



ADMISSION POLICY



Amity School Dubai

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, T2 2021-2022	
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REVIEWED BY	HEAD OF ADMISSIONS MS DEEBA ALVI	
APPROVED BY	PRINCIPAL MS SANGITA CHIMA	
OVERVIEWED BY	LINK GOVERNOR	
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VISION @ ASD

“To inspire and energize every student and staff member with an inclusive, innovative and deep learning experience”

1. POLICY STATEMENT

Welcome to the Amity School Dubai. The Admission office is open from 8.00 am to 4.00 pm, Monday to Thursday, Friday from 8.00 am to 12.00 pm and Saturday from 10.00 am to 2.00 pm.

The Amity School Dubai is an inclusive school that aims to develop an environment where all students can flourish and feel safe. 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 and UAE Ministry of Education Resolution no (24). 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 March of that academic year.

Grade	Age requirement
Pre-KG	3 years old by March 31
KG1	4 years old by March 31
KG2	5 years old by March 31
Grade 1	6 years old by March 31

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 March 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 the 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 –

- Age
- Report of past performance of student (Grade 2 onwards)
- Observational screening and referral if required (All phases)
- Entrance exam scores (Grade 2 onwards)
- Student Interview (All phases)

We welcome applications from students across the ability range and we offer places for students with Students of Determination.

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 10 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:

- (i) Passport copy of the applicant and the Parents.
- (ii) Copy of the Visa of the applicant and the Parents.
- (iii) Emirates ID copy of the applicant and the Parents.
- (iv) Birth Certificate copy.
- (v) Vaccination record copy.
- (vi) Original Transfer Certificate or School Leaving Certificate duly attested for the students coming from another emirate or abroad.
- (vii) Previous school reports including any learning support documents pertaining to the child's educational needs (for Early Years, please submit nursery reports if available).
- (viii) 4 passport size photograph of the applicant.
- (ix) 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 (PSC).
- (ii) All parents must visit Admission's office with their original Emirates IDs along with the student's Emirates ID 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.

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 6.00 pm (Sat – Thurs)

Store Supervisor Telephone: +971 581175723 and +971589452403

Books and Stationery

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: Goyal Bookstore

Store Location: Shop No. 12, Sheikh Rashid Colony, Al Qusais 1 Dubai, near DAFZA metro station

Google Maps Link for Store Location: <https://goo.gl/maps/GEBSZrIPwHY3XweQ6>

Store Timing: Sunday to Thursday - 9.00 am - 9.30 pm and Friday 3.00 pm - 9.00 pm

Store Contact: +971 4-2223390

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. ADMISSION PROCEDURE FOR STUDENTS OF DETERMINATION

The school welcomes all students of determination. The admission Policy of students of determination is in line with the Dubai Inclusive education framework (2017), Federal Law 2006, and executive council resolution 2 (2017).

The main **objective** of the policy is to reflect the school's commitment to providing an inclusive education for Students of determination in the community. The school **aims** to impart a piece of clear and transparent information to support parents.

Admission criteria:

School enrolls all students of determination irrespective of their age, need, attainment, or background and admission is not conditional upon submission of diagnosis.

Sibling priority Policy:

The school ensures that students of determination will receive sibling priority for admission.

ADMISSION PROCEDURE:

The Admissions Department conducts an entry assessment that is age-appropriate and reflects the student's stage of development. If the child does not fulfill age-appropriate requirements or if the parent discloses that the child has a need then the student is referred to the school Inclusion team.

A detailed assessment of educational needs is conducted and decisions on appropriate placement and intervention are made. The students are provided with needed accommodation, resources, and

curricular modifications to enable equitable access to educational opportunities. Upon admission, all the stakeholders are informed about the child's needs and further steps.

Parents are requested to provide the school with copies of all medical, psychological, or educational assessments or reports during admission. Such materials are a prerequisite in enabling the school to provide a relevant, meaningful learning experience for the student. Failure to disclose any such information, including the deliberate withholding of information, may hinder student progress against established expectations/goals. Failure to disclose any additional needs may result in a review of the placement offer.

The school is in collaboration with “Behaviour Enrichment” a special education center that provides a school readiness program. Students of determination with severe and profound needs are referred to Behaviour enrichment for early intervention.

The inclusion team is involved in the transition of the Students of determination from the early intervention center to school upon completion of the school readiness program. The inclusion team ensures that the students of determination will be actively supported to participate in the process of learning as they develop their potential and build relationships with their peers through social interaction in an age-appropriate common learning environment.

The school does not charge any additional fees for students of determination. Even though the school facilitates therapy and appointment of Learning support assistants any additional fees for the same are directly paid to the service provider by the parents.

5. MEDICAL INFORMATION

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

6. POLICY REVIEW

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