

The admissions process comprises four stages;

- [Enquiry and Tour](#)
 - [Application](#)
 - [Assessment](#)
 - [Offer and Enrolment](#)
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[Enquiry and Tour](#)

As well as making an enquiry by telephone or email, you may use the admissions enquiry form to ask any questions regarding the admissions process. Our team will respond to you immediately.

We encourage all parents to schedule a school tour. During the tour, you will have the opportunity to meet our Principal, Mr Roger Hancock, and members of the academic team. We offer tours each weekday. Please contact the Admissions Office for details of timings.

Whilst we encourage parents to book a tour in advance in order to ensure that the right staff are available, wherever possible we will always accommodate parents who visit without an appointment.

[Application](#)

To apply for a place at TSPS, you need to complete the Application Form.

You can complete the online application form, by clicking here <https://sheffield-school.com/application-form/>

We also need a copy of your child's passport and copies of the latest nursery/school reports (current and previous year, if applicable) and two passport size photos. If you are using the online form, you will need to upload one copy of each of these documents. There is a registration fee of AED 500 which is non-refundable.

Please complete the additional information section of the Application Form and, if applicable, provide full details of any special educational needs, individual education plans (IEPs) and provide any Educational Psychologists' or other therapists' reports that are available. It is essential that all educational history is presented to TSPS prior to a place being offered. Please refer to the school's Policy on Inclusion for further information.

Please note that acceptance of the application form does not guarantee a seat at TSPS and that this is subject to availability of seats, assessment results and to the KHDA guidelines.

[Assessment](#)

Places are offered based on the previous school report and, where applicable, the results of the assessment conducted at TSPS.

If an assessment is required, this will be arranged as soon as possible after the application form and supporting documentation has been received. In this case, an email will be sent with the assessment date for your child(ren).

All our assessments are age appropriate and are designed to help explore your child's strengths and personal qualities, readiness and ability to access our curriculum. The information from the assessment enables us to best support your child and also gives information to teachers prior to your child starting in school. For FS1 and FS2, the assessment is a play-based observation, for

Year 1 there is a short assessment and for Year 2 onwards, children sit an online assessment using an internationally recognised assessment tool.

The school has high expectations of all its students and good behaviour is an inherent part of these expectations. As part of the assessment process, the school will look at previous school reports and may ask for a report on behaviour from that school. For applications to Year 12, there will also be an interview with the Head of Sixth Form.

Offer and Enrolment

If your child has been accepted at TSPS, an offer letter will be emailed to you detailing the next steps and the documentation required.

Along with the offer letter, there will be an Acceptance of Place Form, an Indemnity and Consent Form and a Medical Form. All of these must be completed and returned along with the payment to reserve the seat and copies of the documents listed below:

- Two photocopies of the student's valid residence visa;
- Two photocopies of the student's valid Emirates ID;
- Two photocopies of the student's Birth Certificate, in English or Arabic;
- One copy of the student's vaccination record;
- Original Transfer Certificate (attested, if applicable, as per the KHDA requirements). This is required for all students entering Year 3 onwards if coming from outside Dubai or for any student who has previously attended a school within Dubai;
- One copy of father's and mother's passport and valid residence visa;
- One copy of father's and mother's valid Emirates ID.

The offer is subject to submission of all required documents and payment of seat confirmation fee. In the case of failure to comply with required documents/fee within the prescribed period, TSPS reserves the right to cancel the seat without any further communication.

Once you have received an offer, you have five working days in which to reply. To accept the offer, you will need to return the required documentation as detailed in your offer letter and pay the initial deposit. Once this is in place, your child will be enrolled for the forthcoming academic year.