



مدرسة ديرة الدولية  
DEIRA INTERNATIONAL SCHOOL  
FESTIVAL CITY

 Al-Futtaim Education Foundation

# Admission Policy

<b>Date</b>	31 October 2024
<b>Review Date</b>	31 October 2025
<b>Owner</b>	Chief Operations Officer
<b>Author</b>	Chief Operations Officer
<b>Version</b>	Version 2
<b>Policy Type</b>	Board
<b>Circulation</b>	External
<b>Date Authorised</b>	31 October 2024
<b>Authorised By</b>	AFSMC

## 1. Introduction

- 1.1 Deira International School (DIS), broadly follows the National Curriculum for England and Wales up to Year 11 with the IBDP, IBCP options available in our 6<sup>th</sup> form.
- 1.2 The academic year runs from September to July. Children can be admitted to DIS during the academic year if a place, becomes available, (subject to KHDA guidelines).
- 1.3 DIS is an inclusive school and we actively welcome applications from students with different strengths and areas for development. Where a child has a barrier to learning, the capacity of both the school and the Inclusion Department will be taken into consideration to ensure the student's needs can be appropriately supported.

## 2. Aim of the Policy

- 2.1 The aim of this policy is to identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of the DIS Community.
- 2.2 The School's admissions policy adheres to the stipulations of the Dubai Inclusive Education Framework (DIEPF) (Published November 2017).
- 2.3 The School's admission policy adheres to the stipulations of the UAE Federal Law No 29 of 2006 concerning the Rights of People of Determination.
- 2.4 The School's admission policy adheres to the stipulations of the Dubai Law No 2 of 2014 concerning the Protection of the Rights of Persons with Disabilities in the Emirate of Dubai.
- 2.5 The School's admission policy adheres to the stipulations of the UAE Executive Council Resolution No. (2) of 2017 Regulating Private Schools in the Emirate of Dubai (especially Article 4 clause 14; Article 13, clauses, 16, 17 and 19; Article 23, clause 4)

Article 4 Clause 14:	To establish the conditions, rules, and standards that are required to facilitate the enrolment and integration of Students with disabilities in Private Schools;
Article 13 Clause 16:	To treat its Students equitably and not discriminate against them on grounds of nationality, race, gender, religion, social class, or special educational needs of Students with disabilities;
Article 13 Clause 17:	To admit Students with disabilities in accordance with the terms of its Educational Permit, the rules adopted by the KHDA, and the relevant legislation in force;
Article 13 Clause 19:	To provide all supplies required for conducting the Educational activity, including devices, equipment, furniture, and other supplies which the KHDA deems necessary, such as the supplies required by Students with disabilities;
Article 23 Clause 4:	To provide a special needs friendly environment and academic programmes appropriate for Students with disabilities in accordance with the rules and conditions determined by the KHDA and the concerned Government Entities in this respect;
<b>Equal treatment:</b>	We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our School Community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their or their parents' religion, belief, sect, faith, creed, race, colour or ethnic

- 2.6 **Inclusion and Special Educational Needs:** DIS encourages applications from all students. Admission of Students of Determination is in line with the Dubai Inclusive Education Framework (2017), Federal law 2006 and Executive Council Resolution 2 (2017). Students will undergo assessment in line with all other students however, the assessment can be modified where appropriate. Admission is not based on formal identification.

- 2.6.1 The School welcomes Students of Determination and is committed to
- a.) Ensuring that admission to the School is not conditional upon the submission of a medical diagnosis; (DIEPF Standard 1.1)
  - b.) Ensuring students are not refused admission based only on their experience of SEND; (DIEPF Standard 2.1)
  - c.) Ensuring students who experience SEND will receive "sibling priority" for admission to a specific school or educational programme; (DIEPF Standard 2.2)
  - d.) Ensuring that students who experience SEND will be guaranteed the right to receive quality education and training in all types and phases of schooling across Dubai; (DIEPF Standard 2.3)
  - e.) Ensuring that students who experience SEND will be actively supported to participate in the process of learning as they develop their potential, and build relationships with their peers, through social interactions in age appropriate common learning environments; (DIEPF Standard 2.4)
  - f.) Providing access to appropriate provision, resources and curricular options for students of determination.
  - g.) Ensuring that students who experience SEND will be provided with the support, accommodations and curricular modifications required to enable equitable access to educational opportunities; (DIEPF Standard 2.5)
  - h.) Ensure they promote the principle of equity for students who experience SEND. (DIEPF Standard 2.6)
- 2.6.2 The School will comply with its legal and moral responsibilities under UAE law, in order to accommodate the needs of applicants.
- 2.6.3 The School is committed to making its admissions procedures accessible to students who experience SEND. For this reason, the School needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure, so that it can make adjustments to its standard admissions procedures to accommodate applicants who experience SEND and that the School can cater adequately for the student should an offer of a place be made.
- 2.6.4 Parents of a child who experiences SEND should provide the School with full details prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place.
- 2.6.5 The School will do all that is reasonable to ensure that the information and application procedure is accessible for Students of Determination and will make such reasonable adjustments as necessary. (This is a basic accommodation for Quality First Teaching and isn't based on disability or exam provision)

See the School Inclusion and SEND Policy for further details

### 3. Eligibility

- 3.1 Places for Foundation Stage at DIS are offered on receipt of application payment fee of AED 500 to FS1-FS2 and confirmed following a play-based assessment.
- 3.2 Admissions to Y1 - Y12 are confirmed following a review of the child's two most recent school report and age-appropriate assessment. DIS may also request further additional assessments and/or an interview if additional information is required.
- 3.3 We work in accordance with KHDA age enrolment guidelines and aim to place children in the appropriate year group. Children who are transferring from schools following different curriculum

are advised to contact our Registrar for advice prior to completing their on-line registration.

- 3.4 English is the language of instruction and daily operation at DIS. We aim for all students to become fluent English speakers, able to read and write in English at an operational level for their age. DIS does provide limited English Language support for students for whom English is an additional language, but we do not have extensive support programmes for students falling more than 2 grade levels behind in English language.
- 3.5 DIS is a fully inclusive school, accepting children with learning difficulties and special educational needs. It is essential that parents disclose all information regarding their child's individual needs to ensure DIS can provide appropriate support. **Failure to disclose relevant information at the time of application may result in the withdrawal of a place.**

#### 4. Admission Process, Application Fee and Priorities

- 4.1 Admission will be subject to the availability of places in the appropriate year group. All children will need to meet the eligibility requirements. In addition, the school has a responsibility to ensure that a balance of gender, academic abilities and nationalities is maintained.
- 4.2 Parents must complete and submit an on-line application through the school's website and pay the AED500 Application Fee. In order to complete their application, a parent must supply all required information such as names, dates of birth and year of application and provide the documentation required to enable DIS to make an admission decision.
- 4.3 DIS may undertake screening and assessments to determine the right placement of an applicant.
- 4.4 Places are offered on the following priority basis:
  - Emirati Students
  - Siblings of Students of Determination attending the School
  - A sibling of a student already attending the School
  - Son/daughter of a member of staff at the School
  - All other applications
  - Children of staff who are employed by Al-Futtaim Group in accordance with the Al Futtaim Education Policy.

Offers must be accepted and secured with a payment of AED3,000 (non-refundable but deductible from first term fees) within three days.

Should the number of applications from the first five categories exceed the number of places available; students will be ranked and offered a place in order of application date. All completed applications will be placed on a waitlist and places will then be offered to those candidates when numbers allow.

#### 5. Registering on a Waiting List

- 5.1 Enquiries regarding the school can be made via the online enquiry form which can be accessed via school website, by contacting the school directly, or by requesting a call back via the website and/or phone.
- 5.2 To be registered on our waiting list all of the following steps must be completed:
  - Complete on-line registration.
  - Submit the required documents either by visiting the school, email scanned copies of the documents to the registrar or upload scanned copies online.
  - Submit full details of any special education needs including recent reports from any doctors, therapists, (e.g., Speech and Language Therapy, Occupational Therapy etc.) and individual education plans (IEPs), plus Educational Psychologist's reports if completed.
  - Payment of the AED500 Application Fee has been made.

## 6. Accepting an offer of a place

6.1 A letter of offer will be issued along with joining information once your admission is completed and a place is available. The offer remains valid for 3 days. To secure the place a non-refundable deposit of 3,000 AED should be paid within 3 days. Your first term's fees will be reduced by this amount.

6.2 Parent should also submit the following documents:

- 1 copy of child's birth certificate
- 1 copy of child's passport plus UAE electronic visa
- 1 copy of parent's passport (mother/father) and UAE electronic visa
- Recent passport photographs (on photographic paper please)
- Transfer certificate from the previous school to include: date of enrolment; year group placement; date the child left the school; school stamp; signature and required attestations from the government bodies ( not applicable to Early years ). The Transfer Certificate of students from schools located in any country other than Australia, Canada, Europe, New Zealand, USA and UAE, MUST be in English or Arabic and attested by the Ministry of Education, the Ministry of Foreign Affairs and the UAE Embassy of the country of origin.
- Full details of all vaccinations and immunizations for the child.
- 1 copy of child's and both parents' UAE ID.

**Where documents are not available, please inform our registrar to sign an Undertaking Form to submit once available.**

6.3 All relevant information regarding the applicant must be included within the online Registration form including:

- Medical health forms that include information regarding allergies, special medical conditions, etc can be found on our website.
- Up to date contact details, and emergency telephone numbers for both parents
- School reports for the past two years.

## 7. Conditional Offers of a Place at DIS

7.1 Occasionally, a conditional place will be offered at DIS. In this case some additional information may be required including:

- Further documentation about your child's schooling (e.g. transfer certificate);
- Evidence of application for residency or your residency status;
- Professional reports in support of identifying your child's learning needs;
- Agreement to provide additional support as specified at your cost (e.g. a Learning Support Assistant or provision of therapies)
- A review period may be set at which point the student's progress will be reviewed to establish if DIS is the most suitable school to meet their particular needs.

7.2 If the conditional criteria are not satisfied, DIS retains the right to withdraw the place and ask the parents to seek alternative arrangements for their child's education.

## 8. Denied Applicants

Applicants who have not met the minimum educational criteria set by the school, will be denied a place in the school. And are notified by a letter from the Registrar.

## 9. Confirmed Enrolment

Once an offer has been accepted by the parent, all pending paperwork and payment of applicable tuition fees must be submitted before the child's date of join. No student should be registered in the school without completing their transfer paperwork and all other documentation.

## 10. Re-enrolments

To secure a place for the next academic year, a re-enrolment process is held each year during the 2nd term. To secure a place for the next academic year, fee payment is required for all returning students before the re-enrolment deadline. Students who are not in compliance with the local government regulations or have unpaid school fees, will not be eligible to re-enrol and continue at the school the next academic year.

- This amount is adjustable against the 1st term or semester tuition fees and is not an additional fee.
- The fee is non-refundable should the student not take up the seat in the next academic year
- A family whose circumstances have changed after payment of the re-enrolment fee may be eligible for a refund, if the request is submitted with proper evidence to the Principal/Director.

## 11. KHDA Regulations

- 11.1 It is a requirement that all documentation must be submitted to the school before a child may attend as a student.
- 11.2 Failure to produce a transfer certificate before the date of joining may result in your child's place at DIS being withdrawn.

## 12. Fees

- 12.1 The DIS fee structure is approved by the KHDA
- 12.2 With full permission of the KHDA, DIS reserves the right to make further charges for additional services for children who require additional support.

*If after consultation parents will not pay for additional support, then DIS reserves the right to withdraw the child's place.*

- 12.3 Fees are paid one term in advance and should be paid to the accountant/cashier preferably before the last day of the preceding term or, at the latest, on the first day of term.
- 12.4 Failure to pay school fees within 30 days of the start of a term may result in a request for you to seek alternative arrangements for your child's education.
- 12.5 You may pay school fees by bank transfer from your home country. Transfers must be payable to DIS in UAE Dirhams (AED). The amount received in dirhams by DIS should be the full term's fee. Any additional handling fees must be covered by the parent. Any additional bank charges from your bank will be added to your account. Please call the accounts department for further details.

## 13. Fee Concessions

- 13.1 Discounts of 20% on 3<sup>rd</sup> child and beyond. Only one fee concession is applicable (for example students cannot combine scholarship discounts with third child discount).
- 13.2 The 3 siblings or above should be enrolled simultaneously in the school and if the older sibling graduates, then the discount will not be applicable on the other two siblings.

## 14. Notice of Leaving

- 14.1 Wherever possible DIS requires one full term's notice that a child is leaving.
- 14.2 The KHDA issues regulations about the collection of fees depending on the period that a child has been at school and DIS adheres to these regulations in full.
- 14.3 When fees remain unpaid, children are not entitled to receive a transfer certificate on their final reports until fees have been paid.

The Director's decision is final in all matters of admission