evaluation which serves to provide the school with a clear indication on each student's academic ability; this ensures that all students entering Cranleigh are able to access the curriculum on offer at the School. The School will further use the results of this evaluation when base lining the pupil following entry, to track and monitor individual progress.



Overseas candidates: Wherever possible, we encourage Sixth Form candidates to come to Cranleigh Abu Dhabi for their evaluation. If this is not possible, they will be asked complete two subject papers of their choice and sit an online evaluation will be taken in the candidate's current school under formal arrangements with that school.

A confidential report, including supplementary standardised assessment scores, will be required.

Assessments or reports for candidates with Special Educational Needs or disabilities must be submitted.

- 4.4. Prior to the commencement of the Admissions Procedure, all candidates must be registered. An online registration form must have been completed, a copy of the most recent school report must be submitted. A confidential reference will be sourced directly from each applicant's current school.**

5 Candidate's age

Places will be offered in the standard year of the child within the UK National Curriculum, according to the child's Date of Birth; or based upon the year following the completed year on their transfer certificate; or by mutual agreement with the parents, a child may be placed back a year if it is deemed by all involved to be in the best interests of the child. Adherence to the Abu Dhabi Educational Council (ADEC) principles in this regard will apply and, when in doubt, ADEC approval will be sought prior to a place being offered. Children are not allowed to be placed one year ahead without ADEC permission and it is unlikely that this would be recommended by the school in any event, unless there are very clear educational reasons for doing so.

6 Special Circumstances

We recognise that a candidate's performance may be affected by particular circumstances, for example:

- 6.1 If he/she is unwell when taking tests or has had a lengthy absence from his/her school;
- 6.2 If there are particular family circumstances such as a recent bereavement;
- 6.3 If the candidate has a disability or specific learning difficulties;
- 6.4 If English is not the candidate's first language.



In any of these cases, we may request further information such as a medical certificate or educational psychologist's report and any associated correspondence or details from the pupil's current school (including samples of work) or any family history of dyslexia, as we consider necessary to make a fair assessment.

7 Disclosures

Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or Special Educational Needs (SEN).

8 Additional Factors

The School is oversubscribed in many year groups. If we have to decide between two or more candidates who meet our admission requirements after all appropriate allowances and special consideration has been given, we may give preference to:

- 8.1 A child who already has a brother/sister in the school or whose parent is a former pupil here or in our sister school, Cranleigh UK;
- 8.2 A child whose parent is a current member of our staff;
- 8.3 A child with a particular skill, talent or aptitude.

9 Places Offered

- 9.1 Places are offered and a 'standard form of acceptance' must also be completed. An Acceptance Fee (reimbursable against the first term's fees) to hold a place will be required in accordance with ADEC guidelines.
- 9.2 Once a place has been taken up, as a courtesy to the School and other families holding out for a place on the waiting lists, a full term's notice should be given in writing to the Headmaster if the pupil is to be withdrawn.

10 For a child to be formally offered a place, the following criteria need to be met:

- 10.1 All information supplied must be true and accurate;



- 10.2 If currently attending a UK independent school, the school must be informed by way of a term's notice and/or any financial obligations met.

11 Waiting Lists

- 11.1 Priority is given to siblings of current pupils wherever possible, providing they reach the required academic standard.

12 Register of Enrolments (Admissions)

The School will hold a Register of Enrolments (Admissions) on iSAMS (School Management System) and OpenApply (School Admissions system). This will include all the information listed in an easily accessible format. Admissions Records will be kept for each individual pupil on roll as follows:

- 12.1 Name in full;
- 12.2 Gender;
- 12.3 Name and address of the parent/s of the pupil, and in the case of a split family, indication of the parent with which the pupil normally resides;
- 12.4 Age: Day, month and year of birth;
- 12.5 Day, month and year of enrolment/admission (or re-admission) to the school;
- 12.6 Name and address of last school attended, including the Head Teacher;
- 12.7 Day, month and year of leaving the school.

This policy should be read in conjunction with the Equal Opportunities Policy.

This policy is reviewed annually
Last reviewed August 2017

Brendan Law
Headmaster