

A Guide to- Admissions policy and processes

THIS DOCUMENT CONTAINS-

- School admissions policy (as displayed on website)
- Admissions process for new enquiries- admissions team
- Admissions process for children once they are enrolled- applicable to all
- Criteria for age/year equivalency
- Criteria for demotion
- Process for admission of children requiring a one to one

## ADMISSIONS POLICY

The Aquila School will offer places to families where spaces are available and the school can meet the needs of the child. Applications are dealt with on a first come first served basis.

### Siblings

Siblings of current pupils are given priority if the year group is at capacity. [Sibling discounts](#) are also available.

### Staff Children

Children of The Aquila School teaching staff are guaranteed a school place, subject to the terms of their contract and if the school can meet the needs of the child. They must still complete an enrolment form and supply requested documentation.

### Waiting Lists

Where a year group is at capacity, a child may be placed on the waiting list. The parent will be contacted if and when a place becomes available. If a place is offered it must be accepted or declined within one week.

### Applications For the Next Academic Years

These can be made at any time. Admissions meetings for 25/26 will start in Term 1 – 24/25.

### Medical Records

The school requires current and accurate information regarding your child's medical requirements, and that you update the school should the circumstances change. We require records of previous medical treatments, allergies, and vaccination records on registration.

### Placement of Students After Enrolment

The Aquila School places children in the correct year group in accordance with their age on 31st of August if starting school for the first time or in accordance with their year/grade progression, as per KHDA policy. To maintain equality and diversity in our classes, and to allow children to better support

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each other's academic and social development, we place children in the class by considering nationality, language ability, gender, friendship and additional learning needs.

## **Gender**

The Aquila School is a co-educational school.

## **Nationality**

The Aquila School operates a fair and non-discriminatory approach to the selection of children, to enable a diverse and rich cultural experience for all children and members of the school community.

## **English Language**

The Aquila School delivers the National Curriculum for England to children in English. Language proficiency in FS1 is not used as an indication for admissions. In FS2, primary and secondary, language proficiency is assessed to ensure children can access the curriculum, and progress to the best of their ability.

## **Additional Learning Requirements- pupils of determination**

The Aquila School is an inclusive school for gifted children and those with special educational needs. We offer additional [learning support](#) where we can help the child to progress. Parents are asked to inform the school at application stage regarding any additional learning support requirements for their child. We may request copies of external documents such as professional assessments and individual learning plans to support your child's transition into the school.

In line with the requirements of the local regulatory body we are committed to being as inclusive as we can be. There is no formal assessment to enter our school- rather a dialogue and meeting with the child and their family. We ask families to let us know of any medical or learning needs their child has and to allow the school access to reports from professionals and previous settings as appropriate. It may be appropriate for us to visit and observe the child in their existing setting or for the child to come to school for a trial session. The function of this process is to inform the school's provision planning and enable the child to be enrolled in the school. Children will be enrolled into the year group that corresponds to their age, except where they have completed a programme of study in another setting that is equivalent to a year above or below the expected year group.

In exceptional circumstances where the Aquila School is unable to provide a place for a pupil of determination, the criteria and rationale for the decision will be clearly described through the completion of the KHDA's non-admission notification procedure for pupils of determination. This must take place whether the pupil is identified as a pupil of determination prior to the application or as a result of the entry assessment procedure.

## Children with significant needs

The school works in partnership with the Hemam centre. Hemam are registered, approved and licensed by the Dubai CDA to provide a broad range of specialist therapies on a full time basis for children whose needs are so great that they cannot be met in a mainstream school. The Hemam centre charges additional fees for this provision. Children who receive therapy from the Hemam centre are also enrolled in The Aquila School and school fees are applicable.

## Behaviour

The Aquila School believes that good behaviour is fundamental in enabling the best learning experience possible, and all children enrolled at the school should have a positive attitude to learning and respect for the school community. Registration and re-registration are offered subject to this.

## Class Capacity

Class sizes will not exceed 24 in FS1 to year 1 and 26 from year 2 up unless in exceptional circumstances.

## Admissions Deadlines

Admissions for the academic year 2025-26 are currently open.

**\*\*Documents required before a child can be given a start date-**

equired before starting	Required within one month
Fees payment – all of term one (or whichever term they are starting in)	KHDA parents contract
Emergency contact details	Attested leaving certificate if coming from abroad (if not available at time of admission)
Leaving certificate from last school if coming from a school in UAE	EID if new to Dubai (if not available at time of admission)
Attested leaving certificate if coming from abroad	Visa if new to Dubai (if not available at time of admission)
Passport copy for parents and child	
Visa for parents and child	
EID for parents and child	
Medical form (Aquila and DHA forms)	
Vaccination record	
Photo consent	
Parents pass	
Bus application if service is required	
KHDA parents contract	

Age Equivalency- Academic Year 2025 - 2026

Schools in England and Wales	Date of birth	Equivalent to in American/IB/ Gov./SABIS	Equivalent to in French schools	Equivalent to in Northern Ireland	Equivalent to in Scotland	Equivalent in Denmark	Age
FS1 Nursery	September 2021 to August 2022	Pre-Kg	PS				3-4
FS2 Reception	September 2020 to August 2021	KG1	MS			KG	4 - 5
Year 1	September 2019 to August 2020	KG2	GS	Year 1	1 (Early level)	KG	5 - 6
Year 2	September 2018 to August 2019	Grade 1	CP	Year 2	2 (First level)	KG	6 - 7
Year 3	September 2017 to August 2018	Grade 2	CE1	Year 3	3 (First level)	Preschool	7 - 8
Year 4	September 2016 to August 2017	Grade 3	CE2	Year 4	4 (First level)	1	8 - 9

Year 5	September 2015 to August 2016	Grade 4	CM1	Year 5	(Second level)	2	9 - 10
Year 6	September 2014 to August 2015	Grade 5	CM2	Year 6	(Second level)	3	10 - 11
Year 7	September 2013 to August 2014	Grade 6	6 ème	Year 7	(Second level)	4	11 - 12
Year 8	September 2012 to August 2013	Grade 7	5 ème	Year 8	(Third/ Fourth level)	5	12 - 13
Year 9	September 2011 to August 2012	Grade 8	4 ème	Year 9	(Third/ Fourth level)	6	13 - 14
Year 10	September 2010 to August 2011	Grade 9	3 ème	Year 10	(Third/ Fourth level)	7	14-15
Year 11	September 2009 to August 2010	Grade 10	2 nde	Year 11	S4	8	15-16

Year 12	September 2008 to August 2009	Grade 11	1 ère	Year 12			16+
Year 13	September 2007 to August 2008	Grade 12	Terminale	Year 13			17 - 18