

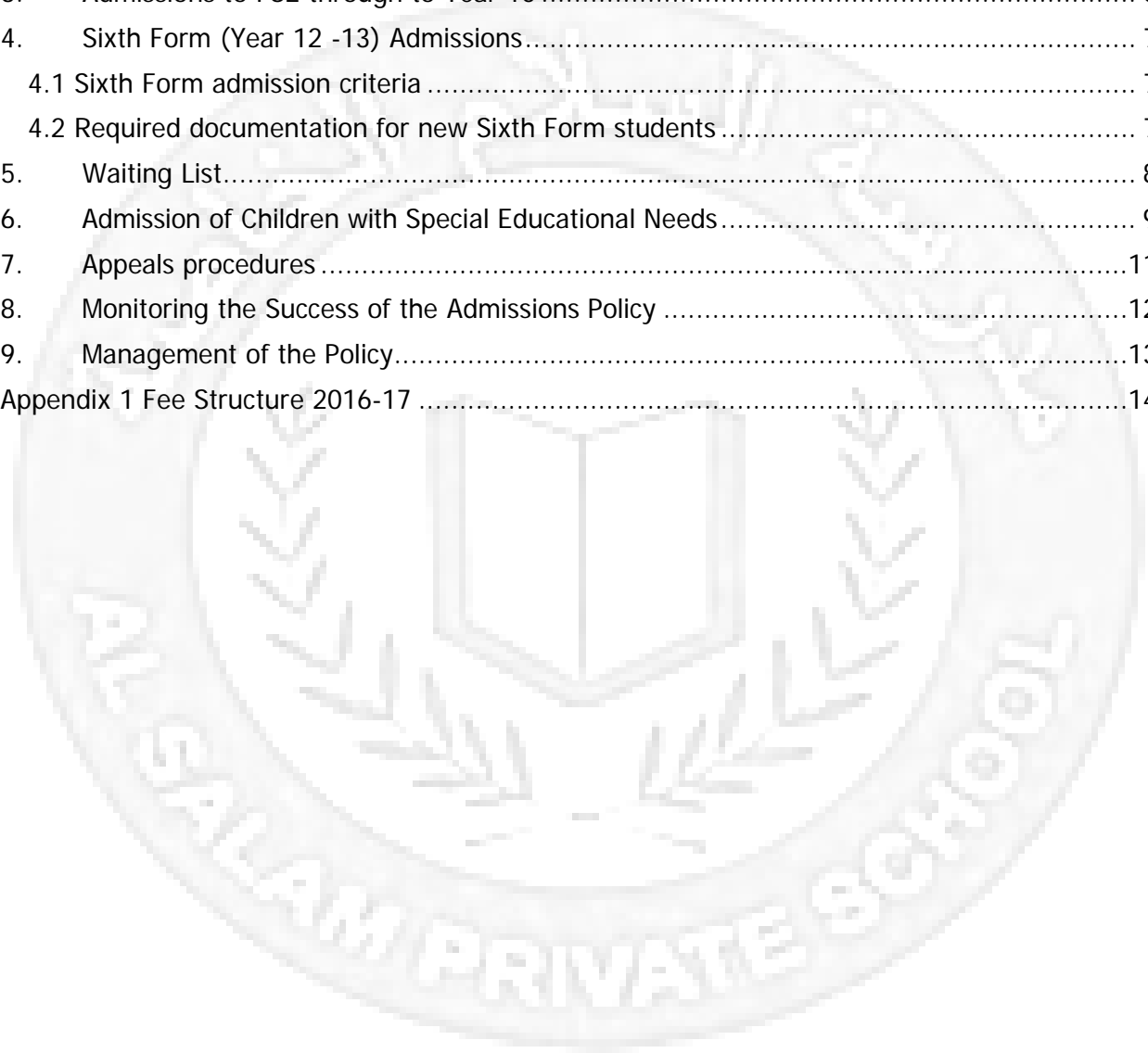
Al Salam Private School  
Dubai, UAE



### ADMISSIONS POLICY

<b>Policy Lead</b>	<i>Mr. Taher Gharib</i>
<b>Role</b>	Deputy Principal
<b>Approval</b>	November 2015
<b>LAST REVIEWED:</b>	September 2016
<b>REVIEWED BY:</b>	K Amin-Ali (Governor)
<b>NEXT REVIEW DATE:</b>	September 2017

<b>Table of Contents</b>	<b>Page No.</b>
1. Introduction.....	3
1.1 Pre-requisites.....	3
1.2 Entrance Examination Charges.....	3
1.3 Required documentation.....	3
2. Admissions to Foundation Stage (FS) .....	5
3. Admissions to FS2 through to Year 10.....	6
4. Sixth Form (Year 12 -13) Admissions.....	7
4.1 Sixth Form admission criteria .....	7
4.2 Required documentation for new Sixth Form students.....	7
5. Waiting List.....	8
6. Admission of Children with Special Educational Needs.....	9
7. Appeals procedures .....	11
8. Monitoring the Success of the Admissions Policy .....	12
9. Management of the Policy.....	13
Appendix 1 Fee Structure 2016-17 .....	14



## 1. Introduction

Al Salam Private School is dedicated to positive growth of its students in all areas of life.

**At Al Salam, we believe that every child is special.**

Our aim is to have a school community that reflects the diverse society in the UAE.

The Admissions Policy outlines the procedures needs for a student to be enrolled at Al Salam.

Students will be considered for admission into age-appropriate classes.

The Al Salam Assessment policy for admission is described in the policy.

### 1.1 Pre-requisites

Al Salam Private School will not entertain requests for admission of children less than the prescribed age.

All New Admission applicants are expected to:

- Sit for an entrance evaluation/test.
- Meet the Department Coordinator along with both Parents.
- Complete the data information questionnaire, admission form, medical form, etc. and submit all necessary documents.

### 1.2 Entrance Examination Charges

**The charges below are applicable for entrance tests and are non-refundable regardless of whether admission is granted.**

- FS1 and FS2: AED 250
- Year 1 to 3: AED 300
- Year 4 to 6: AED 400
- Year 7 to 11: AED 500

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### 1.3 Required documentation

The KHDA requires all parents to submit the following documents to the school prior to admission:

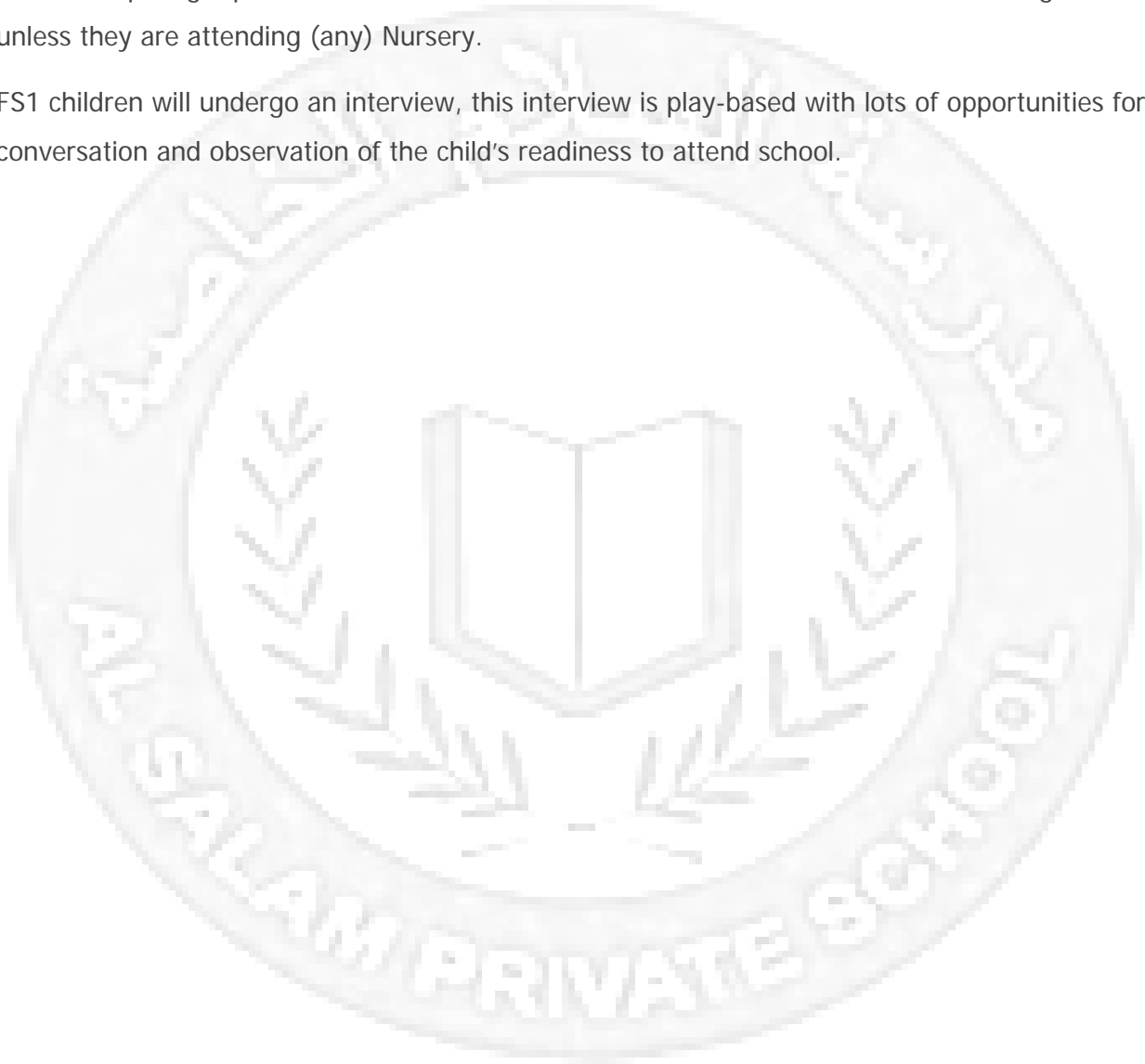
## AL SALAM SCHOOL - WHERE EVERY CHILD IS SPECIAL

- Copy of student's Passport
- Copy of student's UAE residency visa
- Copy of students' Emirates National ID Card (both sides)
- Five recent passport size photographs of the student
- Copies of any health and/ or psychological assessments conducted with the student
- Vaccination Card
- Signed school-parent contract
- Any other relevant information regarding your child must be included in the Registration Form, i.e. (complete medical form, photograph waiver, registration agreement, and accident release form and student information sheet).



## 2. Admissions to Foundation Stage (FS)

- Prior to admission in FS1 (Foundation Stage Year 1), students requiring a place in FS1 should have attended any Nursery for at least 6 months. This is applicable to all children on the waiting list, **including siblings and staff children.**
- Parents requiring a place for their child in FS1 will not be considered for the FS1 waiting list unless they are attending (any) Nursery.
- FS1 children will undergo an interview, this interview is play-based with lots of opportunities for conversation and observation of the child's readiness to attend school.



### 3. Admissions to FS2 through to Year 10

- For FS2 (Foundation Stage Year 2), all students need to have completed FS1.
- FS2 up to Year 10: Students will go through a written entrance exam in English, Math and Arabic to assess their academic ability, followed by an interview with the HOD.
- **The required pass mark for admission is 85%.**
- A certificate of good conduct is required from the previous school.
- For Year 10, if the student passes an entrance exam in core subjects (Maths and English), the student will do an exam in all subjects chosen from IGCSE, followed by an Interview.
- Due to the nature of the IGCSE program, no new admissions will be accepted in Year 11.
- For any new admissions in Years 4-10, the student will be required to undertake the CAT4 assessment upon entry. The cost of this test is borne by the parent.
- **Note: Based on the assessment, parents may be asked to provide a diagnostic assessment to assess the extent of additional support that may be required for admission of the child.**



#### 4. Sixth Form (Year 12 -13) Admissions

##### 4.1 Sixth Form admission criteria

**Admission is at the discretion of the school.**

An interview will be necessary to be offered a place in Sixth Form.

- Interview with Head of Secondary Section when visiting the School.
- A Minimum of 5 IGCSE/ GCSE Grades A\* - C or above.
- (Grades B or above in their chosen AS Levels).
- A provisional offer may then be granted, but this will be dependent on the final IGCSE results.

##### 4.2 Required documentation for new Sixth Form students

Please submit the following documents along with your application (for new students only):

- 6 passport photographs
- 2 copies of birth certificate
- 2 copies of passport with residence visa page
- 2 copies of latest school report
- 2 copies of Grade 11 predicted grades provided by present school
- 2 copies of Conduct Certificate from the school last attended.
- 2 letters of recommendation from teachers or Head of Department of the school last attended.
- 2 copies of the IGCSE Exam results (In August should place be offered).
- Transfer/Leaving Certificate (to be supplied should a place be offered)
- Completed Registration and Health forms
- 2 copies of the original immunisation record
- Transport form (if school bus service is required)
- UAE ID of Parent(s)
- UAE ID of student

## 5. Waiting List

**Al Salam is a highly oversubscribed school. Waiting lists exist in every year.**

Please register your interest online at [www.alsalamschool.ae](http://www.alsalamschool.ae) or call our school number at 04-2679594 if you would like to add your child's name to our waiting list and give your child's/children's names, details and your contact number.

This information will go on the waiting list for the following year.

If and when an opening is available, parents will be **informed by telephone**.

- Students are placed on the waitlist by year level.
- Children already enrolled in Salam nursery for a minimum of 2 terms are offered **FIRST PRIORITY** for the enrollment for the following year.
- **SECOND PRIORITY** is given to the siblings of the students of Al Salam.

**Please note that even the prioritized category of parents are required to register their children's names in the waiting list**

- Nursery/Sibling priority will affect the number of children likely to be enrolled from the general waiting list.
- Priorities on the Wait List will not be affected by the number of children a parent chooses to register and get on the Wait List.
- Please note that waiting list does not guarantee a registration in class. Registration will be based on seat availability.
- Parents are required to inform the school if there are any changes in their contact details.



## 6. Admission of Children with Special Educational Needs and Disabilities

Based on the Federal Law no:29/ 2006, article 12 of the second chapter on education, states that, "Special needs do not constitute in themselves an impediment in seeking affiliation or enrolment or admission to any educational institution, whether public or private"

Al Salam School, will not deny enrolment on the basis of a prospective student having a disability. However, as highlighted in the conditional acceptance registration documents (Appendix 1), which focuses on two main aspects, admission may be refused on the following grounds.

- The availability of a complete and honest history of the child from all relevant sources.
- The level of accessibility and support that the school can provide. These two points are further elaborated in the section below. Eligibility for admission depends on the following:
  - Submission of the relevant recent assessment report.
    - Type and level of difficulty
    - Recent recommendation provided by a psychologist (e.g.– behavioural modification, physio -therapy, speech therapy, occupational therapy etc.)
    - Full disclosure of medical history.
    - If appropriate facilities/resources are available at school to meet the child's special needs.
    - If the school feels that the child can function as a member of a mainstream class with the necessary support provided.
    - The family is willing to bear the cost for any additional support that is provided for the child by the school.
    - The family is willing to shoulder the cost of a shadow teacher, should the need arise.
    - In the event of absence of the shadow teacher, the child will not be permitted to attend school in cases where intensive adult supervision is required (severe aggression/ behavioural issues).
    - If in the opinion of the school, the child's needs can no longer be met without detriment to the education of other students, parents must be willing to withdraw the child.
    - In the event that parents do not actively partner with the school in their

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child's school progress and are non-compliant with school recommendations, the school reserves the right to refuse re-registration.

Enrolment of a SEND student to Al Salam will be based on a number of factors:

- At the time of admission, parents are required to accept certain conditions to ensure that the school is able to meet the needs of their child.
- The school also looks at the recommendations suggested for the student in the educational psychologist report which may contain strategies to ease the academic/ social or emotional pressures on a child in the mainstream setting.
- In certain circumstances the school may also use its discretion to engage a shadow teacher/ Learning Support assistance.
- In some cases, the school partners with the parents to agree on the need to engage an external education consultant who will assist the school in the inclusion of the SEND student.
- The management reserves the right to accept or deny admission to a prospective student.

The school is committed to promoting high standards of education and aims to help all students to reach their best potential. It seeks to achieve this by:

- Teacher observation ( structured and unstructured environment)
- SEND Coordinator's observations
- Information obtained from parents
- School assessments (class tests & school examinations)
- Baseline assessments
- Informal assessments (checklist, personal interaction, SNAP-Together)
- Medical & Psycho-educational reports

## 7. Appeals procedures

Appeals procedures for Admissions can be submitted for the attention of the Board of Governors assuming all the criteria for admissions have been met.



#### 8. Monitoring the Success of the Admissions Policy

The success of the policy will result in fully subscribed cohorts in each year and:

- Ensuring modified curriculum provision for those students needing additional support
- Parent engagement is consistent e.g. Parent-School contracts signed, Parents' day attendance



### 9. Management of the Policy

The Governing Body will oversee the policy, ensure its implementation and review its content on an annual basis.

The Deputy Principal will report on Admissions and School Roll numbers at each Full Governing Body meeting.

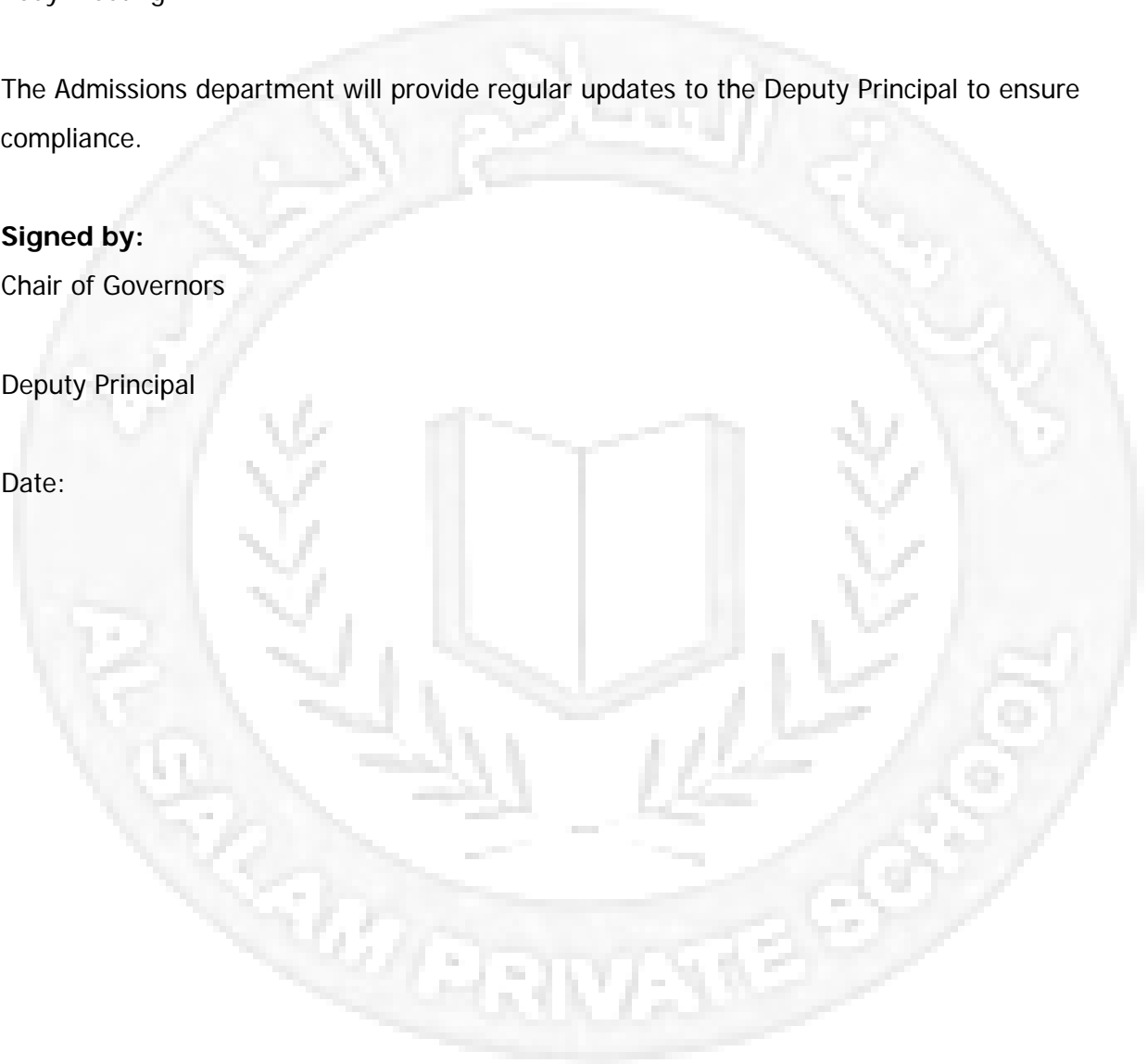
The Admissions department will provide regular updates to the Deputy Principal to ensure compliance.

**Signed by:**


Chair of Governors

Deputy Principal

Date:



## Appendix 1 Fee Structure 2016-17

		 <b>Al Salam Private School</b> <i>Where Every Child is Special</i>													
PROPOSED SCHOOL FEES FOR ACADEMIC YEAR 2016-2017															
PAYMENTS	DUE DATES	FS 1	FS 2	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GR 9	GR 10	GR 11	GR 12
Re-registration Fee		4500	1500	1500	1500	1500	1500	1500	1500	2000	2000	2000	2000	2500	2500
1st Payment	1/Sep/16	1950	5120	5320	5475	5540	5800	5910	6160	6620	6940	7505	7910	8805	9400
2nd Payment	1/Dec/16	4840	4970	5115	5235	5300	5490	5560	5745	6465	6700	7140	7430	8470	8925
3rd Payment	1/Feb/17	4840	4970	5115	5235	5300	5490	5560	5745	6465	6700	7140	7430	8470	8925
TOTAL FEES		16130	16560	17050	17445	17640	18280	18530	19150	21550	22340	23785	24770	28245	29750

### TERMS AND CONDITIONS:

- . The KHDA rules, according to their School Fee Framework, allow private schools to charge parents a holding deposit (re-registration fee) to secure a place once offered and can be up to **10% of annual fees & 30 % for new admissions**
- **The re-registration fee is REFUNDABLE as per KHDA guidelines**
- **The re-registration fee is deductible from the total school fees as it is a part of the first term school fees.**
- Additional Charges :-**
- . For the students doing Mandatory Benchmark Tests, IGCSE, AS level examinations, some books and fees will be invoiced separately:
  - . FS Bench Mark Test                      Grade 4 - 8- IBT Examination    Grade 7-9 - some Books *Grade 6 & 9 -*  
 - *Checkpoint Examination*                      *Grades 10 - 12 -- some Books*    Grade 10 - 12 -- IGCSE/AS Level Examination
- . Uniforms, Bus, After School Activities, Trips and Late collection fees are **NOT** included in the above fees and are charged separately.
- . In the case of a child leaving the school during the academic year, a **refund** will be calculated according to the KHDA guidelines.
- . Cheques are payments made. The school will not hold cheques for any reason.
- . In the case of a cheque being returned by the bank for **ANY REASON, AED 250** will be charged and cash only will be accepted in place of the returned cheque.
  - . The school will not accept responsibility for any returned cheque. Please keep a record of your cheques issued and make sure that the amount of the cheque is covered by your account balance.
- . In the case of a cheque retrieved by parents for any reason, an amount of **AED 50** will be charged. Parents must inform the Accounts Office **one week** in advance of collection of the cheque.
- . Fees paid by a company - if not paid on time, should be paid for by parents and refunded when paid by the company.



Name of Students enrolling in the school:

I understand the above terms and conditions regarding school fees and other school charges as presented above, and I agree to pay all dues on time and with full

compliance.

\_\_\_\_\_ Grade: \_\_\_\_\_ Parent's Name \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

Disclaimer:

**"Please note that school fees for the upcoming academic year are subject to change in accordance with Article 51 the Bylaw of Federal Law No. (28) of 1999 Concerning Private Education and applicable regulations."**

<https://www.khda.gov.ae/CMS/Webparts/TextEditor/Documents/FeeFrameWorkEnArpril2012.pdf>

