



Star International School Mirdif

Distance Assessment and Admissions Policy and Procedures

Company: Star International School 24b Street Mirdif Dubai	Effective Date: 25.3.2020 Revision Due Date: 25.3.2021 First Edition Date: 25.3.2020 Edition No: 1
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Admissions

Admission to the school is broadly open. We admit to any year group that has available spaces. We admit pupils from a diverse range of backgrounds and are committed to treating everyone equally. We welcome Students of Determination provided that we can offer them the support they require.

Admissions Procedure

Our distance admissions procedure consists of:

- Email Application
- Online Assessment
- Admission

All applicants will be offered a place depending on:

- Their age in year of entry
- Previous school reports
- Successfully passing the assessment test

Age

According to the changes made by the KHDA, an applicant's age is taken on 31st December for consideration into Foundation Stage till Year 2. For all other year groups, the age is taken on the 1st of September. In some special cases, a placement form may be required.

Email Application

Following an initial enquiry it is encouraged that parents fill in an initial assessment form and email it to school at registrar@starmirdif.com. All relevant information must be provided in complete honesty as asked for on this form as failure to do so might result in the initial assessment being invalid and re-assessment being needed at an additional cost.

Online Assessment

Parents are required to pay a non-refundable Assessment fee at the time of registering for an assessment. The payment can be made online to the following bank account and a receipt should be emailed to the registrar@starmirdif.com and accounts@starmirdif.com

Bank transfer

Account Name: Star International School

Bank: Mashreq Bank

Account No: 019000004535

Branch: Muraqabat
IBAN: AE980330000019000004535
Swift Code: BOMLAEAD

Following the receipt of payment by email, the parent will be sent an age appropriate activity/test for the child to complete. This will be followed by a video chat between the Assessor and the student. A video chat link will be sent with a time for an online interview.

The online assessment will be conducted by a Senior Leadership team member / Phase Leader and, if appropriate, the Head of Inclusion. Following the assessment, parents will receive a decision at the earliest.

Foundation Stage

In Foundation Stage the assessment process involves an assessment with the Head of Foundation/Phase Leader. The assessment normally takes 10-15 minutes depending on the child's level of participation, please don't worry if your child becomes a little shy we can make more time if required.

In order to prepare for the assessment please have ready some paper, pencils, construction toys, a story book and some items to use for counting. Please have your child's favourite toy at hand which your child would be happy to discuss with me should your child become a little shy.

The assessment links to the appropriate age related stages in Development Matters. For FS1 assessment children are asked to undertake activities present in the EYFS curriculum in line with Age Banding '22 – 36 months Developing'. Each simple activity represents 10% of the total measurable score. The child is settled before assessment commences and the assessment takes no longer than 10 minutes. A score of 70% or above is automatic acceptance. If a score is scored below 70% the child is looked at on an individual basis; this could mean a no fee reassessment at another time or in another environment that the child feels more comfortable with.

For FS2 assessment children are asked to undertake activities present in the EYFS curriculum in line with Age Banding '30 – 50 months Developing'. Each simple activity represents 10% of the total measurable score. The child is settled before assessment commences and the assessment takes no longer than 10 to 15 minutes. A score of 70% or above is automatic acceptance. If a score is scored below 70% the child is looked at on an individual basis; this could mean a no fee reassessment at another time or in another environment that the child feels more comfortable with. The parents are informed of the outcome of assessment within 24 hours by both telephone and email. In- year assessment procedures are the same as above with reference being made to their age appropriate stage.

Key Stage 1

Children will need to have with them some plain paper, colouring pencils, a pencil and a English reading book. The whole assessment will take not more than 20 to 30 minutes and all questions will be asked

directly to the child by the Assessor.

Children undertake a short informal mathematics assessment based on the age-related expectations from the English National Curriculum from the year group from which they are currently placed in. For example, if a child is applying for Year 2 for September 2020, they will answer questions based on the Year 1 curriculum.

The reading part of the assessment involves the children being asked to read a short extract from a reading book they have to hand. Decoding and basic comprehension skills are assessed during this time. This is used as part of the process to see if the children are reading within their year group expectations, are exceeding their year group expectations or are perhaps reading below where we would expect a child of their age group to be. Children will also be asked simple questions about the text to help us determine if there are any EAL language barriers that we need to be aware of in order to best support the child.

KS1 children will also undertake an informal Phonics assessment in order to identify their Phonic phase. We strive to ensure that children have the necessary reading skills in order to be able to access the curriculum delivered in class. If language is a barrier to accessing the English Curriculum we can then prepare for EAL provision through interventions or withdrawal.

The writing element of the admissions assessment allows for children to really showcase their independent and creative writing skills. Children are asked to draw a simple drawing, and the assessor will ask the child to use this as the stimulus for a piece of writing

KS2 & KS3

From Year 3 and into Secondary, parents will be asked to submit a CAT4/ SAT/ MAP other relevant external report including School reports from their previous/current school. The reports will give a clear understanding of the child's cognitive ability and potential.

The student will then be sent maths and/or english test information to complete. After which a member of the SLT will meet the child via an online chat platform to gather an understanding of the child's background and listen to the child's language ability. If required, the Head of Inclusion will be consulted and in some circumstances, the child will be invited back for another chat for a follow up admission with the Head of Inclusion. This will enable the Head of Inclusion to conduct a SEND screenings, if necessary. In some cases children will be given a maths test and/or a writing task to be completed online.

When a child is accepted into Star, CAT4 assessment reports will be passed directly to the class teacher in order to support further teaching and learning within the class. Recommendations will also be shared with parents for support at home.

Admission of Students of Determination

Star International School is an inclusive school and admits Students of Determination in accordance with UAE federal law no.29/2006.

No child will be refused a place at the school on the basis of Special Educational Needs or a Disability, and the admission of Students of Determination who are siblings of existing students is prioritized.

At Star International school we follow the social model and educational provision is not dependent on any type of psychological diagnosis. We ensure that students of Determination are able to engage and participate in quality learning experiences alongside their peers, and the support from an outside agency is only deemed important when our internal informal assessments proves to be insufficient to identify barriers and form individualised strategies.

The assessment of Students of Determination follows the same procedures of Distance assessment and admission.

Following the receipt of assessment payment by email, the admission office will arrange for a video chat/ assessment between the child, parents and the Head of Inclusion. A video chat link will be sent with a time for an online interview. Following the assessment, parents will receive a decision at the earliest.

At the time of admission if submitted reports or assessments reveal that a child needs extra support that the parents are not willing to provide, a risk assessment will be undertaken by the school. If the school has evidence that there are health and safety concerns, or if the school has not the appropriate resources to support the child, then the school will need to review all information and make a decision whether or not to accept admission. If there is a recommendation that the child needs a Learning Support Assistant (LSA) to support learning, the cost of this will be passed onto parents in line with the school fee policy.

If a child is receiving specialist services, such as Speech and Language Therapy, parents are responsible for providing the school with all relevant information, both at the admissions stage and once they have joined the school.

Admission

Upon successful completion of the assessment an offer letter will be sent to parents detailing the next steps in the process. Upon receipt of the offer letter, parents have **5** working days to decide whether to accept the place. After this time the offer of a place will be deemed not to be required.

In order to secure a place, an admissions fee of 500 AED and a tuition deposit of 4000 AED are required, together with all the required documents as shown below and completed forms required for registration.

Documents to be submitted with the Admission Forms

- Completed Registration Form
- Copy of the student(s), mother and father's passport with the valid visa of the UAE(2)
- Original Emirates I.D./Copies for the student(s) and father or mother (2)
- Six Passport size photographs (6)
- Copies of Birth Certificate in English or Arabic(2)
- Copy of most recent school report, including examination results (1)
- Copies of any applicable external reports e.g. speech therapy (Full details and copies of any Special Educational Needs referrals and any relevant reports should be on an Official letterhead with a school stamp and signature)
- Copies of immunization records (2)
- Original AND copies of transfer certificate; *including*
 - Full name and detail of school
 - Full name of applicant
 - Date of Birth
 - Date of enrolment at school
 - Grade / level / year group upon leaving
 - Date of leaving school
 - Curriculum offered at school
 - Indication of whether attained 'PASS' or "FAIL" for last level

For students coming from Dubai we do not need a transfer certificate as this will be sent online from the student(s) previous school.

For student(s) coming from outside of the UAE, the Transfer Certificate must be:

- Attested by the Education Officer of the Zone / District / Area, from where the TC has been obtained.
- Have the seal and signature of the Ministry of Foreign Affairs.

For student(s) coming from Gulf countries other than the UAE, the Transfer Certificate must be:

- Attested by the Ministry of Education of that country.

For student(s) coming from Emirates other than Dubai, the Transfer Certificate must be:

- Attested by the Ministry of Education of that Emirate.