

ADMISSIONS POLICY

(2023-2024)

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Approved by:	Ms. Suzan Khashan
Date of review:	September, 2023
Next review date:	August, 2024

Admissions Policy

Al Shorouq Private School (APS) welcomes children from many different ethnic and racial groups, backgrounds and creeds. All candidates for admission will be treated equally, irrespective of their parents' religion, race, colour or ethnic origin. **APS is a school that serves parents who select the national education model of the UAE for their children.**

Language of Instruction

Arabic is the language of daily teaching and operation at APS and thus competency in Arabic is required to access the curriculum at all stages of entry. APS does offer Arabic Language support for students from Kindergarten 1 – Grade 12, and for whom Arabic is an additional language. However, we do not have intensive remedial programmes for students who fall more than two grade levels behind in Arabic language ability. Intensive support to develop age appropriate Arabic language skills may be offered to a limited number of students in each grade level. Parents may also be encouraged to provide additional support, at their own expense, for Arabic language learning support programme.

Additional Learning Needs

Our provision for additional learning needs is reviewed on a case by case basis, as children with complex or severe educational needs may not be able to access the intended curriculum successfully.

1. Admission of students with special educational needs

APS welcomes students of determination (children with special education needs and disabilities).

APS will comply with its legal and moral responsibilities under UAE law, in order to accommodate the needs of applicants.

The school is committed to making its admissions procedures accessible to students who experience SOD. It is important therefore that the school is made aware of any known disability or special education needs when an application is made. Failure to do so may result in students who experience SOD having difficulty in participating in the admissions procedures and moreover the school will be in a better position to make appropriate provision for the student if a special educational need or disability is known. On behalf of all parties the school must assure that it can cater adequately for the student before making the offer of a place.

APS will do all that is reasonable to ensure that the information and application procedure is accessible for disabled students and will make such reasonable adjustments as necessary. For example, the school may be able to provide an examination paper in large font for a visually impaired student.

2. Admission of Siblings

- Siblings are given priority for entry to APS.
- Children with SOD who are siblings are given priority for entry.
- All siblings must fulfill the School admissions criteria.

3. Admission Arrangements and Application Requirements

Automated admission system has been adopted to ensure the systematic school approach in implementing a consistent admission process and keeping all the records on an online system that is accessible at any time. Applications to APS are made via our school registration department all stages are monitored and documented through the system.

Upon admission parents must submit:

- The most recent 2 Years of School or Nursery Reports. If the child has received any learning support/special education, all reports/information MUST be provided.

- Information regarding allergies, special medical conditions, etc.
- Up to date contact details and emergency telephone numbers for both parents.

The Ministry of Education requires all families to submit the following documents for each student entering education in Dubai. Without these documents entry for a student may be refused.

- Original Transfer Certificate (attested if necessary, see below)
- Copy of Passport – Mother, Father and Student
- Original copy of Emirates ID – Mother, Father and Student

Applications will not be processed until full documentation and payment of the Registration fee has been received.

a) Transfer Certificate (TC)

- The Transfer Certificate must be on an official school letterhead.
- The TC needs to be completed on the student's last day of attendance.
- This form must be signed by the Principal and show an official school stamp.
- The original certificate must be presented on the first day of school.

The original Transfer Certificate must contain the following information:

1. Full Name of Child
2. Date of Birth
3. Commencement Date at School
4. Grade/Class on Leaving
5. Leaving Date at School
6. Curriculum Used

b) Important Instructions to Parents

In order for APS to comply with Ministry of Education regulations, and for us to register students with the Ministry, parents must provide a Transfer Certificate from their child's previous school when joining in September. Students joining KG1 and KG2 at the start of the Academic year (September) do not require a Transfer Certificate and it is mandatory for students joining Grade 1 to Grade 12.

Children coming from countries should have the original Transfer Certificate (TC) attested by:

- Ministry of Education (from country of TC origin)
- Ministry of Foreign Affairs (from country of TC origin)
- UAE Embassy (from country of TC origin)

Children coming from Saudi Arabia, Kuwait, Bahrain, Qatar & Oman must have their original certificates attested only by the Ministry of Education (from country of TC origin). For students transferring from schools within the UAE, a Ministry approved Transfer Certificate is issued. The corresponding year group is of vital importance and the Ministry of Education may refuse the child entry if the year group does not correspond with that of the new school.

4. APS Entry Assessments

These focus on assessing students' abilities in English and Arabic Reading, Writing and Mathematics. The school has determined on using MoE standardized diagnostic assessment forms that are done electronically on the admission portal for the three core subjects Mathematics, Arabic and English.

Purpose

- To ensure students are capable of accessing the curriculum
- To maintain the academic standards of APS
- To allow students to be placed in the appropriate set if applicable on entry into APS.

a) Kindergarten through to Grade 8 Guidelines and Procedures

- The Administration Teams deal with all documentation pertaining to applications
- Where review of an application is necessary, documentation will be passed to the Senior Leadership Team (SLT) and Inclusion Team.
- Where assessments are necessary, a date will be arranged for the applicant to sit the test from Grade 1-12 at APS. Where this is not possible, initial online interview can be conducted remotely by the nominated academic head of department. Then the interview report will recommend enrolment or not and will assign the assessment timing once the students is available.
- Assessments are marked electronically by the system and the Registration Team informs SLT of results
- SLT accept, decline or offer conditional entry based on results
- Registration Team inform parents via email or direct response by the school reception in order not waste the parents time.

b) Grade 9, 10, 11 and 12 Admissions Guidelines and Procedures

Entry to Grade 9, 10, 11 and 12 is usually closed from the end of the first term, unless there is a high level of similarity between qualification courses being undertaken by the applicant in the school they are leaving.

Each application is viewed on a case by case basis, but APS takes into account that a great deal of foundation and underpinning work for the MoE courses is undertaken in the first term which applicants may not have covered.

c) KHDA Parent School contract

As per KHDA (Knowledge and Human Development Authority) requirements, it is mandatory for parents to sign the parent- school contract to complete the student's registration at the school. The contract outlines the rights and responsibilities of parents as well as the school.

In line with the KHDA Parent School Contract with effect from September 2015, parents are expected to:

- Provide the school with copies of all medical, psychological or educational assessments or reports where applicable, before entry to the school. Such materials are a prerequisite in enabling us to provide the best education for your child.
- Inform the school 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 may be asked to withdraw their child if it is in the professional judgment of the Principal and the child's teachers, and after consultation with the parents and with the student (where appropriate).

d) Informing of Results

Where assessments have been required, parents will be notified as to whether their child has been offered a place, or will be placed on the waiting list.

e) Entry into School

- Class or Tutor group and Section allocation
- Staff informed with Confidential New Student Notification Sheet and transfer of information sheet
- Member of Staff to meet new student in Reception on first day

The complete admissions process is expected to take around 2 weeks from document being provided. This may be extended if overseas assessments are required and/or if the application needs to undergo review with SLT. Please allow sufficient time for this process when enquiring about available places.

f) Registering with the Ministry of Education

The final step in the Registration process is to register the student with the Ministry of Education. This is done by the parents visiting the Registrar's office with the actual Emirates ID cards of the parents and student. The KHDA scanner is used to retrieve key data from the card to populate the KHDA system. The Registration team ensures that paper copies are also held on the Student's file and the scanned data is submitted for the approval of the KHDA. Once this process is complete the student is then registered with the Ministry of Education in Dubai.

g) Class Size Policy

The Teacher-Student ratio for teaching in KG1 and KG2 is 1:25. In all other years i.e. Grade 1 to 12 it is 1:27. APS retains the right to increase class size when the situation permits i.e. when students are set by ability for specific subjects. No class will operate with a Teacher-Student ratio in excess of 1:32. KG classes have a Teacher and a Teaching Assistant (TA) per classroom.