



# Dubai International Private School Al Qouz

## ADMISSION POLICY

(Including SOD)

2023-2024

***DIPS Vision:***

*DIPS, in partnership with parents and community, strives to ensure all students are digitally literate, lifelong learners, productive citizens and nurture their well-being in an inclusive learning environment.*



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# Dubai International Private School



## Introduction

This Admission Policy complies with the requirements, rules and regulations of the KHDA (Knowledge and Human Development Authority) updated in 2021. This policy is published on the school's website and will be made available in print, on request, to any person who requests it. The relevant dates and timelines for Dubai International Private School, admission process are set out in the school's annual admission notice which will be published annually on the school's website at least one week before the commencement of the admission process for the school year concerned. Interested applicants will be able to access the application forms for admission as well.

Dubai International Private School is committed to high academic standards, students' wellbeing and their personal and social development in a friendly learning environment. The inclusive ethos of the school welcomes children and ensures that there are meaningful learning opportunities for all groups of students regardless of their religious beliefs, ethnicity, color, nationality or social background.

Dubai International School promotes diversity and develops qualities such as compassion, tolerance, respect for the rights and cultures of all people. It also works to equip students with leadership qualities to meet the global challenges of the 21st century.

### Admission

Dubai International Private School admits applicants whose English and Arabic language skills enable them to access the curriculum. Age related admission assessments are conducted in all core subjects and for all applicants to ensure that the child will be able to access the school's program. However, High school candidates must take, in addition to the languages and mathematics tests, the Physics, Biology, and Chemistry tests. In line with DIPS nondiscriminatory policy, admission is granted only upon successful entrance of these assessment results and to the availability of seats and submission of the applicant's TC (Transfer Certificate) from the last school attended.

Within these general criteria, priority for available vacancies is given in the following order:

- Siblings of current students
- Children of the School Alumni
- Kids Academy Children and
- New students.

upon having more qualified candidates than available seats, the school establishes a ranked waiting list: when the openings take place, the school follows the order of the listed qualified candidates and decides to offer them the chance to enroll based on the overall profile of class and the match between the needs and qualifications of the student with the needs of the school.

### Enrollment Process:

The admission Process starts by the candidates' parents visiting the school website and complete the online application form from the Admission Department. The below requested documents must be uploaded along with the completed application form with an option to submit them in person to the Admission Office:

#### **A. Parent Documents:**

- ✓ Passport Copy
- ✓ Residency Visa (only for non-Emirati applicants)
- ✓ Emirates ID of both Parents (both sides)

#### **B. Student Documents**

- ✓ Passport Copy
- ✓ Residency Visa (only for non-Emirati applicants)
- ✓ Emirates ID of both Parents (both sides)
- ✓ Birth Certificate
- ✓ Vaccination Card (Copy)
- ✓ Recent Report Cards or transcripts of the last two years of study
- ✓ Transfer Certificate (for the final Enrollment procedures)

- ✓ Certificate of Good Conduct

### **Entrance Assessments**

Upon submitting the requested documents, the Admission Officer will book the candidate an assessment time and day. The applicant will be charged a non refundable 525 AED including the VAT as assessment fees. The fees will not be part of the student’s school fees if the student is admitted at DIPS.

#### **❖ Assessments for KG Section**

KG candidates’ assessments are mainly observations of children at play, their interactions with the interviewer. The interviewer will observe the child’s social and emotional readiness to adapt to the new learning environment, his/her language fluency, and his/her motor skills. Final approval to admit the child is taken by the School’s Superintendent.

#### **❖ Students’ Interviews**

The final step to accept students, especially for the High School Candidates, is conducting an interview with the Assistant Superintendent. Interview Report will be shared with the School’s superintendent to take the proper decision.

### **Admission Age and Timelines**

- Applicants must meet the below age criteria set by the KHDA. As the school begins in September, the ages should be as follows:

Grade	Minimum Age
KG1	4 years old
KG2	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

- Students entering pre-KG to grade 9 can be two years older than the minimum age
- Students entering grades 10-11 can be three years older than the minimum age.

Finally, admission to the School will be determined by the Superintendent in each division after careful review of the results of the admissions test, recommendations made by the examining teachers, and the previous school academic and behavior records.

### **Transferring Students**

As mandated by the KHDA, registration procedures and transfer procedures should be completed prior to the student's enrollment in the school. Special attention should be made to the following:

- ✓ High School students (Grade 9-12) must seek UAE Ministry of Education approval when transferring to schools with a different curriculum.

### **ADMISSION of Students of Determination**

DIPS is an inclusive school and follows the KHDA rules (Law #2, 2017) in relation to admitting Students of Determination. Parents are expected to provide all the necessary documents and reports that give a clear image of their child's case so that the school provides the requested support and meet the child's academic, emotional, and physical needs.

**DIPS** has a Learning Support program to address Students' of Determination needs. It opened the opportunity to Students' of Determination to enroll at any phase level including severe cases such as Down syndrome, dyslexia, dyscalculia, dysgraphia, ADHD, ADD, etc.. Students are enrolled in the Students' of Determination Department if they show signs or diagnosed for these signs and symptoms. The school has appropriate procedures in place to assist identification of Students of Determination on entry. These might include but not limited to, Individualized Education Plans (IEPs).

### **Inclusion Champion/SEND/CO Line of duties and Authority**

- ✓ Ensure parents' submission of reports on their child's case
- ✓ Assign a special educator to address the needs of the Children of Determination
- ✓ Monitor the support provisions
- ✓ Monitor the assessment quality of the Students of Determination.
- ✓ Ensure the children are fully supported and settle well in their learning environment
- ✓ Monitor the progress of the children under surveillance

### **Responsibilities of the Admission Officer**

- ✓ Receive, respond, and co-ordinate all applications and admissions
- ✓ Meet prospective families and discuss requirements when needed
- ✓ Liaise with the HODs and the Superintendent to ensure a smooth application, admission and orientation process
- ✓ Ensure the necessary documents to take the approval of the KHDA

- ✓ Ensure parents signed the contact electronically on the KHDA system
- ✓ To respond to requests and recommendations provided by the parents
- ✓ Monitor and review the IEPs to ensure that the level of support and the desired outcomes are in place.