



Admission Policy

Version	Document Title	Status	Author	Approved by	Date	Reviewed on	Next Review Date
0.1	Admission Policy	Final	SLT	Principal/ Vice Principal	August 2023	August 2026	August 2027
Regional Director		Principal			Vice Principal		
Head of Foundation Stage		Head of Primary			Head of Secondary		

Aim

The aim of this policy is to outline the admission procedure at Newlands School within the guidance of the DSIB (Dubai School Inspection Bureau), Dubai's Inclusive Education Policy Framework, the Dubai E33 education priorities and Implementing Inclusive Education: A Guide for Schools.

Admissions Statement

Newlands School welcomes children from all ethnic, religious, cultural and ability groups. All children will be respected and treated equally, while this is balanced with the lawful needs and rules of our school. This policy outlines the process for identifying those who will benefit from our approach to education and who will contribute to school life and the wider community. The school will provide an inclusive education in line with the UAE Federal Laws and the KHDA's expectations. We are committed to supporting children who need extra attention and specialised care, and all prospective children will be assessed on their social, emotional and cognitive abilities.

Newlands School believes that:

- Every child should be able to access education.
- Every child should be encouraged to be active members of the community.
- Every child is different, and their unique talents and attributes enrich the school environment.
- Through close collaboration with parents, we meet the needs of those students and families who are seeking quality education in accordance with UAE Federal Law 29 (2006).
- High expectations of all children build a strong, academic, and aspirational ethos.

Admissions Procedure

At Newlands, children will be admitted throughout the school year, subject to KHDA approval. All placements are subject to seat availability and completion of the initial assessment. Newlands is a fully inclusive school, and the initial assessment is used solely to ensure we can meet students' needs and plan subsequent support strategies.

For all children, a report from their current school is expected.

Application

The student application form is available on the website and can be completed online to begin the admission process. Based on the information provided in the form, our assessment team then contacts each parent to book an assessment date. On the assessment date, parents pay the application fee of AED 500 to our Accounts Department. This fee is non-refundable.

Parents are also required to complete and sign the Admissions Form, available on our school website, and to submit the necessary documents. Please refer to Table 1.1 in the Appendix.

The school might also require your child's latest school report, and a reference form may be sent to your child's current school to request further information on your child's academic and social progress.

Please refer to Table 1.2 in the Appendix for an understanding of the application process.

Assessment Process

All children who apply for a place at Newlands School are invited to take part in an assessment. The assessment aims to explore each child's strengths, interests, readiness, personal qualities, and their ability to access the National Curriculum for England.

FS Assessment Criteria:

- ☐ **Academic Aptitude:**
- ☐ **Behavior and Conduct:**
- ☐ **Communication Skills:**

- ☐ **Literacy:** FS2 only
- ☐ Ability to print his/her own name
- ☐ Ability to hold the pencil correctly
- ☐ Drawing a picture of him/herself?
- ☐ Ability to express him/herself verbally
- ☐ Recognizing the a few sounds of letters

- ☐ **Maths:** FS2 only
- ☐ Ability to draw a straight line and a circle
- ☐ Recognizing names of the basic shapes and colours
- ☐ Ability to count 1-10 orally
- ☐ Counting the number of objects less than 10

KS1 Assessment Criteria:

Year 1

English

- Recognize the sounds of Phonemes of Phase 1-3
- Read simple three letter and four letters CVC / CVCC words
- Read simple sentences
- Use a pencil properly to write recognizable letters
- Knowledge of the alphabet – capital letters and small letters
- Matching pictures and words.
- Ability to print own name and age.
- Ability to write any simple sentence about the given picture.

Maths

- Numbers 1- 50 Counting (Oral and written)
- Shapes Visualizing and naming
- Picture Addition
- Greater and Smaller numbers (1-20)
- What comes before and After (1-30)

Year 2

English

- Fill in the missing alphabet
- Word building
- Read and draw the picture
- Match the capital to the lower-case alphabet
- Phonetic Sounds- Write the beginning sound
- Look at the picture Re -write the word in correct order
- Describe the picture in one sentence
- Reading test- Read the sentences

Maths

- Number sequencing
- Missing numbers
- Numbers after/before 1-50
- Count and write 1-20
- Concept of Size; (long/short - big/small - thick/thin)
- Addition/Subtraction (single digit up to 10)
- Rote counting up to 100
- Number names 1-10

Year 3 to 12 Assessment Criteria:

CAT4 Assessments

Placement Offer

If the School decides to offer the child a place, an offer letter will be e-mailed to the parents. To accept the place, parents are expected to submit the necessary documents and pay the deposit, the details of which are outlined in the offer letter. Failure to complete the application and make payment within the specified time will result in the application being placed on a waiting list.

Class allocation is decided by the school's academic team. A student's class allocation may change during the year to meet the needs of the school and the students.

Finally, the Principal will authorise all applications for enrolment once the above procedures are implemented.

Waiting Lists

The school maintains a waiting list based on the date of application. Places will be offered as they become available. The school periodically seeks confirmation that parents wish their child to remain on the waiting list.

Priority is given in this order:

1. Siblings of students already at school
2. Siblings applying for the same academic year.
3. A child who has completed the assessment.

Sibling Priority

The school offers siblings priority for entry, with the expectation that parents inform the school at the time of admission by the stated deadline. Applications for new admissions are first opened to students with siblings already at Newlands School.

Disclosures

Parents must, as soon as possible, disclose any known or suspected circumstances relating to their child's health, allergies, disabilities, or learning difficulties. Providing misleading information and/or misrepresenting facts in the application shall result in the application being cancelled.

Cancellation and refund as per KHDA refund policy

A full refund of the placement fees will only be issued if the family is relocating either to another Emirate within the U.A.E. or to another country. The following documents must be submitted to process the refund.

If relocating to another Emirate within the U.A.E:

- Original receipt
- Proof of admission in the new school

If relocating to another country

- Original receipt
- Copy of the airline tickets
- Copy of U.A.E. visa cancellation of family

In the case of a 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 fee 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's fees will be deducted

Withdraw and refund due to increase in fee

- Where KHDA approves a tuition fee increase after a parent has paid a registration or re registration deposit, or any advance payment of tuition fees at the previous fee level, the school must notify affected parents in writing.
- A parent who no longer wishes to proceed may withdraw their child by written notice within 10

calendar days of the school's notification. The deposit and any advance payment are then refundable in full, notwithstanding any other refund conditions in this policy, including the 60-calendar-day rule.

- The application fee remains subject to its standard refund conditions.
- If no notice is given within 10 calendar days, the parent is deemed to have accepted the revised fees, and the standard provisions of this policy apply.
- Fees for services already delivered are not refundable.

Students of Determination

Newlands School is committed to providing a transparent, equitable and barrier-free admissions process. A student will not be refused admission or re-enrolment solely because they experience Special Educational Needs and/or Disabilities (SEND).

Entry assessments will be age-appropriate and will include any necessary accommodations, modifications or alternative assessment methods. The purpose of the assessment is to identify the student's strengths, barriers to learning and support requirements and to enable the school to determine the provision that may be required. The assessment is not a pass-or-fail assessment.

Parents are required to disclose any known or suspected additional learning needs and provide all existing reports and assessments. However, the absence of a medical diagnosis, psycho-educational report or external assessment will not, in itself, prevent a student from participating in the admissions process.

A Student of Determination who has a sibling already enrolled at the school will receive sibling priority.

Newlands School recognises that some students may present with highly complex, significant or specialised needs requiring a level of provision, specialist expertise, facilities or resources beyond those reasonably available within the school. In such exceptional circumstances, the school may determine, following a thorough assessment and review of the student's individual needs, that it is unable to provide an appropriate educational placement. Any such decision will be based on documented evidence of the student's needs and the school's ability to provide the required provision and will be managed in accordance with the relevant KHDA requirements and procedures.

Where a student is admitted, Newlands School accepts responsibility for ensuring that the agreed educational provision and reasonable support required to enable the student to access learning are appropriately planned, implemented and reviewed. Following admission, the Inclusion Team will work collaboratively with the student, parents and relevant school staff to establish the appropriate support arrangements. Where required, an Individual Education Plan (IEP) will be developed and implemented within six weeks of admission.

Where individualised support, including Learning Support Assistant (LSA) support, may be required, this will be determined through assessment and support planning and managed in accordance with KHDA requirements. The requirement for additional support will not be used as a pass-or-fail admission criterion.

In exceptional circumstances where the school proposes not to admit or re-enrol a Student of Determination because it has clear evidence that it is unable to provide an appropriate educational placement for the student's identified needs, the Principal will follow KHDA's non-admission notification procedure. This will include gathering and documenting evidence, informing the Governor for Inclusive Education, communicating the proposed decision and reasons to parents in writing, and submitting the required notification to KHDA for review.

Table 1.1 – Documents required

1. A copy of the official birth certificate of the child.
2. A copy of the child's and parents' passport and U.A.E. visa page.
3. A copy of child's and parents' Emirates I.D.
4. A copy of the passport and visa – parents and child
5. Updated immunization card copy of the child.
6. A copy of the previous school report and transfer certificate.
7. The school's application form duly completed, including a signed Declaration Form, Code of Conduct.
8. Additional documents as may be required by the school or KHDA.

Table 1.2 – Application

