



### 1]. Section-A

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|-----------------------|-------------------------|------------------------------|---------------------------|
| <b>Title</b>          | <b>Admission Policy</b> | <b>Designation</b>           | <b>Inclusion Champion</b> |
| <b>Name of Writer</b> | <b>S. R. Joshi</b>      | <b>Date of Next Revision</b> | <b>28.03.2023</b>         |
| <b>Review Date</b>    | <b>15.03.2022</b>       | <b>Department/Section</b>    | <b>The whole school</b>   |
| <b>Reference Code</b> | <b>TCS/PC/22-23/10</b>  |                              |                           |

### 2]. Section-B

|                     |  |
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| <b>Introduction</b> | <p>The UAE Ministry of Education released a “School for All” Or “General rules for the provision of special Education Programmes and Services” guide book on 20 May 2010 in collaboration with the UAE Ministry of Social Affairs, with information and rules about special needs (SN) education in the UAE. Education is very important for each and every person, If we want to develop our economy to overcome poverty we have to improve the skills and capacity of our people. An educational policy is necessary to ensure for all despite a citizens wealth, race, gender, culture or disability. Our school is not refusing a child regard to his or her disability or other above mentioned areas.</p>  |
| <b>Policy</b>       | <p>The Central School is in Compliance with the Dubai Inclusive Policy Frame work for the Students of Determination.</p> <ol style="list-style-type: none"><li>1. Zero rejection policy.</li><li>2. The recommendation provided by external expert is also taken into consideration.</li><li>3. Readiness of the child to be mainstreamed.</li><li>4. Parental involvement, Support and Compliances to suggestions from experts will be encouraged</li><li>5. External Agency Collaboration for students of determination will be taken on need basis, for eg: Psychiatric help, Physiotherapy, Speech therapy, Occupational therapy etc.</li><li>6. We respect diversity so that every child no matter what his or her background and ability we admit them and provide relevant and meaningful education.</li><li>7. After Admission we provide support through assistive devices and the availability of trained teachers.</li><li>8. We modify the existing physical infra-structure and teaching methodologies to meet the needs of all children including children with special educational needs.</li><li>9. We try to ensure that reservation of persons with disabilities is done (under Rights of Person with Disability Act 2016, which cover 19 conditions)</li><li>10. After admission we ensure availability of special services (IEP, GRP and ALP with differentiated teaching learning materials etc) for students of determination.</li></ol> |



**Information**

Registration and Admission to the various classes from kindergarten to Grade 12 is open from December of the proceeding academic year.

Kindergarten Section & Grade (Prescribed Age)

- **(KG1)** : The child should be Four years old, as on 31<sup>st</sup> March of the academic year.
- **(KG 2)**: The child should be Five years old, as on 31<sup>st</sup> March of the academic year.
- **Grade 1**: The child should be Six years old, as on 31<sup>st</sup> March of the academic year.

For all grades registration for admission to the new academic year commences in the 1st week of December, each year. In all cases, admission procedures laid down by the KHDA have to be adhered to.

Students will have to register their names prior to admission.

When the candidate is offered a place, application form will be submitted with the following documents:

- One copy of the student's passport with the valid visa of the UAE.
- Six recent passport size photographs of the child.
- One copy of the Birth Certificate in English or Arabic. (Original must be attached along with for verification).
- One copy of the Student's and Parent's Emirates ID.
- Copy of the mark sheet of the last examination passed at the previous school
- Students seeking admission to the school from Grade 2 and upwards are required to submit their original transfer certificate/School Leaving Certificate of the school last attended, duly attested by educational authorities concerned.
- Students seeking admission after June 15th for grades KG-1 onwards are also required to submit the attested Transfer Certificates for the class in which the child is currently studying.

**Primary and Secondary & Senior Secondary Sections:**

Admissions for grade 2 to grade 12 requires the transfer certificates from previous school of study, duly attested by Educational Officer of the native country and should be counter attested by the applicable consulate in Dubai and Ministry of



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|-------------------------------|--|
|                               | <p>Foreign Affairs of Sharjah or Dubai. The Marks Statements of examinations passes, Six Passport Size Photographs, Copy of child's and parent's passports with a valid Residence visa and Emirates ID.</p>  |
| <b>Criteria for Admission</b> | <p>- The school gives preference to the siblings of existing students.<br/>- The school does not offer any admission in grades 10 and 12 unless under exceptional criteria approved by the Principal.</p> <p><b>Kindergarten</b></p> <p>-The school's entry point is Kindergarten-1. A new cohort of students join the school.<br/>-There is no entrance test conducted for admission into Kindergarten. Selection is based on Admission Interview by competent Authority.<br/>- Students on the waitlist are offered admission based on the availability of seats.<br/>- All admissions are at the discretion of the Management.</p> <p>If, during the admissions, school finds a child needs psycho-educational evaluation, they must refer to the DEIW.</p> |
| <b>DEIW</b>                   | <p><b>All other classes</b></p> <p>-Admission to all other classes is based on the availability of seats.<br/>-Registered students need to take an Admission Test in English, Mathematics, Science<br/>-Admission Test helps the school understand the current level of academic functioning according to the age.<br/>-All admissions are at the discretion of the Management.</p> <p>* In case of E - Learning all Admission tests are conducted online.</p>   |
| <b>Responsibilities</b>       | <p><b>Principal</b></p> <p>→To review special admission cases before the final offer is made.<br/>→Systems operations monitoring<br/>→Final endorsement wherever required<br/>→ Overall Safety and protection of the student until the student reaches home.</p> <p><b>Registrar</b></p> <p>→ To receive, respond to and co-ordinate all applications and admissions.</p>  |



- To meet prospective families if required.
- To make recommendation for year and section placement.
- To liaise with the Principal and Heads of Section to ensure a smooth application, admission and orientation process.
- To ensure that all documentation necessary is submitted and KHDA Parent school contract is signed.
- To maintain a ranked waiting list.
- Transfer of medical records to the clinic

### **Heads of Section**

- To liaise with his / her staff as the admission is considered.
- To liaise with the Admissions Officer before the offer is finalized.
- To ensure smooth orientation of student on entry.

### **Supervisors**

- To ensure smooth start to school by new students.
- To monitor that the students admit card and computer number is matching
- Orientation program of Educare and Educare to the parent and to the student
- Arranging the bus facility by coordinating with the transport manager and Admin. manager
- Must make inquiries about the student's behavior, if the student demonstrates any disciplinary issues.

To ensure that the parent and the student has read all the relevant policies of the School.

### **Heads of the Department**

- To monitor the progress and orientation of newly admitted students.
- To thoroughly review the admission test results and screen whether the student requires scaffolding from DEIW
- To take complete academic history (e.g., what happened in the previous school? The student's performance and behavior)

Overall Safety and protection of the student until the student reaches home: Systems Operator

### **DEIW/Inclusion Champion**

- To meet prospective parents and help to adapt to new environment.
- To encourage parents to provide the school with copies of all medical, psychological or educational assessments or reports before entry to the school as such materials are a prerequisite in enabling us to provide the best education for the child.
- Assign a Special Educator to devise a learning program for the child in consultation

*Admin.  
Manager*



**Guidelines for student admission:**

with the parents, Subject Heads and Teachers.

→ Ensure that the child is fully supported and settles well in the new environment.

→ To respond to requests for assessment and to comment on application.

→ To undertake assessments as required.

→ To monitor the progress and orientation of newly admitted students.

→ On reference from the HoS/supervisor, DEIW will conduct a parent interview to rule out developmental disabilities in new admission.

To be admitted, a student must meet the minimum age for the grade/year group as outlined in the table below. This is a legal requirement per the legislation governing enrolment of students in Dubai private schools.

- For schools that begin in in April, 2022-2023, the age in the table refers to the age of the student as on **March 31**.

This table explains the age/grade requirements:

| Level | Grade/Year       | Minimum age (for entry)           | Maximum age (as a cut-off for this grade) |
|-------|------------------|-----------------------------------|---|
| A     | Pre-KG/FS 1      | 3                                 | 4   |
| B     | KG 1/FS 2        | 4                                 | 5   |
| C     | KG 2/Year 1      | 5                                 | 6   |
| D     | Grade 1/Year 2   | 6                                 | 8   |
| E     | Grade 2/Year 3   | Based on the transfer certificate | 9   |
| F     | Grade 3/Year 4   |                                   | 10  |
| G     | Grade 4/Year 5   |                                   | 11  |
| H     | Grade 5/Year 6   |                                   | 12  |
| I     | Grade 6/Year 7   |                                   | 13  |
| J     | Grade 7/Year 8   |                                   | 14  |
| K     | Grade 8/Year 9   |                                   | 15  |
| L     | Grade 9/Year 10  |                                   | 17  |
| M     | Grade 10/Year 11 |                                   | 18  |



|  |   |                     |  |    |
|--|---|---------------------|--|----|
|  | N | Grade 11/Year<br>12 |  | 19 |
|  | O | Grade 12/Year<br>13 |  | 20 |

**Fees**

**Fees will be updated and approved by KHDA on a yearly basis in accordance with DSIB rating and the Educational Cost Index**

- ❖ Merit Scholarships and Fee Concession are given to deserving students for motivation/ continuity of studies

Applications are invited from the schools of NIMS Group for the Student Scholarship initiated by the school Management. The finalized files of the best deserving applicants can be sent to Corporate Office on or before **29 April 2022**. The schools will be intimated about the winners after the final approval from the Chairman.

- ❖ The Student scholarships will be given for outstanding achievement records in scholastic/Co-Scholastic activities for students of **grades VIII – XII** [The Candidate maybe outstanding in academics only (merit) or games & sports only or any specified Co-Scholastic activity or both academic as well as Co- scholastic activities]
- ❖ The total Number of overall Scholarships (irrespective of whether it is for Merit/Sports & Games /Co- Scholastics Activity) will be as follows with respect to the Schools of NIMS Group – U.A.E

The Student scholarships will be given for outstanding achievement records in Scholastic/Co-Scholastic activities for students of grades VIII – XII [The Candidate maybe outstanding in Academics only (merit) or Games & sports only or any other specified Co-Scholastic activity or both Academic as well as Co- scholastic activities]; then the eligible and interested candidates may apply after fulfilling all terms and conditions and follow the procedure for application.

**TERMS & CONDITIONS:**

- ❖ Scholarships will be issued every year and has provision for renewal/extension, if consistency in performance is maintained. However, an application for extension of

**PROCEDURE –  
TERMS &**



|  |   |
|--|---|
| <p><b>CONDITIONS</b><br/><i>For Scholarships</i></p> | <p>Scholarship should be made for finalization.</p> <ul style="list-style-type: none"><li>❖ A student will be eligible for Scholarship only if he/she has completed a minimum of two complete academic years of study in the School / NIMS Group of Schools – U.A.E</li><li>❖ The criteria for the Scholarship amount in the school fees will be at the discretion of the School Management.</li><li>❖ Students applying for the Scholarship should ascertain that they have outstanding and justifiable reasons in areas of Academics (Scholastic) or Sports &amp; games or any other Co-scholastic activity or both Scholastic &amp; Co-scholastic disciplines taken together. However, the panel of authorities responsible for the selection process will take the decision and forward it to the Management for finalization and approval.</li><li>❖ Economic/Financial status of the parent is <u>not the criteria for selection</u> but maybe considered if necessary.</li><li>❖ It is compulsory for the applicant student to have achieved at least a 70% (in the overall aggregate of C.B.S.E subjects only) at the Annual Examination of the last two consecutive years taken together.</li><li>❖ The School Administration has the right to recommend the Management to stop / terminate the scholarship at any time of the academic year if deemed necessary for genuine reasons befitting the action called for.</li><li>❖ The student applicant should have a good moral character and conduct and a certificate / testimonial with regard to evidence from the concerned School Principal should be provided with other testimonials.</li></ul> |
|  | <p><b><u>Returning students:</u></b></p> <ul style="list-style-type: none"><li>• For returning students, and according to the Schools Fees Framework, the school will charge up to 10% of the total fee amount to be paid within the time frame specified by the school:<ul style="list-style-type: none"><li>○ This amount is non-refundable unless the family has to move outside the Emirate of Dubai before the start of the academic year.</li><li>○ The school reserves the right to ask for proof that the family is moving outside the Emirate of Dubai such as an acceptance offer from another school situated outside Dubai.</li><li>○ This amount is deductible from the first term of the academic year.</li></ul></li></ul> <p><b><u>New students:</u></b></p> <ul style="list-style-type: none"><li>▪ For new students, and according to the Schools Fees Framework, the school will charge parents up to 30% of the total fee amount to be paid within ten (<i>number of</i>)</li></ul>   |



days of the issuing of the acceptance letter.

- This amount is non-refundable unless the family has to move outside the Emirate of Dubai before the start of the academic year.
- This amount is deductible from the first term of the academic year.

#### **Refunds:**

- For students who are withdrawn from the school during the academic year, fee deduction will be applied as per the Schools Fees Framework quoted below:
- If the student attends school for two weeks or less, one month's fee will be deducted.
- If the student attends school for a period ranging between two weeks and one month, two months' fees will be deducted.
- If the student attends for more than a month, three months' fees will be deducted.

#### **Sibling Concession Policy:**

**First priority is giving if the sibling of the student is child of determination (Child with disabilities according to DSIB disability categorization or according to PwD Act, 2016, according to the DSIB Inclusion Policy Framework Standards).**

It is the policy of the school that siblings shall receive discounted fees. This is a binding promise for the current academic year and until otherwise specified in another binding school- parent contract. Deductions are to be calculated as follows:

| Sibling          | Deduction Rate          |
|------------------|-------------------------|
| <b>Sibling 1</b> | 0%                      |
| <b>Sibling 2</b> | 0%                      |
| <b>Sibling 3</b> | 0%                      |
| <b>Sibling 4</b> | Free of Fees Activities |
| <b>Sibling 5</b> | 100%                    |
| <b>Sibling 6</b> | 50%                     |

100% activity fee free discounts is given to the Sibling 4. 100% Tuition fee free discounts is given to the Sibling 5





**Staff Concession Policy:**

It is the policy of the school that staff shall receive discounted fees. This is a binding promise for the current academic year and until otherwise specified in another binding school- parent contract. Deductions are to be calculated as follows

| Staff child                                | Deduction rating                |
|--|---------------------------------|
| 1 <sup>st</sup> Child                      | Activity Fee Free               |
| 2 <sup>nd</sup> Child                      | Tuition Fee Free                |
| 3 <sup>rd</sup> Child                      | Tuition Fee & Activity Fee Free |
| 4 <sup>th</sup> Child                      | 50% of Tuition Fee Free         |
| 100% Registration Fee Free for Staff child |                                 |

The above policy will apply for one year. In case any change in the policy the school will give advance information prior to the new academic year.

**\*\* In case of a change or cancellation of the above discount policy, parent will be given a notice period of one academic year.**

**Date:**  
**12.04.2022**

**Written by**  
**S. R. Joshi**  
**Inclusion Champion**  
**DEIW**

**Checked by: Ms. Seema Umar, Vice Principal**

**Signature of the Principal**