



Dubai Heights Academy Policies, Procedures and Guidance

Admissions Policy

Agreed: January 2020

Review Date: December 2020

Signed (Principal):

Date: 23.1.2020



ADMISSIONS POLICY

Introduction

Dubai Heights Academy welcomes applications from all nationalities, ethnicity and religion. Once completed applications are received, age appropriate admissions tests will be carried out and school places will be offered based on the results of the admission test.

We do have a provision to support children with a range of special educational needs and these will be considered on a case by case basis. School places will be offered should we be able to support the child's needs in order to access the curriculum that Dubai Heights Academy offers.

Application and Registration Process

Applications may be made online or in person at the school office. The following documents must be submitted along with the application.

- AED 500 application Fee (non-refundable, non-transferable, non-adjustable)
- 6 passport photographs
- 2 copies of birth certificate
- 2 copies of passport
- 2 copies of residence visa page (overseas applicants please submit once issued)
- 2 copies of EID Card – front and back (overseas applicants please submit once issued)
- 2 copies of last full end of year school report and latest mid-term report (Year One and above)
- A relevant transfer Certificate (see below for more details)

PLEASE NOTE THAT APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL THE ABOVE DOCUMENTS HAVE BEEN RECEIVED.

Inclusion

Dubai Heights Academy provides for children with a range of special educational needs and ensures that they are not refused admission based solely on their experience of SEND. Each application is considered on a 'case by case' basis and is not dependent upon a medical diagnosis. School places will be offered should we be able to support the child's needs in order to access the curriculum that Dubai Heights Academy offers.

In line with Emiratisation Decree Number 2, Dubai Heights fully welcomes applications from Emirati families.

Entry Requirements

Once an application has been completed the school Registrar will contact parents to advise further regarding places/assessment availability. All students will undertake an age appropriate admissions test.

The decision to offer a place will be based upon the results of the admission test, school reports and/or a meeting with the Principal and in some cases the Head of Inclusion. Following this, a place will be offered if:

- It is likely the student will benefit from the learning programmes on offer.
- Adequate information is provided about the student by parents and previous schools to assist us in making a decision to offer a place.
- Prospective parents and students understand and accept the school's philosophy and expectations in terms of curriculum and community life.

Once your child joins Dubai Heights Academy their reading, writing and mathematics will be assessed by the Classroom Teacher or Key Stage Leader to obtain a baseline result against which future progress will be measured. This assessment is made because not all children will be joining from a school that has followed the National Curriculum of England (ENC), therefore previous assessments might not have been measured against ENC standards.

We will allocate students to the age appropriate year group, where possible (subject to assessment). Certain factors like transferring from a different curriculum may affect this decision, we will discuss the right year group for your child beforehand.

Waiting Lists

Applications received will be placed onto a waiting list until a space is available in the year applied for. Priority is given to siblings of current students.

Assessments

Foundation Stage One and Two play based assessments are carried out in small groups of children in one of the foundation stage classrooms. The assessors will be observing the children to ensure the following:

- School readiness- can they separate from parents?
- Language/Communication Skills - can they communicate with adults and children?
- Social Development – Can they share and collaborate with others?

We have an expectation that all children will be toilet trained and not wearing nappies/diapers before they join us. If a child is not toilet trained and independent from using nappies/diapers, this will delay their enrolment and start date.

Year One and Two assessments will be carried out with a classroom teacher or Key Stage Leader in a relaxed atmosphere to ensure the children feel happy and secure. The following areas will be assessed based on age related expectations:

- Mathematics
- Reading and comprehension
- Writing

Year Three – Eight assessments will be an age appropriate online assessment and will take approximately two hours. The assessment will cover the following areas:

- Mathematics
- Reading and Comprehension
- Writing

All assessment documents, results and assessor's comments remain the property of Dubai Heights Academy. After the assessment, you will be contacted within a week by the registrar who will inform you if the assessment was successful.

Transfer Certificates

Certificates for children transferring from another school within Dubai will be completed by the schools via the online KHDA System.

Children entering years one and above require a transfer certificate from their present school. This letter should state:

- Period of attendance (i.e. start and leaving dates)
- The year/grade your child was in when he/she left the school
- The year/grade your child would have progressed to in the next term/academic year

For any children transferring from GCC Countries an Arabic Transfer Certificate is required and must be attested as below.

THIS LETTER MUST BE AN ORIGINAL, PRINTED ON SCHOOL LETTERHEAD PAPER, SIGNED BY THE HEADTEACHER AND STAMPED BY THE SCHOOL. Once released to you from the school the original letter must be attested by all 3 of the following:

- The Ministry of Education in the Country which you are leaving
- The Ministry of Foreign Affairs in the Country which you are leaving
- The U.A.E. Embassy in the Country which you are leaving

Children coming from UK, USA, Canada, Australia and some European Countries do not require attestation. Grading must correspond with KHDA entry grade. If there is no U.A.E. Embassy in the Country you are leaving, go to the Embassy of your nationality (if applicable).

Parent School Contract

All parents must sign the KHDA Parent School Contract once the student is registered and the contact is ready. Failure to comply may result in your child being withdrawn from Dubai Heights Academy.