



## ADMISSIONS POLICY

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### Introduction

It is our intention to make Downe House Riyadh a welcoming and accessible school to children and families from all sections of the community who have made the choice to educate their child/children in a British curriculum international school.

Our aim is:

- i. to provide a warm reception and access to excellent information about the school to all prospective parents and their children;
- ii. to support families throughout the Admissions process and as their child is admitted to the school;
- iii. to ensure that every pupil admitted to Downe House Riyadh can access, the full breadth and depth of the curriculum, both academic and co-curricular; and
- iv. to admit children who will benefit from a Downe House Riyadh education.

## **Principles**

The admission of a pupil to the school will always be a fair and consistent process based on all the information that is available. An age-appropriate assessment on entry provides important data but we also ask that parents submit up to date, detailed reports from their child's current school/nursery. We appreciate that these might not be available for the youngest children who have not attended school/nursery. Therefore, and in every case, our admissions process will ensure that we get to know your child well before being admitted to Downe House Riyadh.

The following guiding principles are applied to each application received:

- i. Has the applicant successfully completed the application form in full, submitted the relevant documents and completed the age-appropriate entrance assessment?
- ii. Does the applicant have one or more siblings already enrolled at, or applying to, Downe House Riyadh?
- iii. Does the applicant demonstrate additional talents or skills that can be developed further at the school, including but not limited to academic, sporting, musical, artistic, linguistic and leadership?
- iv. Will the child be able to access the curriculum and benefit from a Downe House Riyadh education?

## **Minimum Age Requirement**

An applicant is required to be two years of age on or before 31st August of that year to be age appropriate for entry to Nursery.

## **Transition**

Pupils enrolled at the school are expected to graduate to the next year group at the end of each academic year.

## **Responsibilities**

Admissions duties are the responsibility of the Admissions Department who reports to the Principal. Any queries regarding entrance or admission should be referred to the Admissions Department in the first instance.

## **Enquiries and Applications**

### ***Enquiry***

- i. All parents who contact the school in-person, by phone or via the online enquiry form should expect to receive a welcoming reception and a prompt response normally on the same day.
- ii. Parents will be encouraged to make an appointment with the Admissions Department and attend a school tour/parent information meeting. Virtual meetings will be arranged for overseas families.

### ***Application***

- i. Parents are invited to submit an Application Form to the school.
- ii. Applications can be accepted:
  - Via the school's online Application Form
  - By submitting all relevant documents to a member of the Admissions Team at the school.

A one-off, non-refundable application fee of SAR 500 per child is payable at the time of submitting your application. The application fee can be paid in cash, cheque or via bank transfer.

- iii. Parents are required to submit copies of the following documents at the same time as making the application either in person to a member of the admissions team or via email to [admissions@downehouseriyadh.com](mailto:admissions@downehouseriyadh.com)

#### **Documents Required:**

- National ID or Passport copy
  - Copy of child's birth certificate
  - Copy of last 2 school/nursery reports (translated if not in English)
  - Copy of relevant medical and educational psychologist's reports, as applicable
- iv. Reports from a child's existing school/nursery, will be obtained and read prior to the interview. In some cases, a confidential phone call to the existing school/nursery may be required to obtain further information. The school understands that school reports may be unavailable for children applying for Pre-school/Reception if they have not previously received formal education, but every effort will be made to obtain as much information as possible about a child before a place is offered.
  - v. In cases when a pupil cannot be seen in school, pupils will be expected to complete assessments and entrance papers under the supervision of their current school. Reports from their current school will be obtained and a confidential telephone call to their existing school will be made to assess whether a place can be offered.

## **Admissions Assessment and Interview**

### ***Introduction***

An age-appropriate admissions assessment and interview is arranged once parents have submitted their application and when a space is available.

This is an opportunity for the Principal and other staff to meet the parents and the child/children and allows the school to assess whether they will benefit from a Downe House Riyadh education.

A one-off Assessment Fee of SAR 1000 is payable prior to your child undertaking the assessment. The Assessment Fee is refundable only if your child is not offered a place at Downe House Riyadh.

### ***The Age-Related Admissions Assessment***

**Nursery, Pre-school, Reception and Year 1 (ages 2 years to 6 years):** The admissions assessment will comprise of an observation that will last approximately one hour and an interview. Our goal with our youngest children is to introduce the school environment in a fun, interactive and individual manner where children thrive, and enjoy challenges, rather than 'just cope'. We take school readiness very seriously. Readiness is primarily about emotional and social maturity – aspects of development that cannot be fast-tracked. As well as getting to know you as a family, we look for your child's ability to concentrate on an activity, listen to a story, play cooperatively with others, follow instructions and engage in conversation and show a measure of self-discipline and independence. Children entering Year 1 will also have an assessment of reading, phonics, Maths and writing.

**Year 2 to Year 4 (ages 6 to 9):** Children applying for Years 2 to 4 will undertake an online assessment in English and Maths and an interview with the Principal. The interview is designed to learn more about the child's interests, skills and talents, as well as getting to know you as a family. Where possible, children will also be invited to join a class of children of the same age at the school. This will allow us to see how your child concentrates on an activity, interacts with others, follows instructions, engages in conversation and their self-discipline and independence. Local children may be asked to have a written assessment in Arabic. Children who use English as an Additional Language (EAL) may be recalled to assess their level of English proficiency and therefore ability to access the curriculum.

**Year 5 and above:** Pupils entering Years 5 and above will undertake an online assessment designed to help the school understand how your child learns and what their academic potential may be. They will also have an assessment in writing (English). The parents of children applying for Years 5 and above will have an interview with the Principal. The interview is designed to learn more about the child's interests, skills, and talents, as well as getting to know you as a family. Local children may be asked to have a written assessment in Arabic. Children who use English as an Additional Language (EAL) may be recalled to assess their level of English proficiency and therefore ability to access the curriculum.

Those entering Year 12 are also subject to achieving a minimum of five (5) Level 6 grades at GCSE or the equivalent; a Level 7 will be required for access to any A Level Science courses; and a high Level 8 or Level 9 grade will be required for access to A Level Mathematics.

Applications for places in Year 11 and Year 13 will be treated on a case-by-case basis but, the School will not admit pupils directly to these year groups.

## **8. English as an Additional Language**

Pupils must be fluent English speakers for them to benefit fully from a Downe House Riyadh education. Tuition in English as an Additional Language (EAL) will be a condition of an offer of a place at the school for pupils who are assessed on entry as requiring additional English language support and will be arranged at the parents' expense. The school retains the right to require a pupil to attend EAL lessons where (in our opinion) we consider that the pupil does not have sufficient fluency of the English language to gain full access to the curriculum offered by the school.

## **Learning Support**

Downe House Riyadh will consider applications from pupils with mild to moderate learning difficulties. Prospective parents are expected to discuss their child's learning needs and share any assessments/current individual learning plan with the admissions team and Principal as appropriate and before making an application to the school.

Additional learning support will be arranged at the parents' expense if the child is admitted to the school, and it is felt they will be able to access the curriculum and benefit from a Downe House Riyadh education.

## **Offer**

Following the admissions assessment, your application form, assessment results and documentation including previous school reports when available, will be reviewed by the school. This will result in one of the following:

- a. An offer will be made for your child to be admitted to the school and the date of their admission will be confirmed.

*or*

- b. You will receive a conditional offer for your child to be admitted to the school and the date of their admission will be confirmed.

*or*

- c. You will be contacted by a member of the Admissions Team to discuss your application in more detail.

In the event of a pupil not being offered a place, or being offered a conditional place, the reasons in relation to ability to fully access the curriculum and co-curriculum and thrive at the School will always be given and any conditions of the offer clearly articulated. The decision to offer a place is made by the Principal and their decision is final.

A member of the Admissions Team will contact parents once the offer has been made to answer any final questions and assist with completing the Acceptance Form as required.

A one-off, non-refundable registration fee of SAR 3,500 is payable after an offer of a place has been made. 50% of the first term's fees is required within 7 days of the offer as a deposit to secure your child's place; this will be deducted from the first term's fees. Please note that 15% VAT is applied to admissions fees for non-Saudi Nationals.

### **Accepting the Offer**

To accept and secure the offer of a place at the School, parents must complete, sign and return the Acceptance Form to a member of the Admissions Team and pay the non-refundable Acceptance Fee within fourteen (14) calendar days of the date of the offer letter.

Acceptance of a place at Downe House Riyadh is subject to parents agreeing to the School's Terms and Conditions which will be made available to parents during the admissions process.

### **Policy History**

Date of adoption of this policy	August 2022
Date of last review of this policy	July 2024
Date for next review of this policy	June 2025
Policy owner (SLT)	Principal
Policy owner (Chair of the Board)	Board