



## SECTION 1 ADMINISTRATION

### 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](http://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 fulfil all requirements.

#### Age Criteria per Year level:

Student's age corresponding to the different Year group as of 31<sup>st</sup> August is as follows:

Year	Age
FS1	3-4 years
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 fee of AED 500/- (including VAT) will be charged towards the administration of assessment/interview process.*

FS:

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
- Health report / Immunization record
- The below to be mailed to the Registrar.
- Last Report Card
- *Assessments such as CAT4, GL Progress Tests, ACER*
- Transfer Certificate from the last school with the required attestation.

**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 through the parent portal.

**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 the re-registration fee and reserve the seat for the next academic year.*

##### **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 8) 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.
- ❖ For A level – Students need to achieve C grade in the subjects they have done in AS level.

##### **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](http://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 fee of AED 500/- (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 fulfil 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 along with admission and registration will be required.

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

**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
- Health report / Immunization record

To be mailed to the Registrar

- Copies of CAIE / Edexcel Examination Transcripts
- Transfer Certificate from the previous school with the required attestation

**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.**

**Fee Structure 2023-24**

Year	Annual Fee for AY 2023-24	Term 1	Term 2	Term 3
		(15/08/2023)	(05/12/2023)	(05/03/2024)
		<b>Sept - Dec</b>	<b>Jan - Mar</b>	<b>Apr - Jun</b>
FS1	11,143.00	4,457.00	3,343.00	3,343.00
FS2	11,143.00	4,457.00	3,343.00	3,343.00
Year 1	11,753.00	4,701.00	3,526.00	3,526.00
Year 2	11,753.00	4,701.00	3,526.00	3,526.00
Year 3	11,753.00	4,701.00	3,526.00	3,526.00
Year 4	12,100.00	4,840.00	3,630.00	3,630.00

Year 5	12,100.00	4,840.00	3,630.00	3,630.00
Year 6	12,100.00	4,840.00	3,630.00	3,630.00
Year 7	12,363.00	4,945.00	3,709.00	3,709.00
Year 8	14,067.00	5,627.00	4,220.00	4,220.00
Year 9	15,532.00	6,213.00	4,660.00	4,659.00
Year 10	19,711.00	7,885.00	5,913.00	5,913.00
Year 11	19,711.00	9,856.00	9,855.00	NA
Year 12	20,021.00	10,011.00	10,010.00	NA
Year 13	23,678.00	11,839.00	11,839.00	NA

### Terms and Conditions

\*\* Above fee excludes Books and online resources, progress test, PEP, Identity card, Student protection plan, Medical Fees (Incl. 5% VAT where applicable) which are part of the mandatory services of the school. Transport fee– as per route is optional and charges are additional as per route. Log on to Parent Portal to view the total fees payable as per year levels and all payments made.

Additional fees during the academic year are payable for selected Field Trips, SEN Learning Support, English Learning Support, Annual Photography, Graduation Ceremony, Annual Concerts, activities and all mandatory and International Assessment & Examination as per year levels.

Please note, ADHS is a fee-paying school, regulated by the Knowledge and Human Development Authority (KHDA). All information and communication relating to school fees is approved by the KHDA, and the above fees are subject to change as per KHDA approval.

Please read carefully, all T& C listed below:

#### Fee Payment Options:

**WE REQUEST PARENTS TO USE THE PAYMENT OPTIONS GIVEN BELOW – PLEASE DO NOT VISIT THE SCHOOL ACCOUNTS UNLESS ABSOLUTELY NECESSARY but only after taking prior appointment.**

1. **First Term Fees:** Can be paid by any of following methods of payment:

- **Debit/Credit Card:**

Through the Diyafah Parent Portal login: [Click Here](#) Please use your Parent Login (i.e. Pxxxxx) provided by school.

- **Bank to Bank Transfer:**

Account Name: **AL DIYAFAH HIGH SCHOOL**

Account Number: **260179020001**

Bank Name: **Abu Dhabi Commercial Bank, Al Mina Road Branch, Dubai.**

IBAN: **AE680030000260179020001**

Swift Code: **ADCBAEAXXX**

Please email a scanned copy of the remittance advise to [ebilling@diyafahschool.com](mailto:ebilling@diyafahschool.com) to enable us to trace your payment and update our records.

**2. 2nd & 3rd Instalments** can be paid by the same payment method mentioned for First Term Fee i.e. Bank Transfer or through Parent Portal.

**Refund Policy:**

In case of any withdrawal of admission, refunds are calculated based on KHDA guidelines.

**Cheque Return/Replace and Withdrawal Process: (T & C apply)**

A minimum of 7 days' notice period required via email [ebilling@diyafahschool.com](mailto:ebilling@diyafahschool.com)

**Returned Cheque by the Bank:**

- In the event of a Cheque being returned by the bank for ANY REASON, AED 250/- will be charged and the payment will be accepted either by Credit/Debit Card for a returned Cheque. The school will not accept responsibility for any returned Cheques.

**Withdrawal of Cheque:**

- In the event that a parent needs to replace the PDC for any reason, the parent must send an email giving a minimum of 7 working days' notice period to [ebilling@diyafahschool.com](mailto:ebilling@diyafahschool.com) to hold the Cheque and must replace the Cheque within the required timeline.

- In the event that a parent needs to withdraw the PDC and pay online via Credit/Debit Card, the parent must send an email giving a minimum of 7 working days' notice period to [ebilling@diyafahschool.com](mailto:ebilling@diyafahschool.com) to hold the Cheque. On receipt of payment, the Cheque will be returned to the parent.

**Books:**

- Notebooks and Online Resources will be invoiced in the First Instalment along with the school Fee; for students from year 5 and above the books will be distributed in their respective classes on the first day of school with all necessary Health & Safety precautions. For Years 1 to 4 books will be distributed on specific dates and for FS it will be given to the parents on the Orientation Day.

- Curriculum Textbooks need to be selected on the parent portal and the same will be invoiced as per the selection. Given the current conditions please avoid last minute rush for book collection.

**Uniform:**

Uniforms must be bought only from our authorized dealer "Sumeru Industries" and are available for purchase.

There are two options available to buy uniforms for your convenience:

**Option 1**

The Uniform shop – This is located on the first floor, shop no:39 of Madina Mall and is open from 10am to 7pm Monday to Saturday. For any assistance you can reach them on 0581175723.

If you prefer to use this option, the providers have asked us to inform you that only 1 adult will be allowed in with the child/ children due to current restrictions. Trials are discouraged and only to be done if necessary and as per the law a customer can try only a maximum of 5 items during a visit.

## **Option 2**

You can also place your order online. Please follow the steps below for on-line purchase:

Visit the link: [www.shopatsumeru.com](http://www.shopatsumeru.com) and Click on Register.

Enter "Al Diyafah High School" at select your school line.

Select "ALL" to see all uniforms and then select the category required.

Add to cart required items.

Go to payment and check- out.

(All relevant information, including the invoice will be emailed by the company and they will require courier details for delivery).

### **Transport:**

We have outsourced the school transport to an external provider. You can register your child/children for transport requirements. The transport fee details, and transport request form are available on the school web site for your ready reference. (Subject to change as per Regulator guidelines) <https://www.diyafah.com/admissions/transport%20fee>

- **Given the current conditions please avoid last minute rush for transport bookings.**

### **New Admission:**

- Admission and registration Fee of AED 1,000/- is payable upon confirmation of an admission. This is a one-time fee and is not adjustable or refundable in case enrolment is withdrawn.
- A registration fee of 10% is payable along with the admission and registration fee mentioned above. This fee is adjusted against the First Term Fees but not refundable in case the enrolment is withdrawn.

### **Re-Registration (Existing Students):**

- Every year a re-registration fee of approximately 5% of the school fee is charged in the month of March from students who want to continue into the next Academic Year. Re-Registration is compulsory to guarantee a place.
- The re-registration Fee paid is adjustable against the First Term Fees but is not refundable in case the enrolment is withdrawn. The last date for payment of the Re-Registration Fees will be communicated to all parents.

### **Personal Enrichment Programme: (PEP)**

- The Personal Enrichment Programme is our Co-Curricular Activities provision which is charged separately @ AED 200/- for Academic Year. Parents are provided with information about online Co-Curricular Activities once the school re opens in September.

### **Non-Payment of Fees:**

When fees are not paid in any mode of learning, the school reserves the right to:

- Suspend students from learning for a maximum of 3 days per semester, excluding exam days.
- Not re-enrol students for the following academic year. This will be documented by the school through the issuance of dated warning letters.

- Withhold students' progress reports and to refer the issue to the KHDA.
- Not issue the Transfer Certificate.

<b><u>Read and understood:</u></b>	Reviewed and updated: September 2023
Head of Primary:	Principal signature:
Head of Secondary:	Date of next review: September 2024
Head of Sixth Form:	
Registrar:	