



Admissions Policy

1 Purpose

To establish clear guidelines, expectations and requirements for students seeking admission to The Sheffield Private School (“TSPS”).

2 Scope

As part of the Britus Education family of schools, The Sheffield Private School delivers on three pillars of excellence:

AFFORDABLY PREMIUM We believe academic excellence should be accessible to students across all backgrounds at affordable fees.

DIVERSELY CONNECTED Our growing family of schools offers a variety of renowned international curriculums and acts as a true family. This provides our students the chance to interact and collaborate with their peers across the schools, exposing them to a wider range of learning and developmental opportunities.

INCLUSIVELY EDUCATIONAL Academic accessibility isn’t only a matter of means – it’s also a matter of catering to individual strengths. Starting from the admission process and all through their schooling, we take into consideration each student’s unique capabilities and dedicate ourselves towards unlocking their full potential.

The Sheffield Private School will offer places to families where spaces are available and the school can meet the needs of the child regardless of nationality, culture, gender or religion. All applications are dealt with on a first come first served basis and we aim to make the process easy and speedy for parents.

Where a year group is at capacity, a child will be placed on the waiting list. Siblings of current students are given priority, once a place becomes available.

Once the required documents have been received and the assessment completed, the Admissions Office will immediately contact the parent to offer a place. When a place is offered, the parent must accept or decline the offer of a place within five working days.

3 New Applications

An application may be made at any time in the year for the following academic year. Staff in the Admissions Office will advise on the required documents, the assessment procedure and the registration fees. Applications may also be made for entry during the current academic year, subject to KHDA regulations. Staff in the Admissions Office will advise on this.

4 Assessment

We assess all students prior to entry. This information enables us to best support the child and also gives information to teachers prior to the child starting in school. For FS1 and FS2, the assessment is a play-based observation, for Year 1 there is a short assessment and for Year 2 onwards, children will sit an online assessment using online Cognitive Ability Test (CAT4) assessment.

The school has high expectations of all its students and good behaviour is an inherent part of these expectations. As part of the assessment process, the school will look at previous school reports and may also ask for a report on behaviour from that school.

5 Admissions to Foundation Stage

Our admissions policy requires Foundation Stage 1 (FS1) applicants to turn 3 years of age by 31st August as per KHDA regulations and Foundation Stage 2 (FS2) applicants to turn 4 years of age by 31st August.

All Foundation children *MUST* be fully toilet trained prior to starting school. For FS1 and FS2, the school will assess a child's readiness to start school before any offer is made and all parents will be asked to bring their child for an assessment observation prior to a place being offered. The assessment enables Foundation staff to gather information about a child which will help teachers when the child starts school.

6 Admissions to Primary

Applicants for Year 1 to Year 6 will be offered a place depending on a review of previous school reports along with results of an assessment conducted at TSPS. For entry to Year 2 and above, the assessment will be an online assessment using an online Cognitive Ability Test (CAT4) assessment.

7 Admissions to Secondary

All applicants for Year 7 to Year 13 will be offered a place depending on a review of previous school reports. Applicants will also need to sit an online assessment using using and online Cognitive Ability Test (CAT4) assessment.

8 Admissions to Year 12

Students wishing to enter Year 12 at The Sheffield Private School are required to obtain a minimum of B grade at IGCSE (or equivalent) in each of the subjects they wish to study at A/S or A level; or in the case of BTEC courses a student should get a minimum of a D grade. At TSPS entry to all A/S Level or A level courses requires a minimum of a Grade B in mathematics, Grade B in English (First Language) or Grade A in English (Second Language). In addition, all applicants will have to attend for interview with the Head of Sixth Form and provide a referral letter.

9 Medical Records

The school requires current and accurate information about each child's medical requirements. Parents must update the school should any circumstances change. Children can only begin their educational journey with The Sheffield Private School once the completed medical form has been received by the Admissions office. Once a student has joined the school, parents must update the school if any medical circumstances change.

10 English Language

The Sheffield Private School delivers the curriculum to children in English. The school is able to offer English Language support to children whose first language is not English and who need support to access the curriculum. For further details, please contact the Admissions Office.

11 Additional Learning Requirements

Dubai is committed to inclusivity as is Britus Education. In line with this, The Sheffield Private School is committed to being as inclusive as possible and aims to support both gifted students and those Students of Determination. The school offers additional learning support. Parents should inform the school at the time of application regarding any additional learning support requirements for their child. The school may require copies of external documents such as professional assessments and individual learning plans. All Students of Determination will be assessed by the Head of Inclusion to ensure that the correct support is put in place. The school will give priority to the admission of Students of Determination who are siblings of students already on roll.

12 Behaviour

Good student behaviour is fundamental in enabling the best learning experience possible. We expect that all students attending the school should have a positive attitude to learning and respect for the school community. We aim to provide a safe, secure and supportive environment where students can learn to the best of their ability and teachers can deliver quality teaching. Offers of a place and re-registration are subject to this.

13 Re-registration

Children are eligible for re-registration for the next academic year unless there are significant behavioural issues or any outstanding fees. Re-registration will begin at the start of Term 3. Re-registration fees will be 5% of the tuition fees for the forthcoming academic year and should be paid as soon as possible to secure their place for the following academic year. If the re-registration fee is not received by the last day of the academic year, full Term 1 fees will be required to reserve the place.

The school's Admissions and Registration Policy will form part of the KHDA Parent Contract.

14 Further Information

For further information about the school, visit our website www.sheffield-school.com

If you wish to contact the Admissions Office directly, email admissions@sheffield-school.com or telephone on +971 (0)4 267 8444, ext 225.