



ADMISSIONS POLICY

DATE: February 2018

The purpose of this policy is to ensure that the school adopts an admission process that:

- Sustains - the academic strengths of the school and based on merit
- Holistically - provides opportunities to students with education who possess outstanding extracurricular skills and abilities
- Includes - a provision for Students of Special Educational Needs and Disabilities (SEND).

Guarantee fair practice of enrollment in all grades without any discrimination.

- **KG1**

BACKGROUND

- During planning for the new academic year, the Registrar in consultation with the Principal decides on the total capacity of the KG 1 classes.
- Capacity is dependent on infrastructure availability and human and material resources.
- The total intake of new admissions at the KG1 level is directly proportional to capacity.
- Ideally the school retains a student – teacher ratio of 14:1
- Management discretion dictates the quantum of reservation of seats.

PROCESS

- Admission is offered to the public strictly on a regular basis.
- Eligibility to apply for admission is dependent on the child's satisfactory fulfillment of an age criteria as laid down by the Ministry of Education, U.A.E. The age criteria currently stands at 4+ and may be modified.
- An interview is held for all the successful candidates.
- During the interview, special efforts are taken to identify candidates with special needs. This will enable the school to provide adequate support to the candidates in the class.

However if during the interview a candidate is identified as having a severe learning disability which could get aggravated and hamper growth on being placed in a main stream class, the parents of such a candidate are advised to enroll their ward in a school where adequate support may be given for his / her special needs.

- **GRADES KG 2 TO 12**

BACKGROUND

- During planning for the new academic year, the Registrar in consultation with the Principal decides on the total capacity of the classes KG 2 to Grade 12.
- Capacity is dependent on infrastructure availability and human and material resources
- The total intake of new admissions at each of the levels is directly proportional to capacity
- Ideally the school retains a student – teacher ratio of 14:1

PROCESS

- Admission is offered to the public strictly on a regular basis
- Performance of the student in a school entrance exam, general academic profile of the student and interface (interview for All Grades) are considered.

Minimum performance criteria are set by the school for each subject and at each level and the school may at its collective discretion waive certain minimum academic criteria if the prospective student has an extraordinary co-curricular record

- Eligibility for admission to a certain grade is
 - Dependent on submission of proof of successful completion of the previous grade
 - Fulfillment of relevant age criteria as laid down by the Ministry of Education, U.A.E
- All applicants to admission are enrolled in the entrance exam.
- Successful candidates in the exam are enrolled in the school;
 - if the student clears the minimum performance criteria for each level
 - matching the vacancies available for that grade level
 - interface held for candidates who appeared for the eligibility test from all Grades
 - during the interface (interview) special efforts are taken to identify candidates with special needs in keeping with the essence of the Federal law. This will enable the school to provide adequate support to the candidates in the class.

Provision for SEND:

- The provision for the candidates of Special Educational Needs (SEND) is clearly indicated on the registration form.
 - Principal's Office scrutinizes the authenticity of the certificates for SEND.

- Second chance is given to the children who fail to meet the admission criteria and modified papers are provided for the same.

Authority:

The policy is drafted by the Registrar's Office with inputs from school administrators and Principal.

Any exceptions to the policy can only be recommended by the Principal and approved by the Head Office.

Responsibility:

The Registrar is responsible to implement the policy according to the stated guidelines. A detailed Admissions Procedure defines the step-by-step implementation of the policy.

- KHDA Guidelines for age criteria
- Rules and Regulations for Admission
- Vacancies list

The policy was in effect since August 2017 and revised on February 2018.