



Admissions Policy

Version	Date	Name	Summary of Changes
1	April 2024	M.Aston	
2	6.10.2025	M.S. Bedford	Review and approval
Approved by: AEG + Headmaster			Date: 6.10.2025
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Aldenham Education Group Vision

Aldenham Education Group is a disruptive, owner-operated education organisation committed to redefining excellence in international schooling. Rooted in the 425-year legacy of Aldenham School in the UK, we blend tradition with innovation to create non-franchise schools that are built on substance, not scale.

Our ethos is driven by the Japanese philosophy of *Kaizen* – a relentless pursuit of continuous improvement. We champion a culture of meritocracy, where talent is recognised, effort is rewarded, and every member of our school communities is empowered to grow and thrive.

We believe in delivering high-quality academics alongside a rich co-curricular programme, strong pastoral care, and a deep commitment to wellbeing. Our schools provide a rounded education where every child is known, valued, and nurtured — developing character, confidence, and the skills to succeed in life.

Aldenham Prep Riyadh Mission

At Aldenham Prep School, we provide a happy, nurturing, and warm environment where quality learning takes place, and the needs of each individual child are fulfilled.

Aldenham Prep Riyadh Aims

Our Key Aims

- ✓ *To encourage a love of learning in order to aspire to academic excellence and a broad education for all pupils*
- ✓ *To foster good relationships and partnership between staff, pupils, parents and the wider community*
- ✓ *To ensure that each individual pupil is nurtured, and encouraged to make the most of their own special talents*
- ✓ *To emphasise the importance of the social, moral and spiritual dimensions of community life in a modern society*
- ✓ *To provide a well-planned, well-organised environment giving children rich and stimulating experiences*

Aldenham Prep Riyadh Admissions Policy

Introduction

Aldenham Prep Riyadh is a welcoming school that values diversity and promotes equal opportunities. We welcome applications from families of all backgrounds and are committed to ensuring that every child is treated with fairness and respect throughout the admissions process.

We consider applications from students with additional needs where we can reasonably provide the appropriate support to ensure their success and wellbeing.

Admission is dependent on:

- A satisfactory reference from the child's previous school or nursery (where applicable).
- Successful completion of entry assessments.
- A completed declaration from parents disclosing any known special educational needs.
- Completion of the full admissions procedure, as outlined below.

Aldenham Prep Riyadh reserves the right to refuse entry, or progression between year groups, if the school's structure, in the opinion of the Headmaster and relevant staff, cannot meet the educational, pastoral or social needs of the child.

1. Admissions Process Overview

1.1 Enquiry and Registration

Prospective parents are encouraged to attend open days, tours and meetings with the Headmaster to understand the ethos and educational approach of the school.

Parents complete the online registration form and pay the non-refundable assessment fee. Registration and payment of the assessment fee allows the child to be assessed as per the guidance below.

Registrations are considered in the order they are received, with priority given to siblings of existing students (though not guaranteed).

1.2 Assessment and Reference

All pupils are required to complete an age-appropriate assessment. In addition, with parental permission, a confidential reference is requested from the child's current school or nursery.

Assessment details:

- **Nursery:** No formal assessment; visit and informal play session.
- **Reception - Year 2:** In-school assessment based on class integration, social readiness, and access to the learning environment
- **Year 3 - Year 8:** PUMA and PIRA tests and observation during a class visit.

Entry decisions are based on whether the child is likely to thrive academically and socially at Aldenham Prep Riyadh.

1.3 Offer of a Place

A formal offer letter from the Headmaster is sent to successful applicants, accompanied by:

- Acceptance Form (to be signed by all parents/legal guardians)
- Terms and Conditions
- Parent Handbook

To confirm a place, the Acceptance Form must be completed and returned with all required fees (These fees are outlined in the Fees Booklet/Website).

1.4 Deposit and Cancellation

- A deposit is payable to secure the place.
- One full term's written notice is required to withdraw a pupil, or a term's fees will be charged in lieu.
- If a place is cancelled less than one term before entry, parents remain liable for a term's fees (minus the deposit).

2. Induction and Onboarding

- Pupils starting at the beginning of the academic year attend an induction session prior to the first day of school.
- Pupils joining mid-year are invited for a familiarisation session before their official start.
- All new parents must attend a parent information session to meet staff, understand curriculum expectations, and build connections within the community.

3. Additional Needs and Learning Support

Pupils joining from Reception to Year 8 are assessed to determine whether learning support may be needed. If so:

- Parents will be consulted and a support plan proposed.
- Where possible, needs will be met within the classroom.
- If additional or specialist support is required, this will be arranged at an extra charge.

If a child's needs are not disclosed during the application process, the school reserves the right to withdraw the offer or terminate the enrolment agreement.

The school will evaluate each case and make an admissions decision based on their professional opinion.

4. Nursery Admissions

- Children may join the Nursery after their third birthday.
- Nursery places are offered six months before the anticipated start date, subject to availability.
- Priority is given to siblings registered at least three months before the intended start.
- Students joining Nursery after their 3rd birthday will usually remain in Nursery for a second academic year as they join Reception class in the academic year (after 1st September) that they have their 5th birthday.

Nursery admissions process:

1. Registration form and fee submitted.
2. Acknowledgement of receipt.
3. Offer letter sent (six months prior to start).
4. Acceptance returned with deposit.
5. Visit to Nursery arranged for settling-in session.

5. Reception and Prep School Admissions

- Children join Reception in the September following their fourth birthday.
- Following assessment, offers are made within two weeks and must be accepted by the date stated in the offer letter.

6. Age Placement Table

		Proposed Entry Years						
Birthday Between		2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032
01-Sep-12	31-Aug-13	Year 8						
01-Sep-13	31-Aug-14	Year 7	Year 8					
01-Sep-14	31-Aug-15	Year 6	Year 7	Year 8				
01-Sep-15	31-Aug-16	Year 5	Year 6	Year 7	Year 8			
01-Sep-16	31-Aug-17	Year 4	Year 5	Year 6	Year 7	Year 8		
01-Sep-17	31-Aug-18	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	
01-Sep-18	31-Aug-19	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
01-Sep-19	31-Aug-20	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
01-Sep-20	31-Aug-21	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
01-Sep-21	31-Aug-22	Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5
01-Sep-22	31-Aug-23	Nursery From 3rd Birthday	Nursery	Reception	Year 1	Year 2	Year 3	Year 4
01-Sep-23	31-Aug-24		Nursery From 3rd Birthday	Nursery	Reception	Year 1	Year 2	Year 3
01-Sep-24	31-Aug-25			Nursery From 3rd Birthday	Nursery	Reception	Year 1	Year 2
01-Sep-25	31-Aug-26				Nursery From 3rd Birthday	Nursery	Reception	Year 1
01-Sep-26	31-Aug-27					Nursery From 3rd Birthday	Nursery	Reception
01-Sep-27	31-Aug-28						Nursery From 3rd Birthday	Nursery
01-Sep-28	31-Aug-29							Nursery From 3rd Birthday

7. Student Records and Data Systems

7.1 Odoo

All prospective parent details are initially recorded in the Odoo admissions platform, supporting electronic handling of admissions processes.

7.2 Edunation

Upon enrolment, the following student information is recorded in Edunation:

- Full name
- Gender
- Parent(s)' names and addresses, including primary residence
- Emergency contact number
- Date of birth

- Date of admission
- Previous school (if applicable)
- Date of withdrawal (upon leaving)

8. Ministry Requirements – Noor System

All required documents for student registration must be submitted in line with the Ministry of Education's Noor system guidelines. Admission cannot be finalised until these requirements are met.

Noor Platform requirements Documents:

- Family ID (Saudi) or Child's Iqama (Non-Saudi)
- Child's Passport
- Birth Certificate
- Vaccination Certificate (if you have one)
- Previous School Report (where applicable)
- All academic certificates (where applicable)
- Transfer Certificate from Previous School (where applicable)
- Financial Clearance from Previous School (where applicable)