



Home of Irresistible Learning

Dubai English Speaking School

Admissions Policy & Procedure 2017-2018



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| Written by: | CD | Reviewed: | October 2017 |
| Approved by: | AG | Next Review | October 2018 |

Admissions Policy and Procedure

DESS is an inclusive school, which welcomes applications for admission from all families regardless of nationality, ethnicity or religion. We welcome applications from Emirati families. Once an application is processed, a range of different age appropriate assessment strategies take place and offers are made based on the outcome of these assessments and the school's ability to meet the needs of the child. We cater for all children who have an understanding and command of the English language that allows them to operate in the classroom environment. DESS caters for children with a range of additional learning needs which are considered on a 'case by case' basis. Places are offered, based on our guiding principle that we are able to meet a child's learning needs to enable them to achieve their full potential.

DESS is thus appropriate for parents who seek a teaching programme which is determined by the English National Curriculum and one which seeks and achieves high standards in line with The UAE National Agenda.

How to apply for a school place

Application forms are available on the school website. These can be filled in and forwarded to the registrar electronically. Alternatively, parents may visit the school and deliver the forms in person. Parents are welcome to take a tour of the school with a member of the Senior Leadership Team and can apply online.

A registration fee of AED 500 is payable upon submission of the application which includes consideration of all paperwork and an assessment which may be deemed necessary. A deposit of AED 5,000 is required to guarantee a place, together with a "non-refundable" administration fee (enrolment fee) of AED 500. The deposit will be deducted from the first fee payment.

For Foundation Stage children, it is best to apply a full year in advance of the proposed starting date. Occasionally staff may visit nursery schools to determine the child's individual learning needs.

For children transferring from other schools in Dubai or from overseas, applications are invited as early as possible prior to starting.

Entrance criteria

For children entering Foundation Stage, it is expected that they can understand, speak and follow simple instructions.

For all children a report from their current school is expected and the child's strengths and weaknesses across all curriculum areas will be used to inform targets.

Class sizes are 25 but may be increased up to 26 to accommodate siblings or the transition of families.

Admissions Procedure

1. Application is received by the Admissions Department and dated (receipt given)
2. Application is entered into the administration computer system
3. Application form and school report copied and sent to the relevant SLT member, then Headteacher for review
4. Application form returned to Admissions Officer for actioning
5. The Admissions Officer will consult with the relevant SLT member regarding placement of a child in class and available House space.

For children applying to Foundation Stage, the initial list of successful applicants will be formalised by the Admissions Department and FS Leader. The list will be finalised after discussion with the Headteacher.