



Belvedere British School Admissions Policy

Academic Year 2026 – 2027

1. Policy Statement

Belvedere British School (BBS) is an inclusive, independent, co-educational institution committed to excellence. The school welcomes applications from students of all nationalities, backgrounds, and abilities who are capable of benefiting from and contributing to the school's academic and co-curricular life. Admissions decisions are made in accordance with ADEK Private Schools Policy Guidelines, ensuring non-discrimination, fairness, and transparency.

2. Purpose

This document serves to communicate how Belvedere British School:

- Ensures compliance with ADEK's current Student Administrative Policy.
- Ensures that all admissions procedures are consistent, equitable, and supportive of student success.
- Identifies applicants whose academic and personal profiles align with the school's values and expectations.

3. Entry Points and Age Requirements

The school admits students from FS2/KG1 (age 4 as of 31st December) through to Year 13/Grade 12, according to ADEK guidelines. **Note:** The school generally uses Year groups rather than Grade levels

Age (as of 31 st August)	Year Group
4 – 5	FS2/KG1
5 – 6	Year 1/KG2
6 – 7	Year 2/Grade 1
Transfers based on Academic history	
7 - 8	Year 3/Grade 2
8 - 9	Year 4/Grade 3
9 - 10	Year 5/Grade 4
10 - 11	Year 6/Grade 5
11 - 12	Year 7/Grade 6
12 - 13	Year 8/Grade 7
13 - 14	Year 9/Grade 8
14 - 15	Year 10/Grade 9
15 - 16	Year 11/Grade 10
16 - 17	Year 12/Grade 11
17 - 18	Year 13/Grade 12

Appendix 1: ADEK-Compliant Age-Grade Mapping

4. Admissions Procedure

a. Enquiry and Application

- Parents may submit an Initial Enquiry Form at any time.
- School tours and consultations with the Senior Leadership Team (SLT) are offered.
- Completion of the application form is required to initiate the formal process. However, submission does not guarantee admission.

b. Assessment and Offer

- **FS2/KG1 and Year 1/KG2:** No formal testing or interviews are permitted.
- **Year 2/Grade 1 and above:** Students undertake baseline, diagnostic, academic assessments and a meeting with SLT.
- Offers are conditional upon assessment results, space availability, and submission of all required documentation.

5. Admission Priorities

If demand exceeds capacity, places will be offered in the following order:

- A. Returning students.
- B. Siblings of current students.
- C. Children of BBS staff.
- D. Students who reside nearby.
- E. Emirati students (priority in schools rated "Good" or above by ADEK).

6. Inclusion and Support Services

- The school admits students with mild to moderate Special Educational Needs and Disabilities (SEND) and provides appropriate accommodations in line with ADEK's inclusion policies.
- Students with chronic health conditions (e.g. diabetes, asthma) are fully supported.
- Individual Education Plans (IEPs) are developed and maintained for SEND and (Able, Gifted and Talented) AG&T students.

7. Class Size and Space Requirements

- **FS2/Year 1:** Max 25 students; min 1.5m² per child (2.16m² for schools built after 2010).
- **Year 2–13:** Max 30 students; min 1.5m² (1.67m² post-2010 schools).

8. eSIS Registration and Documentation

- All students are registered via ADEK's eSIS system in compliance with published timelines.
- Required documents include:
 - Emirates ID (student and parents)
 - Passport and visa copies
 - Previous school records
 - Vaccination card and medical file

9. Transfers and Late Enrolment

- Students may transfer within and between Emirates with ADEK approval.
- Late-year admissions are subject to Principal approval and ADEK clearance.
- Parental requests for class changes will be reviewed only after three weeks of attendance, barring exceptional circumstances.

10. Fee Remissions, Discounts and Arrears

- Only sibling and scholarship discounts apply. No other remissions offered. Sibling discounts occur for the third child, and scholarship discounts must be applied for once the student joins the school, not before.
- All arrears must be cleared before re-admissions or new sibling enrolments.

1. Appeals Process

- Appeals against admission decisions must be submitted in writing to the Principal.
- A formal response will be provided within 14 working days.

12. Re-enrolment

- Annual re-enrolment begins in April; fees are due by 1st June each year.
- No re-enrolment will be accepted unless prior dues are cleared or formal arrangements are made with the Finance Department.
- Unsecured places after 1st June may be offered to waitlisted applicants.

13. Waiting List Criteria & Process

Belvedere British School maintains a fair, transparent, and equitable waiting list process when the number of student applications exceeds the available spaces in a particular year group.

1. Transparent Selection Process & Prioritisation Criteria

When places become available, applicants on the waiting list will be considered according to the following **prioritisation criteria**:

- Siblings of Current Students** – Priority is given to applicants who have siblings currently enrolled at the school.
- Children of Staff** – Applications from children of full-time school staff are given next priority.
- Returning Students** – Students who were previously enrolled at Belvedere British School and are seeking readmission.
- Date of Application** – Applications are ranked chronologically by the date the completed application was received.
- Assessment Outcome** – All students on the waiting list are required to meet the school's academic and behavioural standards as assessed through our standard entry assessments/interviews.
- Nationality & Curriculum Background** – While not determinative, we consider whether the applicant is transitioning from a British curriculum or an English-medium school to ensure continuity of learning.

Belvedere British School does not discriminate on the basis of race, nationality, gender, religion, or special educational needs in the administration of its admission policies.

2. Maximum Number of Students on the Waiting List

To ensure effective communication and management, the maximum number of students allowed on the waiting list for each year group shall be:

Year Groups FS2 to Year 13: A maximum of 30 students per year group.

Once this limit is reached, no further applications will be placed on the waiting list unless a spot becomes available.

3. Duration and Refresh of the Waiting List

- Waiting lists are **active for one academic term** only.
- At the **beginning of each new term (Term 1, Term 2, Term 3)**, the waiting list will be **refreshed**.
- Parents must **reconfirm their interest in remaining on the waiting list** at the end of each term. Unconfirmed applications will be removed.
- All updates and movements on the list are recorded and maintained in accordance with data protection and ADEK guidelines.

Appendix 1: ADEK-Compliant Age-Grade Mapping

Included as per ADEK table – unchanged from the current policy.

Review and Approval

Review Date: June 2026

Next Review Date: June 2027

Approved by:

Principal

BBS Board of Governors

School Stamp