

ADMISSION POLICY

Ad Vitam Paramus

At Deira Private School children will experience an enabling, inclusive environment which will inspire them to achieve and succeed. We encourage creative and critical thinking within the context of meaningful real-life learning experiences.

As a genuinely inclusive British curriculum school, enabling a first class educational experience for students aged 4 to 13 years, we ensure that all students are supported and challenged to achieve success.

Introduction

- At Deira Private School, we follow the National Curriculum for England and Wales and the academic year runs from August/September to June/July as per the guidelines from the authorities and the approved calendar. Children can be admitted during the academic year if a place becomes available subject to KHDA guidelines.
- Deira Private School prides itself on an admission policy that does not discriminate against any child or family. All children are welcome to apply to Deira Private School, regardless of nationality, ethnicity or religion. Deira Private school is a genuinely inclusive British curriculum school.

Rationale

This policy is intended to ensure that the procedures used during the admissions process are consistently applied and are understood by all those involved.

At Deira Private School we believe in education for all which adheres to the:

- Executive Council Resolution No. (2) Of 2017, Regulating Private Schools in the Emirate of Dubai.
- Federal Law No. 29/2006 and Law No. 2 (2014)
- Guidelines given in the Dubai Inclusive Education Policy Framework (DIEPF) where improving the education and social outcomes of students with Special Educational Needs and Disabilities (SEND), now referred to as 'The Determined Ones' remains a priority.

Eligibility Criteria

- Admissions to the Foundation Stage are accepted on a play-based assessment to determine the child's readiness for school. The assessment will focus on the child's personal, social and emotional development, their communication and language skills, and some consideration of their physical development.
- Admissions to Y1 to Y9 will be subject to a review of the child's most recent school report and may include further additional assessments and/or an interview.
- We work in accordance with KHDA age enrolment guidelines and aim to place children in the appropriate year group. Children who are transferring from schools following different curriculum are advised to contact our registrar for advice prior to completing their registration.
- ELL: English is the language of instruction and daily operation at Deira Private School. We aim for all students to become fluent English speakers, able to read and write in English at an operational level for their age. Deira Private School does provide dedicated English language learning support for students for whom English is a barrier to learn age related curriculum standards from Year1 onwards. Parents will be asked to provide additional support at additional expenses for English language learning support.
- Deira Private School is a genuinely inclusive school and accepts children with different learning difficulties or needs. It is essential that parents disclose all information regarding their child's individual needs

to ensure Deira Private School can provide appropriate support. Failure to disclose relevant information at the time of application may result in the withdrawal of a place.

Academic Year

The school academic year for all children starts in August/September according to the approved calendar from KHDA.

Deira Private School welcomes any interested families to apply for admission for their children in the Foundation Stages through to Primary and Secondary (Years 1 – 9). Decisions for enrollment are made by the Admission Committee. First priority is given to siblings of DePS students. In making their decisions, the Admission Committee makes every effort to maintain a balance in our school, considering age, gender, learning abilities, and diversity.

As an inclusive school we provide a learning support programme, addressing the individual needs of all students including those of determination, gifted and talented and English Language Learners.

Upon acceptance of admission, a non-refundable registration fee deposit is due to Deira Private School immediately. The balance of tuition is due in three instalments.

Admission Priorities

- Admission will be subject to the availability of places in the appropriate year group. All children will need to meet the eligibility requirements. In addition, the school has a responsibility to ensure there is a balance of gender, academic abilities and nationalities.
- Following successful assessments children will be offered places with the following priorities:
 - ☐ Siblings, including those with SEND, of children enrolled at Deira Private School at the time of admission
 - ☐ Emirati students
 - ☐ Children of Deira Private School staff who are employed at Deira Private School
 - ☐ Group Corporate Office priorities

Criteria for FS2 priority waiting list

- ☐ All other applications

Admission Process

- Parents make an appointment with the school's Admissions Team.
- Tour of the school.
- A completed Application Form (accompanied by a non-refundable AED 500 fee and all necessary documentation required by the KHDA) is submitted to the Admissions Manager.
- An entrance evaluation test, either oral or written depending on the age of the child is conducted.
- Parents will be informed of the results of the entrance evaluation within 2 to 3 days.
- A place will be allocated only when all required documentation has been submitted including 40% of the total tuition fee for the school year.
- Parents interview with the SLT member.

Our admission process is, by nature, a very personal one. We offer you the opportunity to see us up-close and to learn about our programme and our school family. We invite any interested family to visit our school and have a school tour and learn about our philosophy and submit an application. There are a limited number of openings each year. We encourage families to begin the admission process early in the year and to take advantage of opportunities to learn more about our programme.

New pupils will be enrolled in their respective age groups. The table below shows the age/grade information of students aged 3 to 6 in accordance with the ministerial decree (820) of 2014.

For Curriculum start on September			
Grade/Year	KG1/FS2	KG2/Year 1	Grade 1/Year 2
Age by 31 st August	4	5	6

Registering on a Waiting List

- Enquiries regarding the school can be made via the online enquiry form which can be accessed via school website or by contacting the school directly.
- To register on the waiting list all of the following steps must be completed.
 - ☐ Complete on-line registration
 - ☐ Submit the required documents either by visiting the school, email scanned copies of the documents to the registrar or upload scanned copies online.
 - ☐ Submit full details of any special education needs including recent reports from any doctors, therapists (e.g. Speech and Language Therapy, Occupational Therapy etc.) and individual education plans (IEPs) plus Educational Psychologist's reports if completed.
 - ☐ Pay a non-refundable registration fee of AED 500. This payment can be made at the school or on-line.

Accepting an Offer of a Place

- If the application is successful and a place is available, a letter of offer will be issued along with joining information. The offer remains valid for a period of 5 working days. To secure the place, a non-refundable registration fee of AED 500 must be paid within 5 days.
- Parent should also submit the admission form along with the following documents :
 - Copy of your child's passport, UAE id and visa
 - Child's recent passport photographs
 - Copy of your child's birth certificate
 - Full details of all vaccinations and immunisations for your child
 - Most recent school report
 - Transfer certificate from the previous school to include: date of enrolment; year group placement; date the child left the school; school stamp, signature and required attestations from government bodies.
 - The Transfer Certificate of students from schools located in any country other than Australia, Canada, Europe, New Zealand, USA and UAE, MUST be in English or Arabic and attested by the Ministry of Education, the Ministry of Foreign Affairs and the UAE Embassy.
 - Copy of parent's passport, UAE visa and ID
 - With regards to the parent-school contract, signing the contract is mandatory for all students as it is a main part of the registration process.

Conditional Offers of a Place at Deira Private School

You may be offered a conditional place at Deira Private School. This means your child's application to the school doesn't satisfy one or more of the admissions criteria. You may be asked to provide:

- further documentation about your child's schooling (e.g. transfer certificate);
- evidence of application for residency or your residency status;
- professional reports in support of identifying your child's learning needs;
- agreement to providing additional support as specified at your cost (e.g. a Learning Support Assistant or provision of therapies);
- A review period may be set at which point the pupil's progress will be reviewed to establish if GWIS is the most suitable school to meet their particular needs.

- ***If the conditional criteria are not satisfied Deira Private School retains the right to withdraw the place and ask the parents to seek alternative arrangements for their child's education.***

KHDA Regulations

- It is a requirement that all documentation must be submitted to the school before a child may attend as a pupil.
- ***Failure to produce a transfer certificate within one month of the date of joining may result in your child's place at Deira Private School being withdrawn.***

Fees

- The Deira Private School fee structure is approved by the Ministry of Education
- With full permission of the Ministry of Education, Deira Private School reserves the right to make further charges for additional services for children for whom additional support is required

If after consultation parents will not pay for additional support, then Deira Private School reserves the right to withdraw the child's place so that the education of others is not jeopardised.

- Fees are paid one term in advance and should be paid to the accountant / cashier preferably before the last day of the preceding term or, at the latest, on the first day of term.
- Failure to pay school fees within 30 days of the start of term may result in a request for you to seek alternative arrangements for your child's transportation/education.
- You may pay school fees by bank transfer. Transfers must be payable to Deira Private School and in United Arab Emirate dirhams (AED). The amount received in dirhams by Deira Private School should be the term's fees plus AED 150 handling fee at the current rate of exchange(if applicable). Any additional bank charges from your bank will be added to your account. Please call the accounts department for further detail.

Fee Concessions

- The Principal considers requests for fee concessions as per the approved discounts as follows:
- CCN Discount: 10% off on total tuition fee
- CCN Staff Discount: 15% off on total tuition fee
- Esaad Discount: 20% off on total tuition fee
- Emirates Platinum Discount: 25% off on total tuition fee
- Humanitarian Discount: 15% off on total tuition fee
- Sibling Discount: 10% off on total tuition fee from 3rd sibling onwards
- There are no special arrangements for further/additional fee concessions.

Notice of Leaving

- Wherever possible Deira Private School requires one full term's notice that a child is leaving.
- The KHDA issues regulations about the collection of fees depending on the period that a child has been at school and Deira Private School adheres to these regulations in full.
- When fees remain unpaid children are not entitled to receive a transfer certificate or their final reports until fees have been paid.

The Principal's decision is final in all matters of admission.

Refunds

For students who are withdrawn from the school during the academic year, a fee deduction will be applied as per "Schools Fees Framework:"

In the cases of both existing and new students, the registration/re-registration deposit will not be refunded unless there are extenuating circumstances. These circumstances include, but are not limited to, evidence of family/student relocation to another country/emirate or any other unforeseen circumstances. Such cases may be submitted to KHDA for review.

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

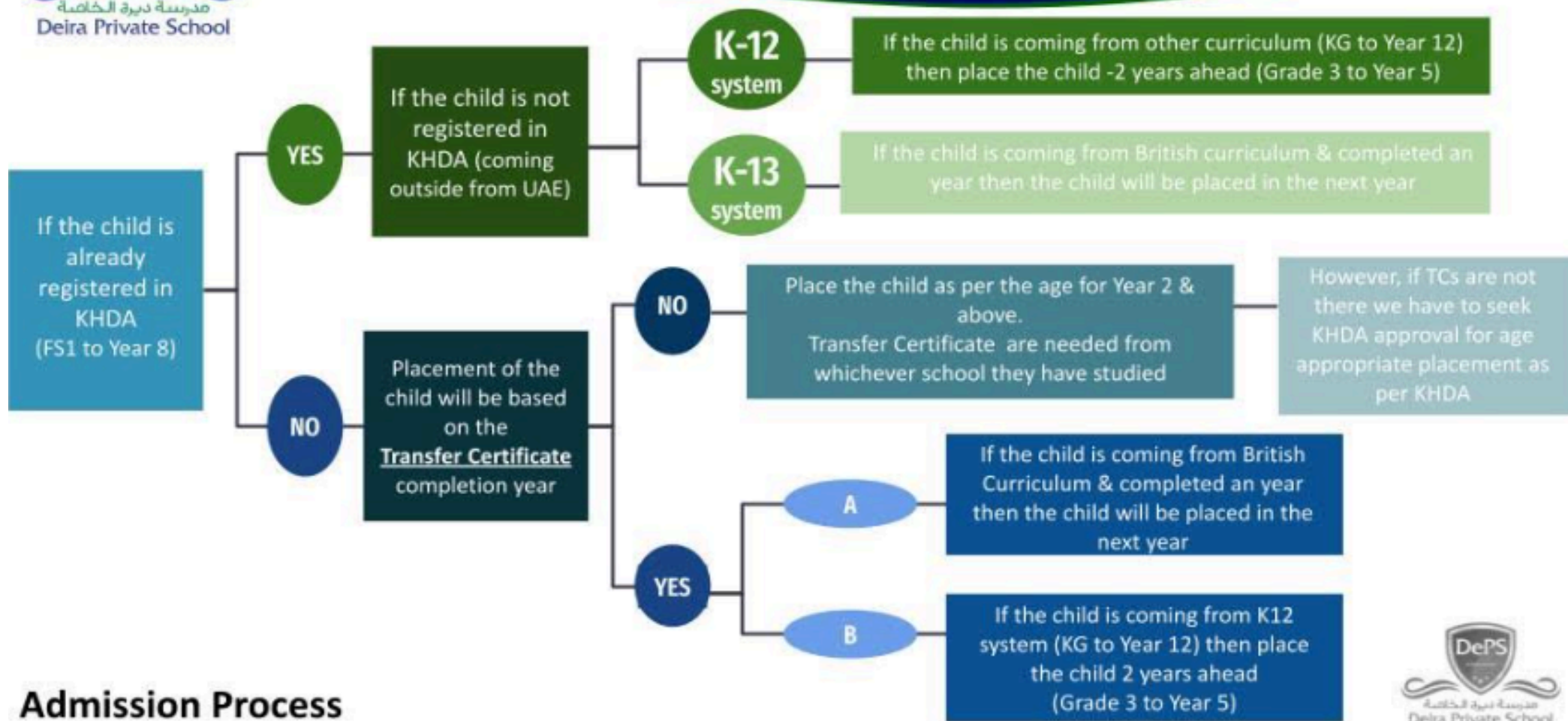
- Tuition fees paid prior to the beginning of the academic year are refundable and only the registration/ re-registration fees will be deducted.
- If the student was enrolled in the school for two weeks or less, a month's fees will be deducted.
- If the student was enrolled in the school for a period 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 fees will be deducted.
- If a withdrawal occurs during the school year, the **free bus service** initially offered will be charged on a **pro-rata basis** for the duration the service was utilized.

The school reserves the right to de-register a student during the school year for non-payment of tuition fees that are not paid on time, with KHDA approval. This will be documented by the school through the issuance of dated warning letters.

The school also reserves the right to not issue the concerned student his or her progress report and to refer the issue to the KHDA.

Re Enrollment Process

All currently enrolled students are considered for re-admission at the end of the first term and invited to reapply in January/February of each year. Applications for re-admission and deposits are due after spring break. Siblings of currently enrolled students are invited to apply for admission in January, also. Priority is given to siblings applying to Foundation Stage. Students applying to any other grade level are given priority only on a space available basis. Applications for new students are always welcome.



Admission of Students of Determination (Students with Special educational needs and disability)

At DePS we believe in education for all. We have a strong inclusive policy which is line with:

- Federal Law No. (29) of 2006 Concerning the Rights of People of Determination
- Law No. (2) of 2014 Concerning Protection of the Rights of Persons with Disabilities in the Emirate of Dubai
- Dubai Inclusive Education Policy Framework (2017), regarding the education and outcomes of individuals with Special Educational Needs and Disabilities.
- Students will not be refused admission based only on their experience of SEND
- Students will receive “sibling priority” for admissions
- Students will be guaranteed the right to receive quality education and training in all types and phases of schooling
- Students will be actively supported to participate in the process of learning as they develop their potential, and build relationships with their peers, through social interactions in age appropriate *common learning environments*
- Students will be provided with support, accommodations, and curricular modifications required to enable equitable access to educational opportunities. Appropriate priority will be given to the development of each student’s potential including meaningful participation in the learning process, with peers in the *common learning environment*
- Promote the principle of equity for students with SEND
- Executive Council Resolution No. (2) of 2017 Regulating Private Schools in the Emirate of Dubai
- General Rules for the Provision of Special Education Programs and Services (Public & Private Schools)

The school welcomes students with diverse learning needs. Efforts are made to accommodate the learning, behavioural and social emotional needs of all learners.

The Head of Inclusion/Inclusion team has the duty of recognising children with Special Education Needs as fully participating members of a community of learners. All students are provided equitable access to learning, opportunities for achievement, and the pursuit of excellence in all aspects of their Educational Program. The professionals from the department will ensure the full inclusion of students of determination which is facilitated and made possible through implementing Individualised Educational Plan (IEP) in collaboration with parents, teachers and centres (where applicable) other caregivers. Students of determination are monitored and given appropriate targeted interventions.

2- Steps in the admission procedure for students of determination:

Step 1:

Parents contact the school registrar.

Registrar forwards the admission request to the Inclusion team who conducts the assessments.

The Head of Inclusion / Inclusion team facilitates assessments.

Step 2:

CAT4, GL WELLCOMM assessments are done based on needs and for **Year 2 to Year 9** students based on needs and analysis basis. For early years to Year 1, we facilitate GL Wellcomm assessment to screen children for

speech and language ability, this helps us to identify concerns and helps us to decide if the child will be a candidate for Inclusion register and under which Wave category

In the absence of a psychological assessment report/ medical report Inclusion team conducts assessment using a standardised checklist for Learning Disability, ADHD, Autism etc to tailor provision for the child.

The Inclusion team contacts parents and asks for any evaluation or diagnostic reports, previous school/ nursery report cards, therapy reports or any other notes.

Meeting is arranged with the parents irrespective of whether a medical report is available or not.

Parents are inducted into the services and support offered at school.

An observation of the social, emotional, behavioural skills and 'assessment of educational need' is then conducted with the prospective student.

Parents are then informed of the nature of services and support that will be required by the student based on the outcome of 'assessment of educational need'.

For students with severe behavioural needs and low adaptive skills are referred for assessment with the Merint team in the school. (Merint determination centre)

Parents complete the admission process.

- All placements are subject to availability of seats
- Parents must fully disclose in detail, during the admission application process, any educational, social-emotional, physical, sensory, medical diagnosis or medical needs along with copies of all written reports and/or any additional academic support the child is receiving or has received in the past. Failure to disclose any information or deliberate withholding of any needs may lead to withdrawal of offer or parents may be asked to provide extra support in terms of an LSA or assessment reports from experts. The school will then be able to analyse whether the child can be fully supported or not.
- At the time of entry level assessment if a student is facing challenges and the parents appear to be unaware of their child's additional needs and LSA is needed, then the Inclusion team arranges for an agreement to be signed which states that after observing the student for a certain time and observation report will be provided which will state if the student will need support in terms of LSA or not.
- **Sibling priority:** Admission priority is given to students who are siblings of students.
- At the time of entry level assessment if a student is facing challenges and the parents appear to be unaware of their child's additional needs, then the admission team arranges an interaction with the SENCO.

English Language Learning Support

ELL support is provided to students who require English Language Support, absolute beginners of the English language in year2 or higher. These applications are flagged by the admissions team for further evaluation by the Curriculum Coordinator / SENCO and the level of support required is determined. The final approval for admission of students is given by SLT/Admissions Manager.

2 step admissions process for ELL

Step 1:

1. Parents contact the school registrar.
2. Registrar forwards the admission request to the Inclusion team who conducts the assessments.
3. The Head of Inclusion / Inclusion team facilitates assessments on reading and writing skills.

Step 2:

1. ELL coordinator conducts a baseline assessment on four skills on English- Reading, Writing, Listening and Speaking. This assessment helps the Inclusion team to understand the accurate level of understanding to tailor the provision for the child.

Policy Review

It is the responsibility of the Principal supported by other members of the school's Senior Leadership Team to monitor the policy. It is reviewed annually.

Related policies and documents

Registration Procedures

Inclusion Policy

Document	Admission Policy
Date written	April 2010
Last reviewed	August 2025
Next Review	May 2026
Version	Working document