



# Dubai Heights Academy Policies, Procedures and Guidance

## Admissions Policy

Agreed: 23rd January 2022

Review Date: 22nd February 2023

Signed (Principal):



## **Mission**

At Dubai Heights Academy, our passion is to instil the joy of learning in every child. Providing a truly engaging and inspiring experience at primary and secondary school helps set children on the pathway to lifelong learning.

Our watchword is inclusivity. We believe in helping every child to realise their full potential, making the most of their individual abilities and personalities. This embraces children across the full spectrum of educational needs. Our Vision is a school designed around Every Child, Every Mind and Everybody:

**For Every Child - a platform for academic achievement, cognitive development, and personal excellence.**

**For Every Mind - an engaging approach, inclusive environment and progressive learning experiences.**

**For Everybody - the inspiration to be the best versions of themselves.**

## **Introduction**

Dubai Heights Academy has a strong commitment to the inclusion and pastoral support of all our families and students; this includes students who are identified as Students of Determination, English as a Second Language and high achievers. Places are offered based on our guiding principle, that we are able to meet a child's learning needs to provide 'the best by every child'. If you would like to find out more about our Learning Support Services please contact the Admissions Team who will put you in touch with our Head of Inclusion. Admissions duties are the responsibility of the Registrar, supported by the Senior Leadership Team. Any queries regarding entrance or admission should be referred to the Registrar.

Dubai Heights Academy welcomes applications from all nationalities, ethnicity and religion. We fully welcome applications from Emirati families and children of determination.

Once completed applications are received, age appropriate admissions tests will be carried out and school places will be offered based on the results of the admission test.

## **School Tours**

School tours are offered daily during the working week. Following an initial enquiry, parents are advised to visit the school to ensure that it is the type of environment that suits the needs of their child.

## **Application and Registration Process**

All applications are made online via the school website. The following documents must be submitted along with the application.

- 6 passport photographs
- Copy of birth certificate
- Copy of passports - parents and child
- Copy of residence visa page (overseas applicants please submit once issued)
- Copy of EID Card – front and back (overseas applicants please submit once issued)
- Copy of last full end of year school report and latest mid-term report (Year One and above)

- A relevant transfer Certificate (see below for more details)
- Copy of updated Immunisation/Health record

A non-refundable application fee of AED 525 (inclusive of VAT) is required once an assessment has been confirmed

Failure to provide the above documentation on time may delay admission and placement.

### **Applicants who may require additional learning support & students of determination**

Dubai Heights Academy provides for children with a range of special educational needs and will ensure that they are not refused admission based solely on their learning needs. Each application is considered on a 'case by case' basis and is not dependent on there being a medical diagnosis. School places will be offered unless DHA is unable to meet the child's learning needs.

Each application is always considered alongside their peer cohort ensuring that the needs for all learners are met and the learning needs of the current cohort is not compromised. In the case that the school is unable to offer a place to the pupil of determination at the time of application, the school will comply with the non-admissions procedure as outlined in the 2019 KHDA Directives and Guidelines for Inclusive Education.

When a significant need has been identified this will be reviewed by the Head of Inclusion who will support in determining the appropriate provision for the student. These discussions will be considered alongside:

- Pupils with a sibling/s enrolled in the school will be given priority
- Additional support needs beyond the standard school provision which may include; therapeutic interventions and/or 1 to 1 support. This will need to be provided for by parents
- Resources are readily available and the student can be accommodated in an appropriate mainstream class
- When a place is offered to a student with recognized or exceptional learning support needs, a letter of understanding will be signed by parents and the Principal.
- All relevant documents are shared in advance such as medical, psychological or educational assessments before entry to the school.
- Failure to disclose information, including the deliberate withholding of information, may result in students' acceptance being withdrawn from DHA.
- In Line with the emiratization Decree Number 2, Dubai Heights Academy fully welcomes applications from Emirati Families.

### **Entry Requirements**

Once a completed application has been submitted and processed the school Registrar will contact parents to advise further regarding places/assessment availability. All students will undertake an age appropriate admissions assessment.

The decision to offer a place will be based upon the results of the admission test, school reports and/or a meeting with the Principal. Following this, a place will be offered if:

- The student will benefit from the learning programmes on offer.
- Adequate information is provided about the student by parents and previous schools to assist us in making a decision to offer a place.
- Prospective parents and students understand and accept the school's philosophy and expectations in terms of curriculum and community life.

- Once your child joins Dubai Heights Academy their reading, writing and mathematics will be assessed by the Classroom Teacher or Key Stage Leader to obtain a baseline result against which future progress will be measured.
- The school will allocate students to the age appropriate year group, where possible (subject to assessment). Certain factors like transferring from a different curriculum may affect this decision, we will discuss the right year group for your child in advance of the start date.

## Assessments

Foundation Stage One and Two play based assessments are carried out in small groups of children in one of the foundation stage classrooms. The assessors will be observing the children to ensure the following:

- School readiness - Can they separate from parents?
- Language/Communication Skills - Can they communicate with adults and children?
- Social Development - Can they share and collaborate with others?

*We have an expectation that all children will be toilet trained and not wearing nappies/diapers before they join us. If a child is not toilet trained and independent from using nappies/diapers, this will delay their enrolment and start date.*

Year One assessments will be carried out with a classroom teacher or Key Stage Leader in a relaxed atmosphere to ensure the children feel happy and secure. The following areas will be assessed based on age related expectations:

- Mathematics
- Reading and comprehension
- Writing

Year Two and above - Students will be required to complete an online cognitive ability test to assess verbal, non-verbal and numeracy skills. In addition, depending on the CAT4 results, students may be required to complete an additional assessment to cover the following areas:

- Mathematics
- Reading and Comprehension
- Writing

All assessment documents, results and assessor's comments remain the property of Dubai Heights Academy. After the assessment, you will be contacted within a week by the Registrar regarding the next steps.

## Student placement

The school places students in year group sections based on different factors: class size, nationalities, abilities, gender, cultural background, and the needs of students of determination to ensure a good balance in our class environments. Selecting a class or teacher is not a parent's choice. It is the school's responsibility to designate the class allocation based on the above criteria.

## Transfer Certificates

The school is governed by the rules and regulations of the Knowledge and Human Development Authority (KHDA).

Placement in any Year Group from Year 3 onwards, is based on the Transfer Certificate provided at the time of Application.

**Transfer certificate requirements are as below:**

<b>A</b>	A School within Dubai.	An attested KHDA transfer certificate is required for all KHDA registered children in any year group transferring from Dubai.
<b>B</b>	An Emirate in the UAE and from GCC countries	An original transfer certificate in Arabic or English duly signed and stamped by the school and attested by the Ministry of Education in that Emirate.
<b>C</b>	A country in North America, Western Europe & Australia	School Principal's signature and stamp
<b>D</b>	Middle East ( Excluding the UAE), South and Central America, Asia, Russia, Africa, Eastern Europe and New Zealand	School Principals signature and school stamp,(1) Attested by the ministry of Education in the current school location, (2)Ministry of foreign affairs and the UAE Embassy in the current school location, (3) The Uae consulate/ Embassy in the country of origin or by the Ministry of Foreign Affairs in the UAE

Parents are also required by KHDA to;

1. Provide the Emirate ID Cards of the student and parents to complete the electronic registration within two weeks of the start date.
2. Sign the KHDA Parent School Contract once the student is registered and the contact is ready.

**Failure to comply may result in your child being withdrawn from Dubai Heights Academy.**

**Conditional Offers**

The school reserves the right to make a conditional offer based on the information shared due to various circumstances pending full assessment e.g., student not in the country.

**Admission Age and Timelines**

The age of the student must meet the minimum age set for the year group outlined in the table below. This is in accordance with the legislation governing the enrolment of students at private schools in Dubai.

<b>Year Group</b>	<b>Age appropriate based on DOB</b>
FS1/Pre- K	Turning 3 by August 31 <sup>st</sup> the relevant Academic Year
FS2/KG1	Turning 4 by August 31 <sup>st</sup> the relevant Academic Year
Year 1/KG2	Turning 5 by August 31 <sup>st</sup> the relevant Academic Year
Year 2 /Grade 1	Turning 6 by August 31 <sup>st</sup> the relevant Academic Year
Year 3/Grade 2	Turning 7 by August 31 <sup>st</sup> the relevant Academic Year

Year 4/Grade 3	Turning 8 by August 31 <sup>st</sup> the relevant Academic Year
Year 5/Grade 4	Turning 9 by August 31 <sup>st</sup> the relevant Academic Year
Year 6/Grade 5	Turning 10 by August 31 <sup>st</sup> the relevant Academic Year
Year 7/Grade 6	Turning 11 by August 31 <sup>st</sup> the relevant Academic Year
Year 8/Grade 7	Turning 12 by August 31 <sup>st</sup> the relevant Academic Year
Year 9 /Grade 8	Turning 13 by August 31 <sup>st</sup> the relevant Academic Year
Year 10/Grade 9	Turning 14 by August 31 <sup>st</sup> the relevant Academic Year

### **Registration**

The registration fee for new students is payable within 5 days of the offer letter. The deposit will be adjusted against the first term fee. The fees are as follows:

- FS1 & FS2 - AED 4,000
- Year 1 to 6 - AED 5,000
- Year 7 and above - AED 6,000

The registration fee is non refundable unless under special circumstances.

### **Re-registration**

Re-registration for existing students starts in March and the fees are due before the 1st day of term 3. The re-registration fee is to reserve a students' seat for the next academic year. In order to re-register students, all fees for the current year must be paid. This fee will be deducted from the total tuition fee for the academic year in which admission is being sought. The fees are as follows:

\*For the families paying the fees on a monthly basis, if the fees are not cleared on or before the end of the academic year, the re-registration deposit will be adjusted against the overdue fees and the seat will be released to a new student until such time the fees are settled in full.

- FS1 & FS2 - AED 2,000
- Year 1 to 6 - AED 2,500
- Year 7 and above - AED 3,000

### **Refunds of registration and re-registration fees**

In the cases of both existing and new students, registration deposit and re-registration fee will not be refunded if the students choose not to return to school for the next academic year or choose not to take the offered place. However, the school may choose to refund the deposit under special circumstances. These circumstances include, but are not limited to, evidence of family travel to another country, a move to

another Emirate or any unforeseen circumstances. Such cases will be reviewed and approved by the Management.

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

- If the student attends school for two weeks or less, a month's fees will be deducted.
- If the student attends school for a period ranging between two weeks and one month, two months' fees will be deducted.
- If the student attends school for more than one month, three months' fees will be deducted.

If you wish to withdraw your child from the school, please give sufficient notice and complete the withdrawal form. All leaving documents can be provided only if there are no pending tuition fees and all library books and school items have been returned.

### **Additional Terms and Conditions**

1. The Registrar will contact families via email and phone call and should the correspondence not be responded to, in the given time frame, the student will lose their place and it will be offered to the next student.
2. The registration fee will reserve a place for 1 week after the start of the new school year, irrespective of reason for non-attendance. After one week of absence DHA reserves the right to cancel the place and offer it to another child on the admissions waiting list.
3. Students' original Emirates ID must be produced when requested to complete the registration process. Failure to do so may result in a delay to the student commencing school. Late receipt of the EID may incur a financial penalty from KHDA, the costs of which will be charged to the parent.
4. DHA reserves the right to place students in class groups and allocate teachers appropriately to student age and needs.
5. Parents are not entitled to make requests for teachers or classes. Classes and teachers are announced before the start of the term.
6. Parents are expected to sign a parent school contract agreeing to policy, procedures and the code of conduct at DHA.