

POL/AC002 NLCS Dubai Admissions Policy – Whole School

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1. Aims

Aims of Admissions Policy:

- To outline the process of application for admission to North London Collegiate School, Dubai.
- To ensure a fair and transparent process for applicants and families
- To ensure that the admissions process supports inclusive education in accordance with UAE law and KHDA (Knowledge and Human Development Authority) guidelines, not refusing admission to students on the grounds of special needs or disability
- To admit students who will benefit from an NLCS (North London Collegiate School) Dubai education and contribute to, and benefit from the ethos and activities of this school community
- To admit students for whom the IB (International Baccalaureate) programmes are appropriate and who can flourish within them

2. Eligibility for Admission

Eligibility for Admission

- 2.1 The school will admit students regardless of nationality, religion, race or country of origin. Priority will be given to UAE Nationals, and although we are an academically ambitious school, we welcome applications from students of determination who would benefit from our rigorous, ambitious curriculum, in compliance with the KHDA document - Guidelines for Implementing Inclusive Education (January 2019).

3. Admissions Procedures

Admissions Procedures

- 3.1** After applicants have paid a registration fee of 525AED, they will be asked to provide a report from their current school and sit an assessment. If they wish to accept an offer of a place, 10% of the tuition fee will be charged as a deposit, to be offset against the first term's fees.
- 3.2** The closing dates for applications are published on the school website and in school literature.
- 3.3** All families applying are encouraged to visit the School on an Open Day, School in Action or make an appointment to visit the school during a working day.
- 3.4** The admissions process will begin early in the academic year. A waiting list will be maintained which clearly indicates to parents where they stand in terms of a likely offer of a school place. The school operates a limited scheme of scholarships to recognise its exceptional achievers, and a limited scheme of bursaries to offer discretionary fee support for families who have been loyal to the School and who temporarily fall into financial difficulty.
- 3.5** Our admissions procedure has the following elements:
- Entrance tests
 - Interviews

3.6 First School Admissions

Entry to the First School is at age 3 by August 31st. In the first stage of the assessment, children are seen individually or in small groups according to their age. The younger students engage in a variety of play activities which assess learning readiness. Older students within the First School will undertake age-appropriate tests. Age is a consideration and allowances are made for children who are younger. References/reports from playgroups and nursery schools are also considered. In some instances, NLCS staff may visit children in their nursery setting for further assessment.

3.7 Lower School Admissions

Entry to Grade 2 is at age 7 by August 31st. Assessments consists of written tests set by the School in Mathematics, English and reading. An online cognitive ability test is sat for Grade 3 and above. References and reports from schools are also considered. Each child's work is scrutinised, and credit is given for what they can do, rather than what they cannot do. Age is a consideration and allowances are made for those children who are younger.

3.8 Middle School Admissions

Entry to Grade 6 is at age 11 by August 31st. Candidates will sit papers set by the School in Mathematics and English as well online cognitive tests. Candidates are also interviewed and reports and references from the candidate's current school are considered.

3.9 Sixth Form Admissions

Entry to Grade 11 is typically at age 16. Candidates will sit papers set by the School in Mathematics and English as well online cognitive tests. Candidates are also interviewed and reports and references from the candidate's current school are considered.

It is a requirement of entry to the school that all students are able to access the IB diploma. All students moving from Grade 10 to Grade 11 are considered able to access the diploma, having previously gained entrance to the school, and therefore the school includes all students in its offering of the IB Diploma.

4. Students of Determination

The school welcomes students of determination and adheres to the Dubai Inclusive Education Policy Framework 2019 (DIEPF) standards:

- Admission to the school is not conditional on submission of a medical diagnosis.
- Students with SEND will receive 'sibling priority' for admission to the school.
- Students with SEND will be actively supported to participate in the process of learning as they develop their potential.
- Students with SEND will be provided with the support, accommodations and curricular modifications required to enable equitable access to all educational opportunities.

4.1 The school is committed to ensuring the admissions process is accessible to all students, including students of determination.

The admissions procedures, criteria and process may be altered to accommodate students of determination and those with additional needs. Parents of a child with SEND should contact the school and request a meeting with the Head of Inclusion in advance of the admissions assessments, to discuss fully the child's needs and any accommodations that may need to be made for the admissions process to be fully accessible.

4.2 Admissions assessments for students of determination will be overseen by the Head of Inclusion, working with the Director of Admissions and members of the Senior Team. In line with the document 'Implementing Inclusive Education: A Guide for Schools' (January 2019), if a student has 'profound and multiple needs that cannot be reasonably met by the school', advice and support will be given to parents regarding suitable special needs centres and centres for students of determination.

4.3 Each student will be considered on a case-by-case basis.

4.4 The school has been designed in accordance with the Dubai Code and is accessible to students and staff with disabilities, including those who use wheelchairs.

5. Student Places

The table below sets out the number of student places available at the School when at capacity and the number of places available for the year, 2025-26.

Year at Dubai Schools	Places for 2025-26	
	Number of Classes	Class Size
PRE KG	5	20
KG1	7	20
KG2	7	20
1	8	20
2	5	24
3	7	24
4	6	24
5	7	24
6	6	24
7	7	24
8	7	20
9	7	20
10	6	20
11	8	14
12	7	14
Total	100	