

## Admissions Policy & Procedure

The Sheffield Private School is providing education for boys and girls from (FS 1) to Year 13, aged 3 to 18 years. The purpose of this policy & Procedure is to assist the students and parents for the admission at TSPS. The school follows a British curriculum and the academic year runs from August to June. Students are admitted throughout the year, subject to availability of seats and compliance of guidelines issued by KHDA (Knowledge and Human Development Authority).

### Application Process

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All prospective parents are required to submit the completed **Application Form**, **Health Information Forms** and **TSPS Fee Policy** to our School Admissions Department with all the documents listed below:

- ✓ Two photocopies of student's valid passport
- ✓ Two photocopies of student's valid residence visa
- ✓ Two photocopies of student's valid Emirates ID
- ✓ Two photocopies of student's Attested Birth Certificate, in English or Arabic
- ✓ Six recent passport sized photographs of student
- ✓ Two photocopies of the original school reports for the current and previous academic year and Final term report (for FS2 onwards)
- ✓ One copy of student's vaccination record
- ✓ Original Transfer Certificate (attested, if applicable, as per UAE KHDA requirements)
- ✓ A Letter of Good Conduct from the previous school (from Year 1 onwards) ( Compulsory )
- ✓ Continuation Certificate ( for Year 1 onwards) ( Compulsory )
- ✓ One copy of Father's and Mother's passport and valid residence visa
- ✓ One copy of Father's and Mother's valid Emirates ID

***Please complete the additional information section of Application Form and provide full details of any special educational needs, individual education plans (IEPs) and any Educational Psychologist's or other therapists reports available. It is essential that all educational history is presented to TSPS prior to a place being offered.***

***If we found that the facts were not disclosed, TSPS reserves the right to cancel the admission. As per Parents School Contract, parents are expected to:***

- Provide the school with copies of all medical, psychological or educational assessments or reports before entry to the school. Such materials are a prerequisite in enabling us to provide the best education for your child. Failure to disclose any such information, including the deliberate withholding of information, may result in your child not making the expected progress in school.

- Notify the principal in writing if they are aware or suspect that their child (or anyone in his or her immediate family) has a learning difficulty, and the parents must provide the school with copies of all written reports and other relevant information. Parents will be asked to withdraw their child if, in the professional judgment of the principal and the child's teachers, and after consultation with the parents and with the student (where appropriate), the school suspects that such vital information about special needs has been deliberately withheld.

Applications can be submitted to the School from Sunday to Thursday, between 8.30am to 4pm, along with the Registration Fee of AED 500 and Assessment charge of AED 500. Please note that applications will not be processed until **all** the documents have been submitted.

## **Transfer Certificate**

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### **Student's coming from same Emirate ( Dubai ):**

The transfer will be online via KHDA e-portal. In order to complete the online transfer please complete transfer formalities in the old school. The parent is required to complete the registration or transfer with in maximum of 2 weeks from the day of joining the new school

### **Student's coming from other Emirates / other countries:**

In order for us to comply with the KHDA/MOE regulations to register your child, we require a Transfer Certificate/Letter (TC) from your child's current/previous school.

The Transfer Certificate/Letter must be on **school letterhead** duly signed and stamped and date of the letter should bear the last school date attended by the student. The original certificate must be submitted to us before the student's first day at school.

Please note that

1. Student's coming from countries other than USA, United Kingdom, Australia, Canada, Western Europe and New Zealand should have the **original** Transfer Certificate (TC) attested by the following authorities:
  - Ministry of Education (from country of origin)
  - Ministry of Foreign Affairs (from country of origin)
  - UAE Embassy (from country of origin)
2. Student's coming from Kuwait, Bahrain, Oman, Saudi Arabia and Qatar should have the **original** Transfer Certificate (TC) attested by the Ministry of Education (from country of TC origin).
3. Students transferring from schools within the UAE, should have a Ministry approved Transfer Certificate.

Kindly refer to our **Transfer Certificate Guide**.

## Admission to Foundation Stage

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The age criteria for FS 1 applicants is 3 years by 31<sup>st</sup> December 2018 and FS2 applicant is 4 years by 31<sup>st</sup> December 2018. All Foundation students **MUST** be fully potty trained prior to starting school. For FS 1 and FS2, the school will assess the children's readiness to start school before any offer is made. *Seats will not be reserved if the applicant is unavailable for an assessment.* Acceptance of application form does not guarantee a seat at TSPS and is subject to availability of seats, assessment results and subject to the KHDA and ministry of education prescribed guidelines.

## Admission to Primary

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All Year 1 to Year 6 applicants will be offered a place depending on review of previous school reports and results of the assessment conducted at TSPS. Acceptance of application form does not guarantee a seat at TSPS and is subject to availability of seats, assessment results and subject to the KHDA and ministry of education prescribed guidelines.

Primary school entrance age requirements are as follows:

Year Group	Minimum Age (in years)as on 31,Dec.	Maximum Age(in years)as on 31,Dec.
Year 1	5	7
Year 2	6	8
Year 3	7	9
Year 4	8	10
Year 5	9	11
Year 6	10	12

## Admission to Secondary

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All Year 7 to Year 13 applicants will be offered a place depending on review of previous school reports and results of the assessment at TSPS. Acceptance of application form does not guarantee a seat at TSPS and is subject to availability of seats, assessment results and subject to the KHDA and ministry of education prescribed guidelines.

### Year 10 :

Students and parents at TSPS will receive a written warning at the end of term 1 to notify them if they are not on target to achieve the minimum expectations to continue at The Sheffield Private School into Year 11. These are that attendance and behaviour records should be good and students should be on target to achieve at least 5 A\*-C grades. Parents will be notified by the end of term 2 if students are not being re-registered for the following academic year. This will be with previous and earlier written warnings and valid reasons and after KHDA validation and approval.

**Year 11:**

At TSPS we will not allow students to repeat Year 11 if in Year 11 they had a poor attendance and behaviour record and after KHDA validation and approval.

**Year 12:**

Students wishing to enter Year 12 at The Sheffield Private School are recommended to obtain a minimum of B grade in each of the subjects they choose 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. This is in line with national standards and expectations. Students can only sit the A/S and A level & BTEC exams in a subject with the same exam board that their courses are studied in.

Secondary school entrance requirements are as follows:

Year Group	Minimum Age (in years)as on 31,Dec.	Maximum Age(in years)as on 31,Dec.
Year 7	11	13
Year 8	12	14
Year 9	13	15
Year 10	14	16
Year 11	15	17
Year 12	16	18
Year 13	17	20

**Note:** If the Year group applied at TSPS does not correspond with the current year group/grade mentioned under the TC, the regulating government authority may reject the application and TSPS reserves the right to cancel the application.

**What is the difference between the grading system and the year system and how does that impact on the school?**

The following table describes the grade and year equivalence that should be used for placement of students. It explains when the educational journey should start in Dubai if a child goes to a UK curriculum schools and any other school.

Age	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17+
UK - Years	FS1	FS2	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	Yr 13
Other - Grades	Pre-KG	KG1	KG2	G1	G2	G3	G4	G5	G6	G7	G8	G9	G10	G11	G12
Other: US, Indian, Private-MOE, IB, Pakistani, French, Philippine, Japanese, Russian, German															

## Assessment

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Please note that assessments will be conducted once a week at TSPS. An email will be sent with the assessment date for your child(ren). Result of the same will be informed to you via email and that is final in all respect.

## Offer

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Places are offered based on the previous school report and the assessment results conducted at TSPS. If your child has been accepted at TSPS, an offer letter will be emailed to you detailing the next steps and the documentation required.

This offer letter is subject to submission of all required documents and payment of seat confirmation fee as mentioned under the TSPS Fee Policy. Failing to comply with required documents/fee within the prescribed period, TSPS reserves the right to cancel the seat without any further communication.

Applications from FS2 onwards will require a Transfer Certificate from the previous school (issued at end of academic year/or when the student leaves which within Dubai,its online). Your child's Transfer Certificate/Letter and valid residence visa copies should be submitted prior to joining the School, if it wasn't attached to your initial application.

For any further queries, kindly email at [admissions@sheffield-school.com](mailto:admissions@sheffield-school.com)

## Declaration

I/We have read, understood and agreed to the contents of this form. It is understood that all required documents form part of the Admission to the School and the statutory registration with the Ministry of Education/KHDA; and that documents additionally required, not accompanying this Application Form, must be handed to the Registrar as soon as possible.

Name		Signature	
Relationship to Child		Date	