



ADMISSION POLICY

PURPOSE:

To establish clear guidelines, expectations and requirements for students seeking admission to Al Diyafah High School – known as School.

SCOPE:

All Admission processes are followed as stated below keeping in line with the KHDA regulations.

The School will operate in a fair, open and transparent manner if it is believed that the school can meet the needs of any student applying for a place. Our school will not discriminate based on national origin, creed, colour or gender and seeks to accept all qualified students who apply.

RESPONSIBILITIES:

It is the responsibility of the Registrar along with the team comprising of the Principal, School Manager, Senior Leadership Team, Head of Sixth form and Finance representative to ensure that admission targets are met, and all procedures are followed.

Admission criteria and procedure are as follows:

The admission process begins in the month of January each year via www.diyafah.com. Parents must complete the registration form and submit all information required along with all additional learning needs or other barriers to learning and any special talents and skills of the child for whom they seek admission. At the time of registration, the parent is required to submit the student's current school progress report and report(s) of other *assessments such as CAT4 and GL Progress Tests*.

The Registrar, her team and the respective Head of Department – Primary and Secondary will be responsible for arranging assessments/interviews. Siblings of students already studying in the School will be given preference for admission to the School if they fulfill all requirements.

Age Criteria per Year level:

Student's age corresponding to the different Year group as of 31st December is as follows:

| Year | Age |
|---------|-------------|
| FS2 | 4-5 years |
| Year 1 | 5-6 years |
| Year 2 | 6-7 years |
| Year 3 | 7-8 years |
| Year 4 | 8-9 years |
| Year 5 | 9-10 years |
| Year 6 | 10-11 years |
| Year 7 | 11-12 years |
| Year 8 | 12-13 years |
| Year 9 | 13-14 years |
| Year 10 | 14-15 years |
| Year 11 | 15-16 years |
| Year 12 | 16-17 years |
| Year 13 | 17-18 years |

Entrance Examination and Interview:

A non-refundable fee of AED 262.50/- (including VAT) will be charged towards the administration of assessment/interview process.

FS2:

Students will be required to attend small group assessments, within the early years setting.

Year 1 to 6: - Primary

Students will be required to take a written exam in English and Mathematics.

Year 7 - 10: - Secondary

Students will be required to take a written exam in English and Mathematics.

The assessments will be conducted either online or in school.

In the final stage of this process, the student will be called for an interview with the respective Head of Department. Once the student clears the interview, the parent will be required to *pay the fees and submit all documents as listed below* by the stated deadline.

Document requirements:

Documents of Student and Parent to be uploaded on the pre-admission portal are as listed below:

- Passport copy of the Parent(S) & child with valid residence visa page
- Copy of the Emirates ID Parent(s) and Child – Front and back.
- Copy of child's birth certificate
- Passport size photographs of the student - with white background
- Last Report Card
- *Assessments such as CAT4, GL Progress Tests, ACER*
- Health report / Immunization record
- Transfer Certificate from the last school with the required attestation- to be sent as an email

Acceptance of the admission offer and payment of all fees:

On acceptance, parents will receive a conditional offer from the Registrar and must complete all required procedures & payments within 7 days of receiving the offer to secure the place. A non-refundable admission and registration fee are chargeable. The first instalment of the school fees and any other charges applicable must be paid at the School's accounts office **Inclusive Education Policy Framework**

Al Diyafah High School embraces an ethos of inclusion, which will address the needs of students with Special Educational Needs or Disabilities (SEND) or that of Gifted and Talented, in full accordance with UAE Law and KHDA expectations (Federal Law 29 2006 and Law Number 2 of March 2014) and the Dubai Inclusive Education Policy Framework - Admissions, Participation and Equality 2017.

The School will ensure that students are not denied admission based on their Additional Support Needs, within the capability of the physical and human resources of the school. SEND students will receive 'sibling priority' for entry to the school.

ADHS recognizes that it is important to ensure that the full range of abilities is represented and that the appropriate identification of the needs of a Student of Determination is the first step in offering quality provision and support. Identifying the type of difficulties that a Student of Determination might experience will enable ADHS educators to provide direct support to the student and to evaluate and lower other external barriers to learning. This process may not always require a formal diagnosis, but on occasion where this is deemed necessary, the School will work with Parents in finding a suitable provider.

All potential Students of Determination will be interviewed by the Head of Inclusion or SENDCO, with their parents. Where the school can meet the additional support needs of the child, a place will be offered, provided spaces are available in that year group and subject to a maximum of **10%** of any class consisting of students requiring support.

Any additional fees that are considered will be agreed with parents at the point of entry to the school or after a year-end review, involving parents.

ADMISSIONS POLICY

Sixth Form

FOR INTERNAL STUDENTS – Graduating from Year 11

Pre-registration:

Current Year 11 students who wish to continue to Year 12 at Al Diyafah High School are given a Subject Options form in January to select their subjects for Year 12.

Students are given a provisional confirmation based on their Mock exam performance, behavior, attendance commitment and participation in school activities and initiatives. All other students who do not have the required grades in the end of term and Mock Examination are put on a waiting list. Students who are given provisional confirmation must pay an admission and registration fee along with the first instalment of the tuition fees for the next year to complete the pre-registration process as per the KHDA guidelines.

Academic requirements for entry to AS level:

All students seeking admission to the A level program must meet the following criteria

- ❖ For AS level - Students need to have achieved Grades of A*-B in the IGCSE examination in the subjects selected (except Edexcel Math in which the required minimum grade is A) and a minimum of C grade in all other subjects.
- ❖ Students must have done the extended course in IGCSE in the subjects they want to pursue at AS levels.
- ❖ For AS level subjects, students must choose from among those which they have done in IGCSE unless it is a new subject offered only at AS and A level.

All students will be expected to read and sign a Sixth Form agreement form which outlines the commitment required to be successful in Post-16 study.

FOR EXTERNAL STUDENTS:

The school will admit students from other schools to Year 12 and Year 13 (subject to conditions). Seats for external candidates are limited and subject to the entry criteria as outlined above. Registration for Sixth Form for external students opens in the month of January each year via www.diyafah.com. The registration form and the options form must be completed with all the information required and listed along with all additional learning needs or other barriers to learning and any special talents and skills of the student. A copy of their mock examination results, a copy of their predicted grades, letters of recommendation from teachers who have taught them, and their personal statement must be attached

with the registration form. All academic requirements for internal students listed above must be met by external candidates.

The Registrar with her team and the Head of Sixth Form will be responsible for arranging assessments/interviews. A non-refundable fee of AED 262.50/-(including VAT) will be charged towards the administration of assessment/interview process. Siblings of students already studying in the School will be given preference for admission to the School if they fulfill all requirements.

The student will be interviewed by the Head of Sixth Form and the Head of Secondary. If found eligible, they will only be given provisional admission which will be subject to their obtaining the required grades in their IGCSE examinations. To reserve the seat an advance payment of 10% of the school fees will be required.

Document requirements:

Documents of Student and Parent to be uploaded on the pre-admission portal are as listed below:

- Passport copy of the Parents & student with valid residence visa page
- Copy of the Emirates ID both Parents and student – Front and back.
- Copy of student's birth certificate
- Passport size photographs of the student - with white background
- Copies of CAIE / Edexcel Examination Transcripts
- Transfer Certificate from the last school with the required attestation
- Health report / Immunization record
- Transfer Certificate from the last school with the required attestation- to be sent as an email

Cancellation of admission:

If the parent decides to cancel the admission, a refund/ deduction will be made as per KHDA guidelines.

Acceptance & fee payment:

Once the IGCSE results are released all students who were given provisional confirmation and have obtained the required grades are called for a confirmation interview with the Head of Sixth Form. As a sign of acceptance, parents must complete all necessary procedures & make the required payments within 7 days of receiving the confirmation.

Fees:

The school's Admission and Registration Policy will form part of the Parent Contract.

Reviewed and updated: September 2020