



## **Admissions Policy**

Policy Date: September 2020

Review Due: September 2021

Person Responsible: Head of School

# Admissions Policy

British School Salalah (BSS) offers a UK style education that broadly follows the English National Curriculum from FS1 to Year 11 (3-16 year olds).

Admission is not automatic. The Admissions Policy is designed to ensure that the pupils who attend have the capacity to thrive within, and benefit from, all that BSS offers.

## Entry Requirements:

The school caters for pupils who meet the following criteria:

demonstrate a good working capability in English. Pupils may therefore be observed in setting to assess this.

#### Examination entry

The school reserves the right not to enter a pupil for external examinations if they fail to respond to academic interventions.

#### Pupils requiring additional support

BSS has only limited resources to cater for pupils whose learning needs can only be met with significant support.

It is in the interests of all concerned, and particularly of the pupils themselves, that all who are admitted to BSS are able to enjoy high levels of success and thrive within the high achieving environment.

Parents of children who have a history of requiring any additional educational support are required to bring to the attention of the school detailed information regarding their child's specific learning needs. This information should include: previous school reports, SENCO (Special

If BSS cannot accept a pupil: applicants are welcome to reapply, however they will only be considered for entry after 6 months.

Where a pupil is accepted by BSS, parents may defer their son/daughter's start date only once. After this, a full term's fees must be paid to keep the pupil's place.

If a place is offered but refused by the parent, the parent gives up any claim to a place in the future and would have to reapply.

## Admissions Process

The following documents are required to apply for a place at BSS:

- Completed registration form (one per child)
- Copy of child's passport
- Recent passport style photograph, white background
- Latest school report
- Copy of parents' passport and residence card (if available)

**Step 1:** Email all required documents to [admin@britishschoolsallah.com](mailto:admin@britishschoolsallah.com).

**Step 2:** When we have received your application and all additional documents required we will assess if a space is available for your preferred start date. If no space is available we will place your child on our waiting list. We will notify you via email of the status of your application within 5 working days.

**Step 3:** Once a space is available for your child we will contact you to let you know

**Step 4:** Your child will be assessed to ensure they meet our entry criteria. Please refer to our Entry Requirements.

**Step 5:** We will inform you of the outcome of your application which may be:

An offer of a place on condition that Admissions fees are paid.

We require further testing to ensure the school can meet the needs of your child.

Children with English as an additional language or special educational needs will meet with staff to determine if the school can support them to fully access the curriculum.

Your application was unsuccessful. If you have disclosed all relevant information in your application documents then the reservation fee will be returned.

**Step 6:**

Following an offer of a place our admissions team will meet with you to:

Request that you pay the Admissions Fee in order to secure your child's space.

Confirm your child's start date

Provide a formal offer letter, an annual consent and contact details form and invoice for fees

Give details about the first school day including uniform purchase

Pupils can start school one week after receiving an offer providing you have paid the Admission Fees

