



Jumeirah English Speaking School

ADMISSION AND PROGRESSION POLICY

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1 DEFINITIONS

- 1.1 'Admission' relates to the process by which places are allocated to applicants who are not in one of the Jumeirah English Speaking Schools (JESS).
- 1.2 'Progression' relates to the process by which places in the next stage are allocated to applicants who are already in one of the JESS schools.
 - 1.2.1 Progression between Key Stages in JESS Jumeirah and JESS Primary;
 - 1.2.2 Progression to Secondary at Y7 from JESS Jumeirah and JESS Arabian Ranches Primary;
 - 1.2.3 Progression to JESS Sixth Form from Y11 at JESS Secondary.
- 1.3 'Date of Application' is defined as when the application form is complete and the school has received the application fee.

2 AIMS OF THIS POLICY

- 2.1 The aim of this policy is to identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of the JESS Community. We will only admit a child who has met the academic criteria and who has a good attitude and work ethic.
- 2.2 **Equal treatment:** We welcome children from many different ethnic and racial groups, backgrounds and creeds. 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 candidates for admission will be treated equally, irrespective of their, or their parents' religion, belief, sect, faith, creed, race, colour or ethnic origin.
- 2.3 **Disability and Special Educational Needs:** The School currently has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under UAE law, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater 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 procedure and to take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs should provide the School with full details prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place.
- 2.4 The School needs this information so that it can assess those needs of the child concerned and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the pupil should an offer of a place be made.

- 2.5 The School will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary. For example, the School may be able to provide an examination paper in large font for a visually impaired pupil.
- 2.6 Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments in order to allow the child to continue at the School.
- 2.7 **For internal applicants applying for a place in JESS Secondary or JESS Sixth Form please see the [Progression Policy](#) below**

3 PREAMBLE AND RATIONALE

- 3.1 JESS broadly follows the National Curriculum for England in our Primary and Secondary Schools with Sixth Form students undertaking the International Baccalaureate.
- 3.2 The academic year runs from September to July; children can be admitted to JESS during the academic year if a place becomes available (subject to KHDA guidelines).
- 3.3 Places are offered on the basis that children can and will continue to be able to access the full curriculum at JESS including Arabic and Social Studies for all pupils and Islamic Education for all Muslim pupils.

4 DEBENTURES AND WAITING LISTS

4.1 Overview

- 4.1.1 When JESS was founded as a non-profit organisation, it was funded through a Debenture Scheme. All children (with the exception of some staff children) are required to have their place at JESS supported by a debenture. There are two types of debentures:
- a) **Corporate Debentures:** These were sold to companies who chose to support JESS on a long term basis by investing in the initial building of the schools. The sale of Corporate Debentures is now closed.
 - b) **Personal Debentures:** Parents are required to purchase a personal debenture on entry to the School. Personal debentures remain in place whilst the child attends the school and are refunded when the child leaves. The price of a Personal Debenture is **AED 20,000**.

4.2 **Waiting Lists**

4.2.1 Definitions

- a) Corporate Debenture Holders are those employees of firms who hold a Corporate Debenture and who are eligible and have been allocated to receive one of these.
- b) Personal Waiting Lists – for all other applicants

4.2.2 Foundation 1 Waiting Lists, the school operates five lists, prioritised as follows:

1. Corporate Debenture Holder with JESS Sibling Waiting List.
2. Personal with JESS Sibling Waiting List
3. Corporate Debenture Holder Waiting List (with NO JESS Sibling)
4. Personal Waiting List
5. Emirati Waiting List – for UAE passport holders

4.2.3 Year 7 Waiting Lists: the school operates three waiting lists, prioritised as follows:

1. Corporate Debenture Holder with JESS Sibling Waiting List
2. Corporate Debenture Holder Waiting List (with NO JESS Sibling)
3. Personal with JESS Sibling Waiting List

4.2.4 With the exception of the entry year groups of Foundation 1 and Year 7, the school operates two waiting lists:

1. Corporate Debenture Holder Waiting List
2. Personal Waiting List – for all other applicants

4.2.5 The place on these Waiting lists is determined by the date of application.

4.2.6 Staff Children

Priority is given to dependent children of full-time teaching, part-time Teaching Staff (> 60% timetable) who have completed one year of service, and to support staff who have completed one year of service.

4.2.7 Parents who have children on any Waiting List must inform the School in writing of any change in circumstances, in particular,

1. contact details
2. eligibility for a Corporate Debenture

4.2.8 Parents will be removed from the waiting list in the event that:

- a) Parents decline offers of assessment or an offer of a place on two occasions.
- b) Parents are uncontactable (two unreturned emails **and** two unreturned phone calls).
- c) The child fails the Entrance Assessment twice.

4.3 **Direct Entry Places**

4.3.1 Direct Entry is where the school reserves a number of places which are not allocated on the basis of the Waiting Lists.

4.3.2 These places are allocated on merit to pupils who will make a significant contribution to the Academic, Sporting, Artistic or Creative Life of the School.

4.3.3 Direct Entry is open to all suitably qualified candidates, including those already on the Waiting List.

4.3.4 The current policy is to offer up to 10 places in Year 7 to Direct Entry Applicants.

4.4 **Corporate Debenture Rules**

4.4.1 If a child is **on the Corporate Debenture Waiting List** and the parent leaves the firm which holds the Debenture,

- a) Either the child will transfer to the Personal Waiting Lists with the original date of application determining the child's place on the Waiting List.
- b) Or, the child will remain on the Corporate Debenture Waiting List with the original date of application, if the parent is eligible for a Corporate Debenture at the new firm.

4.4.2 If a child is **attending the school** under a Corporate Debenture and the parent leaves the firm which hold the Debenture,

- a) Either the child's debenture status changes to personal debentured and a personal debenture will be required to secure the place.
- b) Or, the child will transfer to another Corporate Debenture if the parent is eligible to use a Corporate Debenture at the new firm.

4.5 **Personal Debenture Rules**

- 4.5.1 Personal debentures are not payable until a place is offered, they cannot be purchased in advance and give no priority on the waiting list.
- 4.5.2 Once a child is offered a place which is secured by a personal debenture, parents will be required to confirm their acceptance by purchasing a personal debenture within a specified deadline, normally within 1 month of the offer or before the child joins the school.
- 4.5.3 Personal debentures remain in place whilst the child attends the school and are refunded when the child leaves.
- 4.5.4 If the school receives less than the required one term's notice of leaving, the personal debenture will not be refunded until the end of the following term.
- 4.5.5 Personal debentures are **AED 20,000** at both schools.
- 4.5.6 Although sometimes companies finance the payment of a personal debenture, it is the responsibility of the parent to organise this. The certificate will be issued in the parents' name(s) and the refund instructions must be issued by the parent.

Admissions Policy and Procedures

5 THE ADMISSIONS CRITERIA

5.1 Overview

5.1.1 JESS admits children who fulfil the academic requirements of the School and who will benefit from the breadth of the opportunities offered.

5.1.2 All children applying to Jumeirah English Speaking School:

- a) are expected to have the necessary social and developmental skills for their age.
- b) must have the cognitive ability and aptitude to be able to access all areas of the curriculum;
- c) must be fluent in English at an age appropriate level so that s/he can access the curriculum;
- d) If English is not the applicant's first language; or that the applicant is multi- or bi-lingual, please refer to the [English as an Additional Language Policy](#).

5.1.3 **JESS strictly follows the KHDA regulations regarding admission of children. Parents are advised that this can present some difficulties for children entering the English National Curriculum from a different educational system.**

6 ADMISSIONS CRITERIA: SIBLING APPLICATIONS

6.1 Siblings are given priority for entry into Foundation 1 and Year 7 only.

6.2 All sibling applications usually must be received by JESS registrars before 1 September of the year prior to the child commencing Foundation One or Year 7 – i.e. at least one year in advance.

6.3 Children who commence JESS under the sibling entry criteria will be required to secure their place by either an existing accessible corporate debenture, or if one is not available, by purchasing a personal one.

6.4 All siblings must fulfil the School admissions criteria.

7 ADMISSIONS CRITERIA: EMIRATI APPLICATIONS

- 7.1 A limited number of places in FS1 and Year 7 only are reserved for Emirati applications.
- 7.2 Emirati applications are given priority for entry into Foundation 1 and Year 7 only
- 7.3 All Emirati applications must be received by JESS registrars before 1 September of the year prior to the child commencing Foundation One or Year 7 – i.e. at least one year in advance.
- 7.4 Children who commence JESS under the Emirati entry criteria will be required to secure their place by either an existing accessible corporate debenture, or if one is not available, by purchasing a personal one.
- 7.5 All Emirati applicants must fulfil the School admissions criteria.

8 ADMISSION PROCESS – PRIMARY – HOW PARENTS APPLY

- 8.1 Parents are required to complete an application form which is specific to the branch of JESS to which they wish to apply.
- 8.2 A non-refundable Registration Fee of **AED 100** is payable for each applicant. This can be paid in one of two ways:
 - a) By Bank Transfer
 - b) To the Cashier at Arabian Ranches
- 8.3 In addition, applications into Year 1 through to Year 6 require an Entrance Assessment for which there will be a charge of **AED 500**. This will be payable by parents upon confirmation of an assessment date.
- 8.4 The following documentation is required at the time of the Assessment.
 - a) A copy of the child's birth certificate;
 - b) A copy of the child's passport;
 - c) A copy of the previous academic year school report (if applying to Year 1 or above).
 - d) A copy of an interim or current school report (if applying for a mid-year place in Year 1 or above).

9 **ADMISSION PROCESS – PRIMARY – HOW THE SCHOOL ASSESSES**

9.1 **Foundation One**

9.1.1 Prospective pupils are invited into our Foundation One unit; they are assessed in the following areas:

- a) Levels of understanding in English
- b) Ability to communicate in English
- c) Social and emotional readiness to comfortably adapt to the JESS learning environment

9.2 **Foundation Two and Year 1**

9.2.1 Pupils are assessed in the following areas:

- a) Literacy skills, including early reading and writing skills
- b) Numeracy skills
- c) Social development
- d) Communication skills

9.2.2 The school will also consider a School/Nursery Report

9.3 **Year 2 to Year 6**

9.3.1 Stage 1:

JESS will seek an academic reference and an up-to-date school report from the current school. (See Appendix One)

9.3.2 Stage 2:

Pupils are then assessed in the following areas through testing at JESS (where applicable) or via tests sent to their current school.

- a) Writing
- b) Cognitive skills
- c) Behaviour/attitude (through school reference and observations)
- d) All round ability/talent (through school reference/report)

If a pupil is unsuccessful at this stage regarding admission to JESS, parents will be informed by letter.

9.3.3 Stage 3:

- a) If successful at this stage the pupil may be invited into JESS to meet senior staff and spend some time in the class; parents will also be invited. Where this is not possible (i.e. pupils abroad) a decision regarding admission will be made at the end of Stage 2 and parents duly informed.
- b) A final decision will be made by the JESS academic staff and parents duly informed.
- c) All applications are considered on an individual basis to ensure that the support and success of the pupil are paramount.

10 ADMISSION PROCESS – PRIMARY – CRITERIA FOR ALLOCATING PLACES

10.1 Foundation 1

In the entry year group of Foundation 1, places are offered on a 'by date of application basis' within the following categories:

- Dependent Children of Full-time Teaching Staff, part-time Teaching Staff (> 60% timetable) who have completed one-year of service and to Support Staff who have completed one-year of service.
- Corporate Debenture Holders with siblings of pupils currently in JESS
- Personal Applicants with siblings of pupils currently in JESS (At Least 20% of places)
- Other Corporate Debenture holders
- Other Personal applications (At least 10% of places)

10.1.1 If *Corporate Debenture Holders with Siblings* do not take up the full allocation of places, then these places will be added to the *Personal Applicants with Siblings* Allocation;

10.1.2 If *Personal Applicants with Siblings* do not take up the full allocation of places, then these places will be added to the *Other Corporate Debenture Holders* Allocation;

10.1.3 If *Other Corporate Debenture Holders* do not take up the full allocation of places, then these places will be added to the *Personal Applicants* Allocation;

10.2 Foundation 2 to Year 6

10.2.1 In all other Primary year groups, places are offered on a 'by date of application basis' according to the following priority:

1. Dependent Children of Full-time Teaching Staff, part-time Teaching Staff (> 60% timetable) and to Support Staff who have completed one-year of service.
2. Corporate Debenture holders
3. Personal applications

10.2.2 The Allocation of places between Corporate and Personal Applications shall be 3 corporate places, then one personal place per year group; and so on.

11 **ADMISSION PROCESS – PRIMARY – HOW AND WHEN WE OFFER PLACES**

11.1 **Foundation One**

11.1.1 After the child's successful visit and assessment in the Foundation One unit, or in Nursery, an offer letter confirming a place for the following September will be sent to parents in December.

11.1.2 Where children do not meet all the admission criteria on their first assessment/visit to our Foundation One unit, a follow-up visit will be arranged.

11.1.3 Academic staff will feed back to parents regarding any areas for development/ concern following each visit.

11.2 **Foundation Two**

11.2.1 Once a child's application is at the top of the Waiting List, it is forwarded to the academic staff at the school to which they have applied. The child will be invited into school for an assessment and to spend time within the year group to which they are applying.

11.2.2 Where a visit is not possible, tests can be sent to the school that the child is currently attending; tests should be completed and returned to JESS within ten working days.

11.2.3 JESS academic staff may speak to staff at the child's current school to discuss general issues as well as academic progress.

11.2.4 School reserves the right to insist on meeting each child before a place is offered.

11.3 Year 1 to Year 6

- 11.3.1 Once a child's application is at the top of the Waiting List, it is forwarded to the academic staff at the school to which they have applied.
- 11.3.2 An **Entrance Assessment Fee of AED 500** is payable by parents upon confirmation of an assessment date.
- 11.3.3 Reports and a reference will be requested at stage 1 and the child will be invited for an assessment at stage 2; the child may be invited to spend time within the year group to which they are applying if successful in moving to Stage 3 of the Assessment Process.
- 11.3.4 Where a visit is not possible, tests can be sent to the school that the child is currently attending; tests should be completed and returned to JESS within ten working days.
- 11.3.5 JESS academic staff may speak to staff at the child's current school to discuss general issues as well as academic progress.
- 11.3.6 School reserves the right to insist on meeting each child before a place is offered.

11.4 Acceptance of Places: Foundation One to Year 6

11.4.1 Following the admission criteria being met a formal offer is emailed to parents. Upon receipt of the offer letter, the parents must accept within 5 working days by sending the following:

- a) the parent's signature accepting the terms and conditions of the offer;
- b) a non-refundable **AED3,000** acceptance deposit,
 - (i) The deposit is non-refundable if the child does not take up the place at JESS.

If the child takes up the offer of a place:

- (i) **AED 500** is an acceptance fee
- (ii) **AED 1,000** is refundable against the first term's fees and
- (iii) **AED 1,500** of which is held as an on-going school deposit against any 'extra' charges which posted on the end of term bill (such as school day trips and visits). Any balance will be refunded when the child completes his/her time at JESS.

11.4.2 Further documentation is required at this point to allow registration with KHDA and also to fulfil JESS internal requirements; this is all detailed in the offer letter and is specific to each child and the year group they are joining.

11.4.3 An offer of a place at JESS is not definite until formal written confirmation is issued to the family from the school.

11.4.4 The school reserves the right to revoke the offer of a place in the event of the failure to provide any of the requested payments or completed documentation.

12 ADMISSION PROCESS – SECONDARY – HOW PARENTS APPLY

12.1 Parents are required to complete a JESS Application Form.

12.2 The following documentation is required on Registration.

- a) A copy of the child's birth certificate;
- b) A copy of the child's passport;
- c) A copy of the previous academic year school report
- d) A copy of an interim or current school report (if applying for a mid-year place)

12.3 A non-refundable Registration Fee of **AED100** is payable for each applicant. This can be paid in one of two ways:

- a) By Bank Transfer
- b) To the Cashier at Arabian Ranches

12.4 An Entrance Assessment Fee of **AED500** is payable by parents upon confirmation of an assessment date.

13 ADMISSION PROCESS – SECONDARY – HOW THE SCHOOL ASSESSES

13.1 Overview

13.1.1 Our Secondary admission procedure has four elements:

- a) competitive entry assessments;
- b) Interview;
- c) references from the previous school;
- d) disability assessments (if applicable). Please refer to the Special Educational Needs Policy.

13.1.2 The JESS Secondary Assessment Day will be held on a Saturday in November.

- a) Applications for the JESS Assessment Day close at noon four days prior to the Assessment Day.
- b) Should further Secondary places become available after the assessment day, places will be offered according to our waiting list policy (see Paragraph 40 above) and the same assessment protocol will be followed.

13.2 **Year 7**

13.2.1 Applicants have formal assessments in Verbal and Non-Verbal Reasoning

13.2.2 Applicants' other Talents and Abilities (Ex-curricular Activities)

- a) Applicants will be required to complete an Extra-curricular Form which is sent out to everyone on the Waiting List in late September, and must be submitted to the School by the second Thursday in October.
- b) Interviews and the JESS Assessment take place in Term One.
- c) Attitudinal/attendance/behavioural factors
 - (i) Recent reports from previous schools are scrutinized.
 - (ii) A family interview with the Head Teacher may be required.
 - (iii) If there is no detailed report which comments on these areas, a confidential reference will be requested from the current school.

13.3 **Year 8 to Year 10**

13.3.1 Pupils have formal assessments in the following areas:

- (i) English
- (ii) Reading Comprehension,
- (iii) Mathematics
- (iv) Science
- (v) Verbal Reasoning.

13.3.2 Applicants' other Talents and Abilities (Ex-curricular Activities)

- a) Applicants will be required to complete an Extra-curricular Form which is sent out to everyone on the Waiting List in late October, and must be submitted to the School by the second Thursday in November

13.3.3 Interview

Most interviews take place towards the end of Term One, although late applicants may be interviewed at other times.

13.3.4 Attitudinal/attendance/behavioural factors

- a) Recent reports from previous schools are scrutinized.
- b) A family interview with the Head Teacher may be required.
- c) If there is no detailed report which comments on these areas, a confidential reference will be requested from the current school.

14 **ADMISSION PROCESS – SECONDARY - THE ALLOCATION OF PLACES**

14.1 Year 7

14.1.1 In the entry year group of Year 7, places are offered in the following order of priority:

1. Dependent Children of Full-time Teaching Staff and Part-time Teaching Staff (> 60% timetable) who have completed one-year of service, Support Staff who have completed one-year of service.
2. Direct Entry applications (10 places in the Year Group).
3. Corporate Debenture Holders with Siblings of pupils currently in JESS who pass the entrance assessment are awarded places on a 'by date of application basis'.
4. Personal Applicants with Siblings of pupils currently in JESS who pass the entrance assessment are awarded places on a 'by date of application basis'.
5. Other Corporate Debenture holders who pass the entrance assessment are awarded places on a 'by date of application basis'.
6. Other Personal applications on merit.

14.2 The School will consider the following factors:

- a) Academic Performance and Potential;
- b) Extra-Curricular Performance and potential with a strong work ethic;
- c) a good disciplinary record.

14.3 How and When We Offer Places

Parents will be informed whether or not their child is being offered a place before the Winter Break.

14.4 Acceptance of Places

14.4.1 In order to accept the offer of a place, parents must:

- a) complete the Acceptance Form signing to say that they accept the School's Terms and Conditions; and
- b) For places in Year 7, pay a non-refundable acceptance deposit of AED7,500 to secure the place at JESS Secondary.

- (i) The deposit is non-refundable if the child does not take up the place at JESS.

If the child takes up the offer of a place:

- (ii) **AED 500** is an acceptance fee

- (i) **AED 5,500** of this deposit will be credited against the first term's fees at JESS Secondary.

- (ii) **AED 1,500** of this sum will be held as an on-going school deposit against any 'extra' charges which posted on the end of term bill (such as school day trips and visits). Any balance will be refunded when the child completes his/her time at JESS.

- c) For places in Years 8-10, pay a non-refundable acceptance deposit of **AED3,000** to secure the place at JESS Secondary.

- (i) The deposit is non-refundable if the child does not take up the place at JESS.

If the child takes up the offer of a place:

- (ii) **AED 500** is an acceptance fee

- (iii) **AED 1,000** of this deposit will be credited against the first term's fees at JESS Secondary.

- (iv) **AED 1,500** will be held as an on-going school deposit against any 'extra' charges which posted on the end of term bill (such as school day trips and visits). Any balance will be refunded when the child completes his/her time at JESS.

- d) the parent's signature accepting the terms and conditions of the offer;

- 14.4.2 Parents will be given five working days **to accept** the offer of a place. After this time the offer of the place is forfeited and the place will be offered to the next person on the list.
- 14.4.3 Further documentation is required at this point to allow registration at the KHDA and also to fulfil JESS internal requirements; this is all detailed on the offer letter and is specific to each child and the year group they are joining.
- 14.4.4 An offer of a place at JESS is not definite until formal written confirmation is issued to the family from the school.
- 14.4.5 The school reserves the right to revoke the offer of a place in the event of the failure to provide any of the requested payments or completed documentation.

15 **ADMISSION PROCESS TO SIXTH FORM INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME (IBDP)**

15.1 Our Sixth Form admission procedure has four elements:

- a) competitive entry assessments;
- b) interviews;
- c) references from the previous school;
- d) disability assessments (if applicable). Please refer to the Special Educational Needs Policy.

15.2 How Parents Apply

15.2.1 Parents are required to complete a JESS Sixth Form Application Form.

15.2.2 The following documentation is required:

- a) A copy of the child's birth certificate;
- b) A copy of the child's passport;
- c) A copy of the previous academic year school report;
- d) A copy of school report.

15.2.3 A non-refundable **Registration Fee of AED100** is payable for each applicant.

This can be paid in one of two ways:

- e) By Bank Transfer

f) To the Cashier at Arabian Ranches

15.2.4 An **Entrance Assessment Fee of AED500** is payable by parents upon confirmation of an assessment date.

15.3 How the School Assesses

15.3.1 Our Sixth Form admissions assessment procedure has four elements:

- a) Academic Performance at GCSE / iGCSE or equivalent;
- b) Interview;
- c) references from the previous school;
- d) disability assessments (if applicable). Please refer to the Special Educational Needs Policy.

15.3.2 Students should have a proven track record of consistently good effort, high attendance, time-management and academic success.

15.3.3 All offers for places in JESS Sixth are **conditional** on meeting the entrance requirements in GCSE examinations (or equivalent).

15.3.4 The following is the minimum entry requirement:

- a) 3 As and 3 Bs at GCSE;
- b) 'A' grade passes are required for higher level subject and 'B' grade passes for standard level.

15.4 How and When we Offer Places

15.4.1 Conditional offers for places in JESS Sixth Form are made from the Third Week of February.

15.4.2 KHDA guidelines on cut-off dates for moving from different curriculums must be adhered to.

15.5 Acceptance of Places

15.5.1 In order to accept the offer of a place, parents must

- a) complete the Acceptance Form signing to say that they accept the School's Terms and Conditions;
- b) pay a **non-refundable acceptance deposit of AED3,000** to secure the place at JESS Sixth Form.
 - (i) The deposit is non-refundable if the child does not take up the place at JESS but will be refunded in cases where the student does not meet the entrance requirement for their chosen course.

If the child takes up the offer of a place:

- (ii) **AED 500** is an acceptance fee
- (i) **AED 1,000** of this sum will be credited against the first term's fees at JESS Sixth Form.
- (ii) **AED 1,500** of this sum will be held as an on-going school deposit against any 'extra' charges which posted on the end of term bill (such as school day trips and visits). Any balance will be refunded when the child completes his/her time at JESS.

15.5.2 Parents have **5 working days to accept** the offer of a place. After this time the offer of the place is forfeited and the place will be offered to the next person on the Waiting List.

15.5.3 Further documentation is required at this point to allow registration at the KHDA and also to fulfil JESS internal requirements; this is all detailed on the offer letter and is specific to each child and the year group they are joining.

15.5.4 An offer of a place at JESS is not definite until formal written confirmation is issued to the family from the school.

15.5.5 The School reserves the right to revoke the offer of a place in the event of the failure to provide any of the requested payments or completed documentation.

Progression Policy

16 GENERAL PRINCIPLES

16.1 Criteria for Progression

16.1.1 There are five criteria for progression through the School:

- a) a good attendance record;
- b) a strong work ethic;
- c) a positive contribution to the wider life of the School;
- d) a good disciplinary record;
- e) an ability to make the most of the opportunities available at the next stage.

16.2 Communication

16.2.1 The School will endeavour to provide warnings to parents in School reports and in other communication where a pupil is falling short of the required standard of behaviour, work ethic and/or commitment to the wider life of the School, and where the pupil is in danger of not achieving the requisite academic performance to progress.

16.3 Decision and Review Process

16.3.1 **Decision:** The final decision whether or not to allow a pupil to progress rests solely with the Director, who will consider each case on its merits.

16.3.2 **Removal:** For avoidance of doubt any pupil who is asked to leave the School under the terms of the Progression policy shall be deemed to have been "removed" from the School.

17 PROGRESSION POLICY: PRIMARY SCHOOLS:

17.1 Progression from Foundation Stage (FS2) to Key Stage One (Y1) will be on the basis of teacher assessment and a satisfactory Early Years Foundation Stage Profile (the specific criteria for which will be published by the School from time to time and are available from relevant Headteacher on request.)

17.2 Progression from Key Stage One (Y2) to Key Stage Two (Y3) will be on the basis of a satisfactory performance in teacher-based assessments.

18 PROGRESSION POLICY (YEAR 6 TO YEAR 7)

18.1 Preamble and Rationale

18.1.1 JESS is a community through-school and hopes that every pupil in its two Primary Schools will progress through to JESS Secondary.

18.1.2 Every pupil at JESS Jumeirah and Arabian Ranches Primary will be offered a place at JESS Secondary without having to sit an entrance examination.

18.1.3 The only exception to this is if a Year 6 student presents academic, pastoral or behavioural issues that the Secondary school would not be able to support.

18.2 Offer of Priority Places at JESS Secondary

18.2.1 Pupils at JESS Jumeirah and Arabian Ranches Primary will be offered places at JESS Secondary in the first week of October of their Year 6.

18.3 Acceptance of Priority Places

18.3.1 Parents must accept the offer of a priority place by the end of October.

18.3.2 Parents will be required to do the following:

- a) complete the Acceptance Form signing to say that they accept the School's Terms and Conditions;
- b) pay a non-refundable acceptance deposit of **AED 7,500** to secure the place at JESS Secondary
 - (i) The deposit is non-refundable if the child does not take up the place at JESS

If the child takes up the offer of a place:

- (i) **AED 6,000** of this deposit will be credited against the first term's fees at JESS Secondary.
 - (ii) **AED 1,500** of this sum will be held as an on-going school deposit against any 'extra' charges which posted on the end of term bill (such as school day trips and visits). Any balance will be refunded when the child completes his/her time at JESS.
- c) Any applications or deposit payments received after the Priority Place Acceptance Date will forfeit their right to a Priority Place.
 - d) These applications will be considered alongside all external applications for any available places as per our normal admissions procedure. (See Year 7 Admissions Procedure above).

- e) This will entail sitting the entrance examination on the JESS Assessment Day.
 - (i) The JESS Assessment Day is in November.
 - (ii) Please note that applications for the JESS Assessment Day close at noon four days prior to the Assessment Day.
 - (iii) There is no charge for JESS pupils to sit the JESS Entrance Assessment.
 - (iv) No priority will be given to JESS pupils at this stage.

19 PROGRESSION POLICY (YEAR 11 TO YEAR 12)

19.1 Preamble and Rationale

19.1.1 JESS is a community through-school and hopes that every pupil in its Secondary School will progress through to JESS Sixth Form.

19.1.2 The only exception to this is if a Year 11 student presents academic, pastoral or behavioural issues that the Secondary school would not be able to support.

19.1.3 Entrance to the Sixth Form, the IB Diploma Programme (IBDP), the IB Diploma Courses (IBDC) or BTEC courses is dependent on meeting the relevant progression requirements outlined below;

19.1.4 Students will have a proven track record of consistently good effort, high attendance, time-management and academic success.

19.1.5 All offers for places in JESS Sixth are conditional on meeting the relevant progression requirements in GCSE examinations (or equivalent).

19.1.6 Progression onto the second year of these programmes is dependent on satisfactory academic performance and a good work ethic in Year 12.

19.2 Progression into Sixth Form **International Baccalaureate Diploma Programme (IBDP)**

19.2.1 The following is the minimum entry requirement for the IBDP:

1. 3 'A's and 3 'B's at GCSE;
2. 'A' grade passes are required for higher level subject and 'B' grade passes for standard level.

19.3 Progression into Sixth Form **International Baccalaureate Diploma Courses (IBDC):**

19.3.1 The following is the minimum entry requirement for the IBDC:

1. Passes (C grade or higher) in GCSE English and Mathematics (or equivalent).
2. IBDC students need to meet the entry requirements for each individual subject, as published annually.
3. The IBDC at JESS entails a commitment to taking at least four subjects, with at least one at higher level.
4. A likely minimum profile for IBDC is 1A, 2Bs and 2 Cs at GCSE (or equivalent).

19.4 Progression into Sixth Form **BTEC Courses:**

19.4.1 The following is the minimum entry requirement for the BTEC Programme:

1. 5 'C's at GCSE, including English and Mathematics.

19.5 Commentary on the Criteria for Progression:

19.5.1 A student who just falls short of the academic criteria at GCSE but has demonstrated a good work ethic and makes a positive contribution to the wider life of the School, may be allowed to progress;

19.5.2 A pupil who has achieved the academic criteria at GCSE, but who has shown a poor work ethic and/or has a poor disciplinary record may not.

19.6 When we Offer Places

19.6.1 Offers for places in JESS Sixth Form are made during February.

19.7 Acceptance of Places

19.7.1 In order to accept the offer of a place, parents must

- a) complete the Acceptance Form signing to say that they accept the School's Terms and Conditions; and
- b) pay a non-refundable acceptance deposit of **AED 3,000** to secure the place at JESS Secondary
 - (i) The deposit is non-refundable if the child does not take up the place at JESS.
This deposit will only be refunded in cases where the student does not meet the entrance requirement for their chosen course.

If the child takes up the offer of a place:

- (i) **AED 1,500** of this deposit will be credited against the first term's fees at JESS Secondary.

- (ii) **AED 1,500** of this sum will be held as an on-going school deposit against any 'extra' charges which posted on the end of term bill (such as school day trips and visits). Any balance will be refunded when the child completes his/her time at JESS.

19.7.2 Parents have 10 working days to accept the offer of a place. After this time the offer of the place is forfeit and the place will be offered to the next person on the Waiting List.

20 PROGRESSION FROM YEAR 12 TO YEAR 13

- 20.1 Progression onto the second year of the IB Diploma Programme (IBDP), the IB Diploma Courses (IBDC) and BTEC is dependent on satisfactory academic performance in the end of year examinations and throughout the first year of these programmes.
- 20.2 Students who fail to achieve these grade criteria will be given the opportunity to retake their end of year assessments before the start of Term One.
- 20.3 If students fail these retakes, they will **not** be permitted to progress onto the Year 13 course. Instead they will be given the choice of repeating Year 12 on an agreed programme, or leaving JESS.
- 20.4 Students who fail the IBDP criteria, may be offered the opportunity to transfer to the IBDC programme for Year 13.
- 20.5 The following table summarises the Year 12 to Year 13 Progression Criteria:

| IBDP | IBDC | BTEC |
|---|--|---------------------|
| Good work ethic, behaviour and attendance record. | | |
| 12 Points at Higher Level | Level 3 and above in each individual subject | Pass in each Module |
| All Higher Level subjects at Level 3 and above | | |
| 9 Points at Standard Level | | |
| 24 Points Overall | | |