Admissions Policy 2026- 2027

PACE
MODERN BRITISH SCHOOL
DUBAI, UAE

Written Date:
February 2023
Modified Date:
September 2026
Review Date:
September 2027
Written By:
Ms Anuradha Nebhnani- Vice Principal

PACE GROUP
Education Empowers

Admissions Policy **3**
INTRODUCTION 3
AIM OF THE POLICY 4
This policy is intended to: 4
SCOPE OF THE POLICY 4
ELIGIBILITY CRITERIA 5
Age Criteria 5
GRADE DATE OF BIRTH BETWEEN AGE 5
Selection Criteria 5
Applicants for admission from FS1 to Year 2 5
Applicants for admission from Year 3 to Year 10 6
Applicants for admission from Year 11 6
Admission of Students with Special Educational Needs 7
CONFIRMED ADMISSION 7
Admission Process 7
Register Online 7
Book an Appointment 8
Visit the school 8
Conduct test/ Interview 8
Review the Application by the Academic Team 8
Fill the Application Form 9
Submit Required Documents 9
Pay School Fees 10
Waiting Lists 10
Student withdrawal 10
Review 10

Admissions Policy

INTRODUCTION

PACE Modern British School (PACE MBS) offers the Cambridge Curriculum to all its learners from FS1. This curriculum program is supported and accepted by the National Curriculum of England. The National Curriculum for England is a broad and balanced curriculum applied in over 150 countries across the world. It is based on a structured and broad framework that outlines expected levels of achievement through all stages of a student's school life. In addition to development of specific skills and competencies, the curriculum emphasizes critical-thinking skills, enquiry and research skills and creativity, the skills needed to meet the challenges of the future. In the Foundation Stage we follow Cambridge Early Years curriculum, which is underpinned by the Development Matters Early Years Framework. In Key Stage 1 and 2 we follow Cambridge Primary Curriculum. In Key Stage 3, we will follow Cambridge Lower Secondary and we will follow Cambridge IGCSE for Year 10 and Year 11.

PACE MBS also delivers the UAE Ministry of Education's curriculum for Islamic Education, Arabic Studies and Social Studies.

The academic year in alignment with international curriculum schools runs from September to July. Students can be enrolled at PACE MBS during the Academic year if seats are available and subject to KHDA guidelines.

PACE MBS accepts enrolments of students from different nationalities and areas of development. All students are supported at the school. If a student has any learning difficulty, parents and the Student Support Department will work together in order to ensure that the child's needs are supported.

AIM OF THE POLICY

PACE MBS aims to give parents as much information as possible about the school and the education we provide. We aim to make each child's start in school both happy and successful, starting a lasting partnership with parents and children, by providing a full and balanced education in a safe and secure environment. We try to take the fear out of failure and encourage students to become confident, independent learners who work to the best of their ability, set their own targets and follow targets set by the teachers. We aim to cater for different learning styles using a variety of methodologies that assist in enhancing the students' knowledge at every stage of their academic journey. At PACE MBS we focus on providing high-quality interactive learning using the most recent and modern teaching equipment. We also offer various group activities that suits different ages to make the learning and education fun and interesting for our students. All applications will be treated in a sensitive manner.

This policy is intended to:

- Identify and admit children who meet the school terms and conditions.
- Establish the rules and conditions that are required to facilitate the admission process.
- Ensure that parents have a good understanding of the admission process.
- Admit special needs students in accordance with the decision of the inclusion department.
- Manage and handle new admissions efficiently and effectively in a timely manner.

SCOPE OF THE POLICY

This policy applies to all parents seeking admission for their children at PACE MBS. All admissions applications will be treated in a sensitive and confidential manner.

ELIGIBILITY CRITERIA

Age Criteria

PACE MBS works in accordance with KHDA age criteria and aims to place children in the appropriate year. Students from FS1 to Year 2 should follow the age criteria with no exceptions unless the parent provides a valid transfer certificate from a previous school in the UAE. For students in Year 3 onwards, the child will be admitted based on the previous completed Year/Grade mentioned in the Transfer Certificate and will be promoted to the next Year/Grade.

GRADE	DATE OF BIRTH BETWEEN AGE
FS1	3 years old by Dec 31
FS2	4 years old by Dec 31
YEAR 1	5 years old by Dec 31
YEAR 2	6 years old by Dec 31
YEAR 3	7 years old by Dec 31
YEAR 4	8 years old by Dec 31
YEAR 5	9 years old by Dec 31
YEAR 6	10 years old by Dec 31
YEAR 7	11 years old by Dec 31
YEAR 8	12 years old by Dec 31
YEAR 9	13 years old by Dec 31
YEAR10	14 years old by Dec 31
YEAR11	15 years old by Dec 31

Selection Criteria

Applicants for admission from FS1 to Year 2

Students of these Year groups are subject to an interview conducted by the admission team. A second interview with the inclusion team might be required if the student did not perform well in the first assessment. The parent must also confirm that the child is toilet trained and have a level of independence.

The admission will be provisionally confirmed once the application is reviewed and approved by the Academic Team. To confirm the admission, the parent should pay the registration fee and Term 1 fee.

Applicants for admission from Year 3 to Year 10

For these year groups, the parent must provide some of the child's academic reports from the previous school such as transcripts, certificates of achievements, recommendations from the Academic heads or Principal, any external recognitions or awards that will be reviewed by the admission team before proceeding to any further assessments. Then, the school will conduct a computer-based assessment called Cognitive Ability Test 4 (CAT4). This assessment will help both the school and the parent to get a clear picture of the child's strong areas and address the child's particular areas that need to be supported.

An addition interview with the inclusion team might be required if the student did not perform well in the CAT4 assessment.

For secondary, the potential student may also have an informal interview with the Head Teachers/Head of Pastoral Care to assess speaking, listening and understanding. This also gives the staff a chance to meet the student and, if the student is accepted, help the student adapt to life at school with a smooth transition.

The registration fee must be paid before doing the assessment. The admission will be provisionally confirmed once the application is reviewed and approved by the Academic Team. To confirm the admission, the parent should pay theTerm 1 fee.

Applicants for admission into Year 11 – Due to the complexities of GCSEs (Exam boards, specifications and Modular and Linear assessments), admissions for Year 11 will be reviewed on a case-by-case basis.

The policies and procedures will be the same as Year 10 mentioned above, but the student must have studied the relevant subject area selected from the IGCSE options.

Admission of Students with Special Educational Needs

It is essential that parents disclose all information regarding their child's individual needs and provide copies of the child's updated medical report signed and stamped by an authorized medical centre in the UAE and any other reports required for evaluation which will help in determining whether the school can meet the needs of the child.

An assessment with the Student Support Team will be conducted and admission will be confirmed based upon the Student Support Team recommendations.

CONFIRMED ADMISSION

To confirm the enrolment of the child at PACE MBS, the parent must submit all pending documents and pay Term1 fees before the child's date of joining.

Admission Process

Register Online

The first stage of the admission process is online registration which can be done by visiting our school website and filling out the registration form or by clicking the link:

https://paceeducation.com/pmbs/index.php?page=online_registration.

The form includes details related to the child like Name, Gender, Date of Birth, Nationality and Year applied to as well as some parent details like parent name, contact number and email address.

Once you complete and submit the form, an acknowledgement SMS and Email will be received with a Reference Number.

Book an Appointment

After you register online, you will be directed to the assessment appointment booking page. In this page, you may choose the convenient date and time for you.

Visit the school

The parent visits the school to have a school tour and meet the admission team for any further inquiries. At this stage, the parent will decide whether to proceed with the admission procedure or not.

Conduct test/ Interview

Admission will conduct the assessment as follows:

- FS1- Year2: Face-to-face interview with the admission team. The level of questions varies according to the respective year group.
- Year3- Year 11: Cognitive Ability Test 4 (CAT4) computer-based testing, one of the most widely used tests in the UK. This test helps to better understand the student's current abilities and his/her academic potential and allows the school to provide the needed support on specific areas in order to ensure the child reaches his/her full potential. CAT4 consists of multiple-choice questions related to Verbal Reasoning (VR), Non-Verbal Reasoning (NVR), Quantitative Reasoning (QR) and Spatial Awareness (SA). Second Assessment with the Inclusion Team In case the student did not perform well in the first assessment, the admission team will schedule a further assessment with the Inclusion team.

Review the Application by the Academic Team

The Academic Team will approve the application after reviewing the child's reports as well as the assessment results.

Fill the Application Form

The parent must fill out the Application form and the student health card with all the details related to the child.

Submit Required Documents

All relevant information must be declared including details of disciplinary, social, physical, medical or psychological problems and any possible learning support needs. If we learn that relevant information has not been revealed, any offer of a place may be withdrawn, even if your child has already begun to attend Pace Modern British School.

- Passport copies of the student with valid Visa page
- Passport copies of both the parents with valid Visa page.
- Emirates ID of the student and the parents.
- Birth certificate copy of the student.
- Vaccination details of the student.
- 4 passport size photographs of the student.

The above documents are mandatory for admissions in FS to Yr. 2. For overseas residents, these may follow within 30 days of joining PMBS.

Admissions to Yr.3 and above

- Original Attested Transfer Certificate
- Original transcript of previous year.

For Mid-year admissions,

- Original attested discontinued certificate.
- Mid-term transcript.
- Birth certificates may be in Arabic or English; all over documents must be submitted in English or legally translated from another language.
- Attestation details

Another Emirate Transfer

Transfer certificate / School leaving certificate should be attested by the educational authority of the respective Emirate.

Overseas Transfer

Transfer certificate should be duly attested by

- Educational authority / Ministry of Education – from the country migrating from.
- UAE Embassy / Consulate / Ministry of Foreign Affairs – From the country migrating from.

Pay School Fees

The parent must pay 25% of Term 1 fees at the time of registration in order to provisionally reserve a seat for the child. Full Term 1 fees must be cleared before the end of June.

Waiting Lists

In the event of a class reaching its maximum capacity, a waiting list will be established. Entries onto the waiting list will be placed in date order and should a place become available the parents of the first child on the list will be contacted. Preference will only be given to other children on the waiting list when they have siblings already in attendance at school.

Student withdrawal

If the parent decides to withdraw the child from the school, the parent should visit the school in order to apply for the withdrawal as soon as the decision is finalized to allow time for processing the required documents and for completing the withdrawal process which may take 5-7 working days.

Review

PACE
MODERN BRITISH SCHOOL
DUBAI, UAE

This policy will be reviewed every year or as and when the requirement arises. Next Review: September 2027