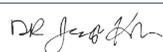


Admissions Admissions Policy 2022



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DUBAI SCHOOLS ADMISSION POLICY

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The school will offer high quality education to all nationalities and is a non-selective, non-discriminatory school that accepts students from all sections of society, including students of determination. The American curriculum and school ethos will promote global citizenship and, whilst recognizing the international profile of the school, will embed a strong focus upon the local Emirati culture and heritage to uphold the traditions of the Emirates and preserve Arabic and Islamic culture.

The aim of the admission policy is to inform prospective parents of the admission criteria, process and to ensure fairness and equity in the admission procedure.

At the school, we see the diversity of our student and staff population as one of our greatest assets and aim to provide all students with the opportunity to achieve their best academically, emotionally and socially. Our aim is to do this through:

- a) Providing high quality learning that is tailored to the individual student to enable the acquisition of skills, knowledge and concepts relevant to their future
- b) Promoting an ethos of care, mutual respect and support, where effort is valued, and success celebrated
- c) Enabling students to become active, responsible, independent and caring members of the school as well as the wider international community.

Policy Procedure Prioritization

When the school receives an application, students are placed into the admissions pool according to priority groupings as described below:

- UAE Nationals
- Siblings of students of determination attending the school
- Siblings of students currently attending the school
- Students of determination & vulnerable groups
- Taaleem teaching and executive staff children
- All other applicants.

Age Cut-off for Year of Entry

With its focus on inclusion, Dubai Schools uses the same cut-off dates 31st August and follows the current year group the child has completed to promote them to the next year. The current year group takes priority over age with regard to their next year group to be promoted to, however, all children are assessed to ensure they are ready to enter the next year group. Therefore, from Grade 2 upwards, we will follow on from the child's previous year group studied and support this with an assessment.

31st August - The child must be the appropriate age to join the year group on or before the 31st August and pass their assessment as follows:

Note Table 1 for a grade to age comparison:

Table1: Grade to Age Comparison	
Grade	Age (by 31st August)
KG 1	4 Years Old
KG 2	5 Years Old
Grade 1	6 Years Old
Grade 2	7 Years Old
Grade 3	8 Years Old
Grade 4	9 Years Old
Grade 5	10 Years Old
Grade 6	11 Years Old
Grade 7	12 Years Old
Grade 8	13 Years Old
Grade 9	14 Years Old
Grade 10	15 Years Old
Grade 11	16 Years Old
Grade 12	17 Years Old

The 31st of August is an age cutoff date that is practiced in a number of northern hemisphere countries, UK and Dubai. In the case of an application for a child to enter a lower year group than their appropriate age cut-off year group due to various reasons agreed by the school and the parents, the school must complete a “Demotion Form” from the KHDA once the child is enrolled to confirm that the parents agree for the child to enter a lower year

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group associated with 31st August cut-off. This is not common practice, but sometimes a necessity agreed between school and parents.

There may, however, be other considerations that could impact whether a student is placed in their age-appropriate grade. This could include:

- a) When it may be in the best interest of the student to be in a grade below age expectations. This will only be done with express permission of the parent, KHDA, and in collaboration with the Head of Inclusion, Head of School and Principal
- b) The cut-off date in the child's country of origin (the school aims to avoid situations in which children will be penalized on return to their home country, where possible)
- c) The child's successful completion of the equivalent grade elsewhere
- d) A transcript or report cards from the previous year demonstrating exceptional academic performance and social skills.

Applying, timings of applications and maintenance of the Admissions Pool

Applicants must apply via the website online and are reviewed on an ongoing basis as soon as they are received and are placed in the appropriate class, or into the admissions pool, if for the next academic year.

When applications exceed the maximum class number, the student is placed on a waitlist.

Once the online application is received the parent will be required to submit the required documents to the Admissions Office.

Applications are open all year round for full paying students pending spaces available. Students who are applying for a scholarship subsidy will only be able to apply once within a year, commonly Admissions for Scholarship subsidy's opens between February and March.

Often the applications for a subsidy scholarship exceed the number of places available. Dubai Schools will therefore select with prioritization in mind and then on a first come first served basis once the application plus all documents are received.

If the application is from within Dubai, a confidential reference form and work sample request will be sent to the current school. The prospective student will also be invited to take an assessment at the school. If the parent is applying from overseas, the Admissions Office will contact the child's current school and ask for them to assist in the assessment process.

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Further assessment to establish English language or learning support needs may be required. The school may also request additional supporting information from the child's current school.

Acceptance of offers

Where the number of places available is exceeded by the number of applicants on the prioritized waiting list for any grade, parents will be given five (5) working days in which to respond to secure the place by the payment of a deposit of AED500, which will be offset against the termly fees, before an offer is made to another student.

Where the number of places available exceeds the waiting lists, parents will be given up to five (5) working days in which to reply to secure the place by the payment of an AED500 deposit, which will be offset against the termly fees.

Important Note About The Transfer Certificate

Note that your child cannot start school until you have submitted the Transfer Certificate. Should the 'Transfer Certificate' be delayed for some reason, approval for your children to start at Dubai Schools without it can be obtained from the Principal and you then have 8 weeks in which time to submit it before we have to remove your children until the Transfer Certificate has been submitted.

Assessment on Entry

The school is fully inclusive and will conduct assessments of all applicants in order to provide information to teachers as to the child's level of English and competency in basic skills. This enables teachers to modify the curriculum to ensure a smooth transition and to maximize continued progress in learning.

All applicants for Grade 1 to Grade 11 will be assessed in literacy and numeracy as part of the enrolment process. Students joining the High School (Grades 10 and 11) will also be required to provide information related to the number of credits they have. The Admission Manager will also liaise with the previous school and request supporting information from the school counsellor/pastoral lead.

No applications for Grade 12 will be accepted. In case of any exceptional circumstances, applicants will be directed to KHDA to approve the transfer.

KG 1 & 2	Kindergarten students will be invited to a group assessment designed to determine school readiness such as phonics, social skills and cognitive development. They will undertake MAP Growth tests in Reading and Mathematics
Grade 1 & 2	CAT4 will be used as a benchmark of the cognitive aptitude of new students to drive curriculum planning and teaching. School based screening will also be used for these students to gauge literacy and numeracy. They will undertake MAP Growth tests in Reading and Mathematics
Grades 3-9	CAT4 will be used as a benchmark of the cognitive aptitude of new students to drive curriculum planning and teaching. MAP Growth testing will be undertaken to establish students' baseline when entering Grade 3-9 in reading, mathematics and science, to drive their academic plans.
Grades 10 & 11	The school will assess academic achievement using a paper-based assessment in English, Mathematics and Science to provide a baseline to the academic plan (Grade 11). Grade 10 students will also be required to take a CAT 4 and MAP Growth assessment.

Applicants who require additional learning support, SEN (Special Education Needs)

Identification of SEN may have occurred prior to a student's enrolment at school. If this is the case parents must provide the relevant documentation to initially assess the needs of the student and the support in conjunction with those needs. The Inclusion Team will review and determine the appropriate provision for the student. This may include additional costs to the parents particularly where outside agency support and specialist therapy is required. In some cases where there is a higher level of need, a 1 - 1 support assistant may need to be provided by the parent. The school will support in training the 1 - 1 assistant.

Where a concern is identified for an existing student, a referral will be made to the Inclusion team who will liaise with the teacher and parents to plan the best way forward together. This may involve the teacher adapting certain aspects of their classroom practice or requesting that the parent seek external advice. In both instances, should standard provision not suffice to overcome the concern and a significant and/or persistent barrier to learning remains apparent, the student will be deemed as having Special Education Needs. Upon identification of such learning needs the school will seek to put in place additional educational provision and/or resources, which may involve additional cost to the parent and involve outside

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agency involvement. This may be long or short-term dependent upon the nature of the need and the progress made by the student.

To ensure a productive learning experience for all students at the school, including those with special educational needs, it is essential that the school and the families work in partnership. This is defined by certain expectations from both parties to set the condition for a successful identification and support mechanism for the student.

Parents are expected to:

- Provide the school with copies of all medical, psychological or educational assessment reports that are available, before entry to the school. Such materials are a prerequisite in enabling us to provide the best education for the child. Failure to disclose any such information, including the deliberate withholding of information, may result in the child not being able to continue at the school.
- Notify the Principal in writing if they are aware or suspect that their child (or anyone in his or her immediate family) has a learning difficulty, and the parents must provide the school with copies of all written reports and other relevant information. Parents will be asked to withdraw their child if, in the professional judgment of the principal and the child's teachers, and after consultation with the parents and with the student (where appropriate), the school suspects that such vital information about special needs has been deliberately withheld.

Class and set sizes

Offers can only be made in the context of the school's prevailing class size policy. Generally, the maximum class size for Dubai Schools is 22- 24 in KG1 to KG2 and 28- 30 in Grades 1 to 12.

Orientation of new students and families

New families are introduced to the school by the Admissions Manager (AM). All families will have the opportunity to meet senior members of the academic staff as they make preliminary visits to the school.

The school will hold an orientation day for new students to ensure they settle into the school as quickly as possible. There is close liaison between the Admissions Manager, Principal and Heads of Schools.

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Registration

- a) An accepted student's place in the school is guaranteed only after a completed Offer Letter is signed by the parents, and the Registration Deposit of AED500 is paid. The Finance department then sends an invoice to the family for the remainder of the tuition fees.
- b) All registered students must be registered with the Knowledge and Human Development Authority (KHDA). To complete this process, the parent is required to provide the school with the child's original Emirates ID and one of the parent's original Emirates ID. Both Emirates IDs are required at the same time to complete the process. A card reader machine (provided by the KHDA) is used to complete the registration process. Parents must ensure that they bring their mobile phones with them as they will receive a special code number via SMS to complete the registration process. This process is completed by the School Registrar.

Tuition Fees & Subsidy Scheme (refer to admission process above)

- a) The application, entry and tuition fees are sent out in the fee schedule each year. First term tuition fees are due no later than July 31st of that school year, second term fees are due by the 31st of December and third term fees are due by the 28th of February.
- b) Tuition fees are payable in advance for each term. In order to register your child, you are required to pay the balance of the first term fee as per the invoice. A student may not start school unless the appropriate term fee has been paid in full.
- c) According to Ministry of Education regulations, the school reserves the right to withhold final results and abstain from issuing leaving certificates and documentation until settlement of all outstanding fees have been paid.
- d) Re-registration for continuing students will only be confirmed once all fees for the completed year are settled and the reregistration fee of AED500 is paid.
- e) To apply for a subsidy, parents are expected to sign an agreement and submit supporting documents to the Admissions Office, including:
 - Salary certificate
 - Copy of child's passport
 - Copy of child's residence visa (Expats)
 - Copy of child's birth certificate
 - Copy of child's Immunization record

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- Copy of child's Emirates ID card (front and back)
 - Copies of both parents' passports
 - Copies of both parents' residence visas (Expats)
 - Copies of both parents' Emirates ID cards (front and back)
 - One recent passport size photograph of your child
 - Emirate of Dubai issued Family Book (For UAE Nationals only)
 - Copy of child's reports for the last 2 years (current year term report and previous school year - End of year report)
 - Copy of Leaving/Transfer Certificate from the current school.
 - Education allowance details from their employer
 - Dubai Family Book
 - CDA Benefits details and adequate proof to support.
 - Other supporting documents as requested by the Admissions Office.
- f) Subsidy applications will be verified, reviewed and approved by the Knowledge Fund
- g) All supporting documents will be submitted to The Executive Council of Dubai (TEC) for final approval of the subsidy and eligibility.
- h) Parents who submit incorrect information on the subsidy application will face repercussions from The Executive Council of Dubai (TEC).

Re-registration

Current families have the right to reserve a place in the school for the following year by making a re-registration payment by the date specified by the school. Places not covered by this payment made by the specified time are not guaranteed and after the closure of the reregistration date, they can be offered to another family if the deposit payment hasn't been made.

Withdrawal

Any student with or without a scholarship can withdraw from Dubai Schools at any time of the year, regulation guidelines are listed in the withdrawal policy to clarify the timeline, refunds and costs incurred. Depending on the time of withdrawal within the term, charges will be made irrespective of the parent being registered at the school on full fees or being on a full or part scholarship. All withdrawal applications will be notified to the Principal, who will make a final recommendation in conjunction with Taaleem Central Office.

In order to comply with government rules, the school must be informed of the country to which the child is being transferred. If the child is transferring to another school in Dubai or other part of the UAE, the school will prepare a Leaving certificate which is charged to the parent at AED120. In order to do so the Admissions Manager must be informed in writing of the school to which the student is transferring in order to prepare the correct documentation.

Leaving Certificates

If the child is transferring to another Arab Country, the Leaving certificate will need to be attested by the Ministry of Education, the UAE Ministry of Foreign Affairs and embassy of the destination country. Parents must undertake all attestation requirements.

Tuition Fees are inclusive of transport, uniform costs and extra-curricular activities

Note:

Transportation

Transport for Journeys up to 60 minutes that includes drop off of other students and total travel time is included in the fees, however, it is not mandatory to use this benefit.

In the circumstances where the travel time exceeds 60 minutes, that includes drop off & pick up of other students and total travel time, the school and parent can agree to an extension of the journey time up to and including a maximum time of 70 minutes. In this instance, parents must sign an agreement form that allows them to exceed the recommended 60 minutes journey.

Any applications exceeding a 70 minute journey time, including drop offs and pickups of other students and a total journey time, will not be eligible to receive school transport.

Uniforms

Please be aware that any uniform items received which need altering outside of the supplier's brochure sizes will incur additional costs which will be met by parents.

Tuition Fees

Grade	Tuition Fee per student	Uniform cost Per student	Transportation cost per student	ECA's	Total Fee per student
Kindergarten 1	23,000	500	5,800	600	29,900
Kindergarten 2	25,500	500	5,800	600	32,400
Grade 1	27,800	500	5,800	600	34,700
Grade 2	27,800	500	5,800	600	34,700
Grade 3	27,800	500	5,800	1,455	35,555
Grade 4	27,800	500	5,800	2,055	36,155
Grade 5	30,445	500	5,800	2,055	38,800
Grade 6	These Grades are not open yet and will open year on year as year groups are promoted				41,300
Grade 7					43,800
Grade 8					44,800
Grade 9					46,800
Grade 10					46,800
Grade 11					46,800
Grade 12					46,800

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