



## Admissions Policy and Procedure

### Admissions Policy

DESS is an inclusive school which welcomes applications for admission from all families regardless of nationality, ethnicity or religion. 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. 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.

### 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.

### When to apply

For Foundation Stage children, it is best to apply a full year in advance of the proposed starting date. Staff may visit nursery schools in the Autumn prior to the year of starting school and assessments are made to determine the child's learning journey.

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

### Entrance criteria

For those entering Foundation Stage, children must be four years of age before 1<sup>st</sup> September of the proposed year for starting school. Children whose fourth birthday falls after 1<sup>st</sup> September will not be considered until the next academic year.

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 considered.

It would be expected that the child's assessment levels would match the school's expectations and any standardised score should be over 90. Children who are performing a sub level below national expectations will still be considered and those achieving a standardised score below 90 will be considered, after this case has been reviewed by the Head of Learning Support department. The Admissions team will discuss the suitability of these children by considering their academic ability and what other things they can offer the school.

In some cases the school may offer a 'Conditional Acceptance'. This may be as a result of comments on reports from a previous school, or concerns observed by the person carrying out the test. In such a case, clear conditions and a timeline will be shared with the family, and counter- signed.

### **Class sizes**

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

## **Admissions Procedure**

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1. Application is received by the Admission Officer 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 Assistant Head Teacher, then Deputy, for review
4. Application form returned to Admissions Officer for;
  - Offering place
  - Chasing up further information e.g. assessment grades
  - Arranging assessment
  - To place child's name on the waiting list
5. When offering places, the Admissions Officer will;
  - Telephone parents to make sure they are still interested in a place
  - Send letter of offer/advance invoice via fax, post or e-mail
  - Monitor
6. The Admissions Officer will consult with the relevant Assistant Head 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 Head of Admissions and Head of FS after visiting the children in nurseries. The list will be finalised after discussion with the Headteacher.