



ADMISSION POLICY

2025-26

Principal: Oaktree Primary School

Admissions Policy

Our admissions policy and procedures are aimed to attract students and families who identify with our values: Collaboration, Achievement, Respect and Ethics. We seek to attract and admit EYFS and primary students aged 3-11 years old by offering an enriched UK curriculum for students. Admission criteria will be age and year group appropriate and placement assessments will identify students' current academic levels and qualities outlined in our vision and mission. The detailed analysis of assessment will ensure Oaktree Primary School is able to fully support students if they are identified as having any Special needs, Gifted and Talented, High Achievers or EAL.

The aim of admissions at Oaktree Primary School:

- To attract the widest possible range of talents, creativity, and flair amongst our students from Emirati and expat communities,
- To be as widely accessible and inclusive of students as possible regardless of ability, gender, race, creed, nationality, disability, or language,
- To acquire a broadly balanced yet diverse student body in terms of gender, ability, nationality, and ethnic origin,
- To operate transparently and guarantee confidential record keeping.

Equal Treatment

We welcome children from many different cultural, religious, and ethnic backgrounds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All children will be treated equally, irrespective of their, or their parents' ethnicity, religion, or cultural association. All children are expected to attend all assemblies and school trips and participate in the school's Arabic provision.

People of Determination and Special Educational Needs

The school will do all that is reasonable to comply with its legal and moral responsibilities under equality legislation in order to accommodate the needs of applicants who have disabilities or special educational needs for which, with reasonable adjustments, the school can cater for adequately.

The school needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the Admissions Process and take full advantage of the education provided at the school. Parents of a child who has any disability or special educational need should provide the school with full details at the start of the Admissions Process. The school needs this information so that, in the case of any child with a particular need, the school can assess those needs and consult with parents about the adjustments which can reasonably be made. This ensures that the application procedure is accessible for the child and the school can cater adequately for the child's needs should an offer of a place be made.

Parent Contract

This Admissions Policy must be read in conjunction with the School's Parent Contract as approved by the KHDA.

Admission Placement:

Year group placements are made according to the age set by the National Curriculum of England standard. For all children applying from Y1 to Y6, an attested transfer certificate from the child's current school will be required in order to facilitate the correct placement.

Placements are made by age as per the National Curriculum of England requirement.

Key Stage (UK)	Year Group	Age by 31 st August of the year of enrolment*
Early Years Foundation Stage (EYFS)	FS1	3 years*
	FS2	4 years*
Key Stage 1	Year 1	5 years*
	Year 2	6 years*
Key Stage 2	Year 3	7 years
	Year 4	8 years
	Year 5	9 years
	Year 6	10 years

At the time of entry students will be required to have fulfilled the following criteria dependent upon their age and year level for entry.

Admissions Process

Enquiry

Parents can contact the School using various communication mechanisms:

- Website – Online Application Form
- Phone call
- Email
- Walk-in
- Social Media

The Admissions Team will respond to all enquiries through email or phone within 24 working hours of being received. Tours will be scheduled with parents to learn more about the School.

Application

The Application Form is available online and in paper form. Parents provide their contact information and their applying children's data into this form. Application data for each child applying is required.

Sibling Policy

The School offers siblings priority for entry to the school, but the onus is with parents to inform the School of any siblings they may wish to be considered for entry.

The school provides a discount for siblings. For the first child, parents will pay 100% of tuition fees. For the second child, parents will receive a 3% discount in tuition fees. For the third child, parents will receive a 5% discount in tuition fees.

Welcome Discount

For new students entering FS1 or FS2 there is a discount of 3% applied to tuition fees.

Disclosures

Parents must, as soon as possible, disclose any known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

Assessment Scheduling

The School may conduct assessments with applicants in order to establish their academic level and to ensure that the child can access the School's programme.

Admissions placement data may further be used by class teachers to modify the curriculum and ensure that each child is appropriately supported and challenged during lessons.

Placement Assessment Details

Foundation Stage

Students seeking entry to the foundation stage years will not be assessed for specific academic ability but for our teaching staff to understand and identify their specific passions, creativity and imagination. However, they will need to:

- Be fully toilet trained and of the correct age as per school's age criteria

These requirements, and those that follow, are so that we can ensure students have a safe and secure environment in which to flourish.

Students will be assessed in small groups through interactive sessions at school. The assigned Foundation Stage teachers will observe the group to note a child's ability to:

- Operate independent of their parents
- Interact with peers, sharing and able to ask simple questions or make statements
- Converse with adults
- Follow simple instructions

- Show their creative and imaginative ability in activities or role play

Key Stages 1 and 2

In addition to fulfilling the Foundation Stage criteria, students will be admitted into Year 1 – Year 6 subsequent to completion of assessments purely for baseline purposes. They will also be age appropriately assessed for literacy, numeracy, motor ability for writing and a short discussion.

Years 1 to 2 will be assisted by a member of staff, where needed, for the literacy, numeracy and writing tests and a discussion, to demonstrate evidence of passion, creativity, risk-taking or innovation.

Students entering Years 2-6 will be required to sit a CAT4 assessment, which takes approximately 90 minutes; and the GL assessments for the previous year, to ensure a baseline is established, and to highlight the strengths, and areas of development for each child.

Placement Assessment Fee

CAT4 assessments cost 150 dirhams as these are externally purchased.

Student Special Support

Some children may require additional support and as such it is vital that the Special Education Needs Coordinator (SENCo) is involved at the very beginning of the Admissions process.

Parents who are referred to the SENCo are required to:

- Share with the School any concerns they may have in relation to their child;
- Provide the School with copies of all medical, psychological or educational assessments or reports before any placement assessments are given;
- Inform the School, in writing, if their child has ever attended and/or been assessed by a Psychiatrist, Psychologist or other Therapist (speech, occupational, behavior etc.).

The SENCo will then review all information and set up an interview with the parents, child, and the Principal (as required). Once the interview is completed, the SENCO will meet with the Principal and give feedback on next steps.

At any time during the Admissions Process, the Admissions Team may observe that a child might require SEN support, and so a repeat assessment will be requested to allow the SENCO to be present. Early identification of the specific additional needs of each child is very important for the School to support their learning.

Registration

A Registration Fee and the following documents are required to secure a place. Failure to do so will result in the admission being automatically cancelled, and the place will be offered to the next applicant.

Details of the Registration Fee are outlined within the Fees section on the OPS website and with the Admissions and Accounts Departments. Refer to the School's Parent Contract for information as to how the deposit will be held, in what circumstances it will be refunded, and cancellation of a place that has been accepted.

- Full passport, visa and emirates ID documentation of both parents and child
- Any documentation concerning needs for learning support or medical requirements verified by a doctor.

- Copy of Birth Certificate and Immunisation Record
- Report Cards from previous school (minimum of last 2 academic years)
- Passport size latest photographs (8)
- Medical report (if any)
- School Leaving Certificate Year 1 – Year 6 attested by:
 - a) Ministry of Education
 - b) Ministry of Foreign Affairs
 - c) Consulate.

If any part of the completed application and supporting documentation is found to be false, misleading, or incomplete, the School reserves the right to withdraw the offer of place or to ask that the child is withdrawn from school having been admitted.

Non-Admission

This may occur for a range of reasons:

- full capacity whereby the child can then be placed on a waiting list.
- the school is unable to meet the need of the child.
- Knowledge and Human Development Authority (KHDA) decline approval request.

When the School denies a student of determination enrolment or re enrolment, the school follows the KHDA's non- admission notification procedure.

Parents will be notified by phone or email whichever is most appropriate to communicate a not offered place.

Admission Finalised

Upon receipt of completed documents and payment of Registration Fee, parents will be guided on further enrolment procedures, purchase of school uniforms and school transport.

Exclusion

In registering your child for a place at the School you are agreeing to abide by the School's regulations and policies and to ensure that if your child is offered a place at the School they will be both diligent in their studies and responsible in their attitude and behaviour. Should this become a problem, we will make every effort to counsel your child and yourselves and encourage them to modify their behaviour. However, you must accept that it may become necessary for your child's place at the school to be withdrawn and for them to be educated at a school which is more appropriate to their needs. The Principal's decision in this matter will be final.