



## Admission Policy

Version	Document Title	Status	Author	Approved by	Date	Reviewed On	Next Review Date
0.1	Admission Policy	Final	SLT	Principal/Vice Principal	August 2023	August 2024	August 2025
	Regional Director		Principal			Vice Principal	
	Head of Foundation Stage		Head of Primary			Head of Secondary	

## A. Aim

The aim of this policy is to outline the admission procedure at Newlands School within the guidance of the DSIB (Dubai School Inspection Bureau), Dubai's Inclusive Education Policy Framework and Implementing Inclusive Education: A Guide for Schools.

## B. Admissions Statement

Newlands School welcomes children from all ethnic, religious, cultural and ability groups. All children will be respected and treated equally, which will be balanced with the lawful needs and rules of our school community. This policy aims to highlight the process involved in the identification and admission of children who will benefit from our approach to education and who will contribute to school life and the wider community. The school will provide an inclusive education in line with the UAE Federal Laws and the KHDA's expectations. We are committed to support children who need extra attention and specialized care and all prospective children will be assessed in their social, emotional and cognitive abilities.

Newlands School believes that:

- Every child should be able to access education.
- Every child should be encouraged to be active members of the community.
- Every child is different and their unique talents and attributes enrich the school environment.
- Through close collaboration with parents, we meet the needs of those students and families who are seeking quality education in accordance with UAE Federal Law 29 (2006).
- High expectations of all children build a strong, academic and aspirational ethos.

## C. Admissions Procedure

At Newlands, children will be admitted throughout the school year, subject to approval by the KHDA. All placements are subject to the availability of seats as well as completing the initial assessment. Newlands is a fully inclusive school, and the initial assessment is used purely to ensure we can meet the needs of the students and plan subsequent strategies of support.

For all children a report from their current school is expected.

## D. Application

The student application form is available on the website and can be filled online to begin the admission process. Based on the information provided on the form, our assessment team then contacts each parent to book a date for the assessment. On the date of the assessment, parents are informed to pay the application fee of AED 500 to our Accounts Department. This fee is non-refundable.

Parents are also required to fill in and sign the Admissions Form, available on our school website, and submit the necessary documents. Please refer to Table 1.1 in the Appendix.

The school might also require your child's last school report and a reference form may be sent to your child's existing school requesting further information on your child's academic and social progress.

Please refer to Table 1.2 in the Appendix for understanding of the application process.

## E. Assessment Process

All children who apply for a place at Newlands School are invited to take part in an assessment. The assessment seeks to explore each child's strengths, interests, readiness, personal qualities and their ability to access the National Curriculum for England.

### FS Assessment Criteria:

**Academic Aptitude:**

- Excellent
- Good
- Satisfactory
- Needs Improvement

**Behavior and Conduct:**

- Exemplary
- Positive
- Acceptable
- Concerning

**Communication Skills:**

- Excellent
- Good
- Satisfactory
- Needs Improvement

**Literacy:** FS2 only

- Ability to write his/her own name
- Ability to hold the pencil correctly
- Drawing a picture of him/herself?
- Ability to express him/herself verbally
- Recognizing the a few sounds of letters

**Maths:** FS2 only

- Ability to draw a straight line and a circle
- Recognizing names of the basic shapes and colours
- Ability to count 1-10 orally
- Counting the number of objects less than 10

### KS1 Assessment Criteria:

#### Year 1

#### English

- Recognize the sounds of Phonemes of Phase 1-3
- Read simple three letter and four letters CVC / CVCC words
- Read simple sentences
- Use a pencil properly to write recognizable letters
- Knowledge of the alphabet – capital letters and small letters
- Matching pictures and words.
- Ability to write own name and age.
- Ability to write any simple sentence about the given picture.

## Maths

- Numbers 1- 50 Counting (Oral and written)
- Shapes Visualizing and naming
- Picture Addition
- Greater and Smaller numbers (1-20)
- What comes before and After (1-30)

## Year 2

### English

- Fill in the missing alphabet
- Word building
- Read and draw the picture
- Match the capital to the lower-case alphabet
- Phonetic Sounds- Write the beginning sound
- Look at the picture Re -write the word in correct order
- Describe the picture in one sentence
- Reading test- Read the sentences

### Maths

- Number sequencing
- Missing numbers
- Numbers after/before 1-50
- Count and write 1-20
- Concept of Size; (long/short - big/small - thick/thin)
- Addition/Subtraction (single digit up to 10)
- Rote counting up to 100
- Number names 1-10

## Year 3 to 12 Assessment Criteria:

CAT4 Assessments

## F. Placement Offer

If the School decides to offer the child a place, an offer letter will be e-mailed to the parents. To accept the offered place parents are expected to submit the necessary documents and pay the deposit, details of which are outlined within the offer letter. Failure to fully complete the application and payment within the given time will result in the application being put on a waiting list.

Class allocation is decided by the school only, but parent requests will be considered. A student's class allocation may change throughout the year based on the needs of the school and the student.

## G. Decision-Making Authority

Final admission of the application to the school is determined on the criteria as set out herein and at the discretion of the Principal.

## H. Waiting Lists

The school maintains a waiting list based on the date of application. Any places will be offered when they become available. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

Priority is given in this order:

1. Siblings of students already at school
2. Siblings applying for the same academic year.
3. A child who has completed the assessment.

## I. Sibling Priority

The school offers siblings priority for entry to the school with the expectation that parents inform the school at the time of admissions. Applications for new admissions are first opened to students with siblings already at Newlands School.

## J. Disclosures

Parents must, as soon as possible, disclose any particular known or suspected circumstances relating to their child's health, allergies, and disabilities or learning difficulties. Providing misleading information and/or misrepresenting facts in the application, shall render the application null and void.

## K. Cancellation and refund as per KHDA refund policy

A complete refund of the placement fees will only be given if the family is relocating either to another Emirate within the U.A.E. or to another country. The following documents will have to be submitted to process the refund.

If relocating to another Emirate within the U.A.E:

- Original receipt
- Proof of admission in the new school

If relocating to another country

- Original receipt
- Copy of the airline tickets
- Copy of U.A.E. visa cancellation of family

In the case of a refund, the school fees will be calculated as follows:

- Tuition fees paid prior to the beginning of the academic year are refundable and only the registration/re-registration fees will be deducted;
- If the student was enrolled in the school for two weeks or less, a month fee will be deducted;
- If the student was enrolled in the school for a period ranging between two weeks and one month, two months' fees will be deducted;
- If the student was enrolled in the school for more than a month, the full term's fees will be deducted

## L. Students of Determination

Our policy is in line with Dubai's Inclusive Education Policy Framework and Implementing Inclusive Education: A guide for Schools, as such students of determination are not refused admission and are given the appropriate

accommodations and modifications during their initial assessment. Students of determination receive “sibling priority” during admission.

At the time of application, parents are required to inform the school of any known additional learning need and provide the school with full details prior to seeking admission. Parents are also required to submit all existing reports and/or assessments from psychologists, specialists and /or external agencies. This allows the school to create a case history of the child and properly assess the areas of need.

Assessments are usually conducted by our specialist staff and/or the Special Educational Needs Coordinator. Once complete, parents are recommended any additional provisions, if required. Early identification of specific additional needs of each child is very important if we are to support their learning at Newlands School.

**Table 1.1 – Documents required**

1. A copy of official birth certificate of the child.
2. A copy of the child’s and parents’ passport and U.A.E. visa page.
3. A copy of child’s and parents’ Emirates I.D.
4. A copy of the passport and visa – parents and child
5. Copy of the immunization record.
6. A copy of the previous school report and transfer certificate.
7. The school’s application form duly completed, including a signed Declaration Form, Code of Conduct.
8. Additional documents as may be required by the school or KHDA.

**Table 1.2 – Application P**



