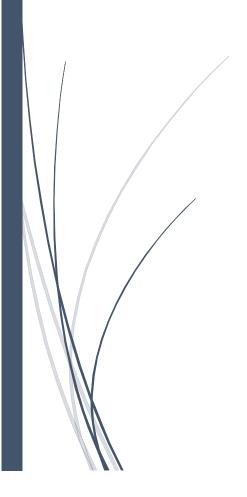# Admissions Policy

Al Mawakeb School

1.0 Primary Values

Equal opportunity, fairness, diversity, transparency, inclusion, commitment, and integrity.

2.0 Rationale

In line with the school's commitment to equal opportunity and diversity, Al Mawakeb School Al Khawaneej (AMK) welcomes students from all races, nationalities and religions who are looking for an engaging academic program with college preparatory standards. The school shall implement a fair, transparent and inclusive admissions policy, which complies with the UAE's MOE regulations[1], KHDA's inspection standards[2] and KHDA's Dubai Inclusive Education Policy Framework. This policy depicts the consistent and reliable admissions process, while considering the individual needs of all students, including those experiencing special educational needs, disabilities, talents, and gifts[3], if it is believed that the school can meet them. This approach will allow students to achieve a successful learning experience in an environment that fosters their development and wellbeing.

3.0 Aims and Objectives

This policy aims to:

3.1 Provide a fair and consistent admissions process to ensure the proper placement of all students within AMK.

3.2 Deliver a fast and efficient admissions process by establishing effective working procedures among staff.

3.3 Assist parents in making informed decisions by ensuring that sufficient information is provided.

3.4 Support the individual needs of all students and ensure their smooth transition into the school.

4.0 Roles and Responsibilities

4.1 Responsibilities of all Staff[4]:

All staff are expected to:

a. Abide by the school's admission policy.

b. Provide all necessary support to students and parents at all times.

4.2 Responsibilities of Students and Parents[5]:

All students and parents are expected to:

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[1] UAE Ministerial Decree No. 820 of 2014 on Registration Terms for Student
[2] UAE School Inspection Framework 2015-2016, p. 78-80
[3] UAE School Inspection Framework 2015-2016, p. 13
[4] UAE School Inspection Framework 2015-2016, p. 79
[5] KHDA- Parent- School Contract

a. Adhere to the school's admission guidelines to avoid any delays in the process.
b. Provide the school with valid and updated contact details and copies of all requested documentation.
c. Update the school about any changes in the contact information.
d. Notify the Principal in writing if they are aware or suspect that their child has a learning difficulty and provide copies of all written reports and other relevant documents.
e. Refer to established means of communications for any updates on the admissions process.

4.3 Responsibilities of the School Governing Body[6]:

The Governing Body shall:

a. Review and approve the school's admissions policy on an annual basis.
b. Oversee the implementation of the policy.
c. Identify any infringements and address them.
d. Ensure that admission procedures for students of determination are implemented.

4.4 Responsibilities of the Principal[7]:

The Principal shall:

a. Ensure the proper implementation of the admission policy.
b. Ensure that admission instructions and guidelines are clearly documented and communicated to staff, parents and students.
c. Take the final decision on all admission.
d. Oversee the process of identifying students of determination.
e. Interview and select prospective students as needed.
f. Report achievements and challenges in the process to the school Governing Body.
g. Ensure compliance as per KHDA inspection standards[8].

4.5 Responsibilities of the Head of Section:

The Head of Section shall:

a. Ensure children are admitted in accordance with the policy and set priorities.
b. Report to the Principal any challenges in the process.
c. Participate in interviewing and selecting prospective students.

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[6] UAE School Inspection Framework 2015-2016, p. 102-104
[7] A Guide for the Appointment of a Principal in a Private School in Dubai 2015-2016, p. 7
[8] UAE School Inspection Framework- Care and Support, 2015-2016, p. 78-80

    d. Participate in identifying and supporting the individual needs of students.

4.6 Responsibilities of the Admission Team:

The Admission Team shall:

    a. Confirm compliance with regulatory requirements.

    b. Assist in the development and review of registration forms.

    c. Produce and maintain adequate records documenting admission and enrolment.

    d. Focus all efforts to guarantee confidentiality of students' personal data.

    e. Assist all parents and students throughout the admission process.

    f. Communicate to parents all policies, possible changes and immediate announcements.

    g. Update all information about school policies, programs, staff and any other information deemed necessary.

    h. Ensure the financial matters are settled in accordance with the school's related policies and procedures.

    i. Develop and review registration forms.

    j. Prepare and submit the registration documents to KHDA for approval.

5.0 Policy Statement

5.1 All students are eligible for admission to AMK.

5.2 The school does not discriminate on the basis of race, creed, color, gender, disability, social level, or national origin and seeks to accept all qualified students who apply.

5.3 All applicants to AMK will be required to sit for an entrance assessment which will help decide where and how an accepted student is placed within the school.

5.4 The Principal will determine acceptance to all classes on the basis of the child's age, previous academic achievement, a personal interview and assessment results.

5.5 Applications for admission can only be accepted when all required documentation is made available to the school.

5.6 Students of determination shall have an equal opportunity as any other applicant of being admitted to school. Admission into all educational settings, including early years shall not be conditional upon the submission of a medical diagnosis.

5.7 In exceptional circumstances, where the school denies a student of determination admission, the criteria and rationale for the decision will be clearly described through the completion of KHDA's non-admission notification procedure for students of determination.

5.8 Students of determination will receive "sibling priority" for admission

to the school.

5.9 Students with chronic health conditions will be admitted as per their age group and grade sequence and offered the necessary support.

6.0 Procedures

6.1 Age requirements

The school will follow the K-12 grade system. In accordance with MOE regulations[9], to meet the age requirements for admission, a student must have turned a certain age by December 31st of the academic year as shown below:

Student Age (Cut-off date is December 31st)	Grade
3 +	Pre-K
4 +	KG 1
5 +	KG 2
6 +	Grade 1
7 +	Grade 2
8 +	Grade 3
9 +	Grade 4
10 +	Grade 5
11 +	Grade 6
12 +	Grade 7
13 +	Grade 8
14 +	Grade 9
15 +	Grade 10
16 +	Grade 11
17 +	Grade 12

6.2 Admission Procedures

The admission procedure consists of three steps: Application, Assessment/Interview and Enrolment.

Step 1: Application

The procedures for applying are as follows:

1. The parent approaches the Registration and Administration Office to enquire about admission.
2. A member of the admission team:
   - Confirms availability of seats in the desired classes.

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[9] UAE Ministerial Decree No. 820 of 2014 on Registration Terms for Student

- Checks if the child's age meets the guidelines of MOE[10].
- Requests the necessary supporting documents.
- Schedules an appointment for the student's interview and entrance assessment.

3. The parent submits all required documents and pays the registration fee. These include:
   - Basic details (full name in both Arabic and English, date and place of birth, nationality, address, information about parents/guardians, etc.).
   - Official documents (UAE national ID, vaccination card, etc.).
   - School records for the previous year if the student attended school, including results of any standardized assessment (SAT, MAP, CAT4, etc.). New students transferring from other schools inside the UAE must submit legalized transfer papers before the end of June.
   - Documents pertaining to students of determination such as previous individual education plans (IEPs) and relevant assessments, as well as evidence pertaining to gifted and talented students such as advanced learning plans and provisions.

Step 2: Assessment

All new students from KG to Grade 12 must sit for an assessment and an interview to be admitted. The decision to grant admission is final and follows the guidelines and regulations set by the KHDA. The procedures for assessment and selection are as follows:

1. The parent and the student meet with the Head of Section (HoS) for the interview.
2. If the outcome of the interview is positive, the student sits for an entrance assessment as per below:
   - KG - G2: one-to-one assessment type.
   - G3 - G4:
     - Student takes the assessment alone.
     - Support from the HoS is provided when necessary.
     - Subjects tested include Arabic/English/French/Math
   - G5 - G12:
     - Student takes the assessment alone.
     - Subjects tested include Arabic/English/French/ Math.
   - G10 - G12:
     - Student takes the assessment alone.
     - Subjects tested include Arabic/English/French/ Math plus and pending case Physics/Chemistry/Biology.

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[10] UAE Ministerial Decree No. 820 of 2014 on Registration Terms for Student

3. The HoS may refer the student during or after the entrance assessment to the Inclusion Coordinator if deemed necessary for further assessment.
4. Once the student submits the entrance assessment, the parents are informed to expect an update on the admission status of their child within 48 hours.
5. The assigned staff will then evaluate the student's assessment and fill in the results and recommendations for each subject.
6. Students applying to G2 – 12 with:
   - Non-Arab passport will be exempted from taking the Arabic Language section of the assessment and are enrolled in Arabic B (designed for non-Arab students).
   - No French Language background will be exempted from taking the French Language section of the assessment and are enrolled in special classes for beginners.
   - No English Language background are exempted from taking the English Language section of the assessment and are enrolled in the intensive English Language Development Program (ELDP).
7. The Principal examines the results and recommendations which may yield one of the following possibilities:
   - If the applicant successfully passed all tested subjects; the HoS conveys the decision of acceptance to the parents and asks them to finalize registration in order to secure a seat for the child.
   - If the applicant received low scores in some subjects, he/she is required to register for extra academic support packages (e.g. Math/Sciences/English/Arabic…etc.). The HoS contacts the parents to discuss the status of the applicant and the additional registration requirements for academic support packages, and asks them to finalize registration in order to secure a seat.
   - If the student received low scores in all subjects, the HoS discusses with the Principal the applicant's status in order to reach a final decision.
   - The Principal may grant admission if parents agree on a course of action which ensures their full cooperation to support the student. The HoS contacts the parents and asks them to finalize registration in order to secure a seat.
8. The HoS enters all comments, extra academic support packages, special classes into the system based on the following:
   - Extra Academic Support Packages: Compulsory when the entrance assessment results reflect gaps in some areas/subjects.
   - Special French: Available for students with no French Language background.

- Islamic Education in English: Optional for students who wish to take IE in English.
- Arabic B (for students with a non-Arab passport)

Step 3: Enrolment

The school officially registers the student once all admission requirements and conditions are met. The procedures for registration are as follows:

1. The parent proceeds to the Registration/Accounts office in school to complete the registration procedures, records and payment.
2. The parent is requested to sign and approve the recommendations for extra support packages and special classes.
3. If the parent wishes to register the child for the school transportation service, he/she is requested to draw a location map to their residence to check the availability of transportation services to that location.
4. Once registration is finalized, the parent is advised to collect the books and uniforms on an assigned date.
5. If the student is registered in the school transportation service, the parent must accompany the child on the first day of school to meet the transportation supervisor and confirm the location map.
6. On the first day of school, new students are welcomed by the HoS and staff, and an orientation tour around campus is provided.
7. Current students are assigned to assist new students in adjusting and familiarizing themselves with the school.
8. Within the first two weeks of school, a meeting is held to allow parents and teachers to get acquainted and discuss effective techniques for parental involvement in their children's schoolwork and learning experiences.

6.3 Application Fee

All applicants are required to pay a non-refundable, non-transferrable application fee. This fee, along with requested documents, is required to proceed with the registration process.

6.4 Student Capacity and Admission Priorities

AMK shall apply admission priorities if the requests for places outweigh the available places, as follows:
a. Emirati students
b. Previous students of Al Mawakeb Al Barsha, Al Mawakeb Al Garhoud or International School of Arts and Sciences
c. Students with siblings already in the school

d. Children of school staff
e. Siblings of students of determination
f. Siblings of students who have already secured admission to the school.

6.5 Waiting List

Registration ends once the school has reached full capacity. Beyond that, parents who are interested in registering their children in school will be placed on a waiting list pending any cancelations or withdrawals. However, as per school's priority system, a student's position on the waiting list may change if there are subsequent applications with higher priority. (Refer to admission priorities above)

6.6 Admission of Students of Determination

Our admission policy is in line with Federal Law 29 (2006)[11], Federal Decree no. 116 (2009), Dubai's Supreme Legislation Committee's Law no. 2 (2014), Executive Council Resolution no. 2 (2017) and the Dubai Inclusive Education Policy Framework developed by Knowledge and Human Development Authority, regarding the rights of students of determination to be admitted or enrolled in a regular classroom setting. As such, all students are admitted following the same admission procedures for interviews and assessments. The school rarely rejects new students, unless the students have severe disabilities, whether physical or cognitive. AMK refrains from accepting these cases, since special institutes can better cater to their specific needs. Upon enrolment, potential students of determination are identified through the following process:

- The teacher completes a referral form and the Inclusion Coordinator studies the students' family history and any available reports, including those from external agencies and then conducts an internal screening process
- Individual Education Programs (IEPs) are produced and used as an effective monitoring tool to determine progress and work in partnership with parents, teachers, and related personnel.
- Specialist external support agencies work alongside the Inclusion Coordinator and will be in the school to conduct paired observations and liaise with the Inclusive Education Action Team.
- Once finalized, the HoS and the Inclusion Coordinator coordinate with the parents of the child to discuss the placement, adjustments, accommodations and modifications needed for their child to address their needs.

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[11] UAE MoE (SFA) General Rules for the Provision of Special Education Programs and Services (Public & Private Schools), p. 93-94

- Students of determination will receive proper adjustments, accommodations and modifications matching their needs which will provide them with equitable access to educational opportunities.

7.0 Policy Review

The Principal along with the SLT will conduct an annual review of the admission policies and procedures and share suggestions for improvement with the Governing Body to maintain an efficient and reliable admission process.

Definitions

- **Achievement:** The success that students gain in any area of learning or life, for example, academic, sporting, artistic and creative.
- **Assessment:** A process of finding out what students already know, what they have learned, how they have learned it and how they apply it.
- **Compliance:** Action in accordance with a recommendation, regulation or law.
- **Data:** Factual evidence a school has as evidence of its performance – often numerical or statistical (attendance or assessment information) measurements used to make reasoned calculations/conclusions about school effectiveness.
- **Gifted & Talented:** Students who have demonstrated uncommonly high potential knowledge and/or skills in one or more academic or non-academic endeavors.
- **Individual Education Plans (IEPs):** A document which details the educational program designed to meet the special needs of students.
- **Inclusion:** Access, support for learning and equal opportunities for all students, regardless of age, gender, ethnicity, ability or background.
- **Students of Determination:** Students with Special Education Needs and/or Disabilities.
- **Staff:** The adults who work in a school, including leaders, teachers, assistants, managers, counselors.

Revision History:

Revision	Date	Description of changes	Requested By
0	02/09/2016	Initial Release	CAO
1	10/12/2018	General Review	School Principal
2	06/01/2019	General review, alignment with inclusion policy, included examples of cases where admission to students cannot be granted	School Principal, Inclusion Department
3	02/02/2020	Aligned the admission criteria for students of determination with the changes in the Inclusion Policy	School Principal, Inclusion Department
4	10/02/2020	Further aligning the criteria with KHDA's inclusion framework and guide for implementation	DSIB school inspector-AMG