

The King Fahad Academy London



Admissions Policy

<i>Review Completed</i>	<i>Reviewed by</i>	<i>Approved by</i>	<i>Next Review</i>
April 2017	Heads of School	General Director	April 2018

Aims and Objectives

The Admissions Policy aims to:

- establish a clear, fair and objective admissions policy;
- explain the admissions procedure to parents

Admissions Procedure

Step 1

Parents should contact the Admissions Office to request an information pack about the Academy

Step 2

Parents may request a tour of the Academy by contacting the Admissions Office

Step 3

Parents may complete and return an Application Form – this will include details of the pupil's former school from whom a report will be sought

Step 4

Parents will be invited to visit the Academy, receive information and undertake a tour with the Heads of Section

Step 5

Children will be invited to attend an assessment at the Academy which involves an English and Arabic Language Assessment, a Maths assessment and an interview with a member of staff

Step 6

The Heads of Section will evaluate the assessment results and then respond to the parents of each child – they may offer a place, they may refuse a place or they may offer a waiting list or deferred place (pupils who are not successful in their applications may apply for the following year by submitting a new application form)

Step 7

Parents will receive a formal offer of a place, notification of the fees payable and of the start date for the pupil

Conditions of Enrolment

These form part of the Application for Admission and are agreed by parents when the application is signed.

1. All contributions, including registration fees, are payable in advance. All deposits are non-refundable. The school reserves the right not to accept the student if contributions have not been paid by the starting date. Contributions apply to published dates and are as invoiced. The full contribution is payable for students accepted into the school after the start of the school year if students withdraw, fees for the remainder of the year will not be refunded. A registration fee is charged for new students only. N.B. The school requires three months' notice in writing if a parent wishes to withdraw his/her child from the school.
2. The school reserves the right to withhold acceptance of a new enrolment at its discretion if such action is deemed to be in the best interests of the School or the student.
3. The school reserves the right to introduce Student Support Fees where a psychologist's assessment has indicated that they are appropriate.
4. Students are expected to abide by the rules and regulations of the school's behaviour policy.
5. If the parents are not going to be resident in London a guardian must be nominated and the School informed.
6. By signing this form, the parents' consent to their child following the entire King Fahad Academy curriculum.
7. Students admitted to The King Fahad Academy will usually be placed with their peer group. Students entering Pre-KG must be three years old, those entering KG1 must be four years old, and those entering KG2 must be five years old by the 31st of August of the year of entry.
8. The King Fahad Academy is a multicultural and bi-lingual community and as such all staff, parents and student must be treated with fairness, respect and in a wholly non-discriminatory manner. The school reserves the right to terminate this contract with immediate effect in the case of non-compliance with the above.
9. The contract between parents/guardians and the school is governed by English Law. Parents /guardians agree with us to submit to the exclusive jurisdiction of the English courts.
10. The school reserves the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons. Or in order to assist the proper delivery of education at the school. The school will notify parents/guardians of any such modification prior to the end of the preceding term before the modifications are to take effect.
11. If payment is made by cheque to the Academy and this cheque has been returned unpaid by the drawer's bank. Then the Academy has the right to cancel the registration.
12. All students are expected to achieve attendance of 95% or above. Absence will only be authorised in exceptional circumstances. If 20 school sessions are missed (10 days), the school will inform the local education authority. Parents may be fined in line with the UK regulations if their children fail to attend school regularly.

13. Children will be removed from the register after 30 school days absence (authorised or unauthorised). Parents will be required to register their children again and pay any fees due.
14. The King Fahad Academy reserves the right to defer admission of certain students for a limited period of time based on the student's linguistic needs, his/her age and the course that they intend to pursue at the Academy (Primary, Middles School, IGCSE, IBDP)

Further Notes

- The Academy must be given the student's previous school records for the current and preceding academic year.
- The Academy may request parental permission to contact the previous school.
- These records must indicate that the student has followed a recognised programme of study at the previous school and is capable of participating fully in the school curriculum.
- For children in the Early Years Programme (Pre-KG and KG1), a period of settling in is required and this may include a period of reduced attendance. Parents of the child will be asked to attend and support this settling in period during the time agreed with Academy staff (please see the Academy's Settling in Policy).
- The Academy will place a child in the most appropriate grade based on the date of birth, the results of the entrance assessment and in accordance with the Terms and Conditions of Entry. The Academy may also recommend a student be moved to a different grade during the school year if it is believed by the Academy that the child's progress would be better supported by such a move.
- Parents/guardians are requested to give details of special educational and learning support needs at the time of application. In such cases, a copy of a valid report from an Educational Psychologist, or other Specialist, or a Statement of Special Educational Needs should be submitted with the application. A member of the Special Educational Needs Team and the Head teacher will meet with the family to discuss the child's needs. In accordance with the Academy's Special Educational and Learning Support Policy, there is a limit to the amount of support that can be provided by the SEN Team, eg. in-class support or 1-1 lessons. The Academy will therefore agree with the parents prior to acceptance how such needs can best be met and whether the school can provide the additional support deemed appropriate with/without additional cost incurred for the provision.
- In cases where parents have identified that their child has a disability or special need, a member of the SEN Team and the Head Teacher will have a meeting at an early opportunity with the parents to define any reasonable adjustments/costs. Additional costs will be the responsibility of the family and will be paid before admission. Failure to disclose this information may result in the Academy being unable to offer an adequate level of support. The Academy

may ask the parents to obtain a report as above and arrange for additional support if this is deemed necessary to meet the child's needs.

- The Academy asks for medical information about physical disabilities to enable SEN and other staff to assess whether the school site would be accessible for the students. We advise parents of children with physical disabilities to discuss their child's requirements with us before he or she comes to be assessed so that we can make adequate provision for him/her. Where reasonable and possible, measures would be taken to meet the needs of the child at the Academy.
- Overseas applicants must comply with UK visa requirements before acceptance.
- Children are expected to attend on all school days during term time and not to take avoidable time off for holidays or routine medical appointments. Parents should ensure that children are in school by 8.45am each morning and that they are collected punctually at the end of school.
- The Academy reserves the right to introduce Student Support Fees (for books/assessment tests) where appropriate.
- The costs for extra-curricular activities and trips will be additional to the school fees and parents will be notified of these in advance.
- Parents are required to adhere to the deadlines for submitting applications which are posted on the Academy website.

FEES

- All contributions, including registration fees, are payable in advance. Registration fees are non-refundable. The school reserves the right not to accept the student if contributions have not been paid **by the starting date**. Contributions apply to published dates and are as invoiced. The full contribution is payable for students accepted into the school after the start of the school year. If students withdraw, fees for the remainder of the year **will not be refunded**. **A registration fee is charged for new students only. Any student who leaves the Academy for more than half a term (six weeks) is removed from the register and is considered a new applicant on return.**
- The IGCSE & IB students sit external exams and they will be charged for these for each subject. No administrative fees will be charged.

For more details about the fees please follow the link below:

IGCSE: <http://www.edexcel.com/iwantto/Pages/fees-academic.aspx>

IB: <http://www.ibo.org>

By signing your application for admission and the Conditions of Enrollment stated in the application form, you agree to the terms and conditions stated in the admission policy above. The application forms, required documents and non-refundable registration fees

need to be received by the Admissions and Accounts Office before the date set for the interview.

The Academy reserves the right to withhold acceptance of an enrolment at its discretion if such action is deemed to be in the best interests of the Academy or the student.

Signed:
General Director