



ADMISSION POLICY

2019 – 2020



Policy Document

ADMISSION POLICY

FUNCTION	FOR ADMISSION POLICY
CATEGORY	STATUTORY
STATUS	IMPLEMENTED
ISSUED FOR	THE SCHOOL COMMUNITY
VERSION	ROLL OUT T2 2018-19, T2 2019-2020
REVIEW SCHEDULE	ANNUAL
REVIEWED BY	REGISTRAR MS SHIKHA JUDGE
APPROVED BY	PRINCIPAL MS SANGITA CHIMA
OVERVIEWED BY	CHAIR OF THE BOARD OF GOVERNORS DR. V HUSSAIN
DATE RATIFIED	SEPTEMBER 2019

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1. ADMISSION POLICY STATEMENT

Welcome to Amity School Dubai. The Admission office is open from 7.30 am to 3.30 pm, Sunday to Thursday.

Amity School Dubai is an inclusive school that aims to develop an environment where all students can flourish and feel safe. We welcome students of determination and the admission is not conditional.

We welcome application throughout the year subject to availability of seats. The academic year commences in April and ends in March. The school admits students of all abilities and religions. School follows CBSE Curriculum and adheres to UAE laws and KHDA Guidelines.

2. AGE GUIDELINES

The age/grade criteria should be adhered to the Knowledge and Human Development Authority (KHDA) guidelines as per the ministerial decree (820) of 2014. Knowledge and Human Development Authority (KHDA) ensures that the new students are enrolled in their respective age groups. The table below shows the grade/year information of students aged 3 to 6. From Pre-primary /Pre-KG to Grade 1, grade level placement is determined by the child's age by 31st of July of that academic year.

For CBSE curriculum (start on April)				
Grade/Year	Pre-Primary/FS1	KG1/FS2	KG2/Year 1	Grade 1/Year 2
Age by 31 st of July	3	4	5	6

From Grade 2 and above, grade level depends on the curriculum the child is migrating from.

- A student transferring from 12 year system will be as per the transfer certificate.
- The below table indicates the year group as per the age/grade requirement when transferred from the 13 year system.

Age of the students as on 31 st December for schools beginning in September and as on 31 st July for schools beginning in April		
Students Age	Amity School / 12Year System	13 Year System
3	Pre Primary/Pre-KG	FS1
4	KG1	FS2
5	KG2	Year 1

6	Grade 1	Year 2
7	Grade 2	Year 3
8	Grade 3	Year 4
9	Grade 4	Year 5
10	Grade 5	Year 6
11	Grade 6	Year 7
12	Grade 7	Year 8
13	Grade 8	Year 9
14	Grade 9	Year 10
15	Grade 10	Year 11
16	Grade 11	Year 12
17	Grade 12	Year 13

3. ADMISSION PROCEDURE

Admission policy and procedures have been established to make certain that students are appropriately placed at Amity School Dubai. The school maintains the integrity and consistency of school policies and the application process. The Admissions Team is committed to working together with families to determine the educational placement that is best for each student.

Below are the general steps in the admission process and the documents required to submit a complete application:

Application Form

Parents are expected to complete the online application form through the school's website (www.amityschooldubai.com). Once the form has been completed, they will receive a response email confirming receipt of the application along with an invite to the school.

Suitability Assessment

Admission is broadly based on the review of the students' records of past performance, age, acceptable performance on the school's screening assessments. We welcome applications from students across the ability range and we offer places for students with Special Educational Needs and Disabilities.

Pre-Primary, KG1 and KG2 - Test for Pre-Primary and KG is generally observational/practical play assessment to determine school readiness.

Students from Grade 1 - Grade 7 will be assessed on language/literacy and numeracy standards appropriate to their exiting or number of years in full-time education.

Documentation

Following documents are required at the time of confirmation of the admission:

1. Passport copy of the applicant and the Parents.
2. Copy of the Visa of the applicant and the Parents.
3. Emirates ID copy of the applicant and the Parents.
4. Birth Certificate copy.
5. Vaccination record copy.
6. Original Transfer Certificate or School Leaving Certificate duly attested for the students coming from another emirate or abroad.
7. Previous school reports including any learning support documents pertaining to the child's educational needs (for Early Years, please submit nursery reports if available).
8. 4 passport size photograph of the applicant.
9. 1 passport size photograph of the parents.

Documentation for KHDA

- (i) All parents must sign a letter of undertaking to complete the necessary KHDA documentation including Emirates ID Swipe and KHDA Parent School Contract.
- (ii) All parents must provide their original Emirates ID's along with the student's ID to Amity School to complete the KHDA registration process.
- (iii) All parents must agree to sign the KHDA parent school contract as soon as the student is registered and the contract is ready. Failure to do so may result in your child being unable to continue at Amity School Dubai.

Enrollment Fees

To secure the offer of a place, parents are required to pay:

- (i) Non-refundable registration fee of AED 500/-.
- (ii) For enrolments in April - 10 % of annual tuition fees (non-refundable but adjustable against term fee).
- (iii) For enrollment in thereafter - Termly tuition fee is applicable.
- (iv) An annual re-enrollment fee of 10% of annual tuition fees is payable (nonrefundable but adjustable to the term fees).

Transportation

Our students' safety in transportation is essential to us. Our chosen transport service provider, STS (School Transport Services) demonstrates high level of safety and service and are able to integrate modern technology to ensure children enjoy safe, friendly and reliable transportation to and from school.

Our parents are connected to the transportation (STS desk) in our School on weekdays from 7.30 am until 3.30 pm for information and transport registration.

School Uniform Details

Amity School Uniforms can be purchased at 'Sumeru Trading' store located in Al Qusais. Please find the contact details and location for the Uniform store -

Store Name: Sumeru Trading

Shop Number: Shop 39

Store Location: 1st Floor, Madina Mall, Muhaisnah Fourth, Al Qusais

Google Maps Link for Store Location: <https://goo.gl/maps/ydWZcn6ARiQ2>

Store Timings: 10.00 am to 8.00 pm (Sat – Thurs)

Store Supervisor Telephone: +971 55 57 09 237

Books and Stationary

Amity School Books and Stationeries can be purchased at 'Goyal Book Shop (New and Old Book Trading)' store located in Bur Dubai. Please find the contact details and location for the store -

Store Name: New and Old Book Trading

Store Location: Meena Bazaar, Shop No. 04, Bin Hashim Building, near Parmar Tailors, 25 C Street

Google Maps Link for Store Location: <https://goo.gl/maps/s66JwNxwgMo>

Store Timing: 9.00 am - 1.30 pm and 4.30 pm - 9.30 pm

Store Contact: +971 4 353 8678

Re-Registration – Existing students

The school charges 5% of the tuition fees as a registration fee to confirm that students will choose to take up the offered places for the next academic year. The fees is non-refundable but adjustable against the term fees.

The school requires a formal notice if the parent does not want a seat within the stipulated deadline otherwise parent will incur one month's school fees per seat. However, school may waive the fees under special circumstances.

Withdrawals/Refunds

In cases of both (existing and new students), deposits and fees will not be refunded if a student chooses not to return to school for the next academic year or refuse to take the offered places. However, a school may refund the deposit under special circumstances. Such cases can be submitted to KHDA for its deliberation.

Parents are advised to give at least a month's notice to the School while applying for a transfer certificate. Applications are processed only after the students stop attending school and after clearance from the Accounts and Library.

Additional cost of AED 120/- is to be paid to process the Transfer Certificate.

In the case of refund and recovery the school fee will be calculated as follows.

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

This is applied each term.

Kindly refer to KHDA Student Registration and Refund Policy.

4. INCLUSION POLICY

Objectives of this policy

- To reflect the school's commitment to providing an inclusive education for pupils in the local community, irrespective of ability. We welcome students of determination irrespective of their age, impairment, attainment or background. Admission is not conditional on diagnosis.
- To provide clear and transparent information to support parents in applying for a place at The Amity School Dubai.
- To ensure that the school's admissions procedures are accountable and in line with current legislation.

Aim of this policy

- To identify students of determination as early as possible through observation, diagnostic tests and admission procedures.
- To ensure that students of determination have equal access to a broad, balanced curriculum.
- To work with management in formulating an accessible curriculum for all students.
- To provide information to class teachers about students of determination, the barriers to their

learning and share strategies for their educational provision.

- To use Individual Learning Plan / Individual Education Plans to break down learning into specific targets.

5. ADMISSION PROCEDURE FOR STUDENTS OF DETERMINATIONS

Amity School, Dubai provides an inclusive learning environment that meets the needs of our learners' intellectual, social, emotional and personal development.

All applicants undergo initial assessment, additionally previous school performance and records if available are taken into account. Registrar assembles the necessary documentation for a student's file and presents it to the School Counsellor for review. The Counsellor assesses the student and speaks briefly with the parents and reviews the external reports (if any) that have been completed regarding the special educational needs of their child. Evidence of the assessment, along with other information from the parents is collated, to identify the needs and barriers experienced by the student, so as to plan for the provision upon entry into the classroom.

The application is then forwarded to the Principal who after reviewing and discussing with the Counsellor and Registrar places the student in the appropriate Grade. Section Supervisors and School Doctors/nurses are informed about the student. If a student's file includes an ILP//IEP from a previous school, the School Counsellor and Section Supervisor review the documents and implement as many strategies as possible while developing a new ILP/IEP based on the documents provided.

Amity school Dubai also makes sure that the siblings of the students with determination are given preference.

6. MEDICAL INFORMATION

It is required that parents will share all information related to their child eg: Immunization/vaccination, allergies, specific medical requirements and health condition.

7. POLICY REVIEW

This policy will be reviewed and updated on an annual basis.