AMITY ENGLISH SCHOOL DUBAI

# ADMISSIONS POLICY

## VISION

To be a trusted, inclusive, and high-performing school community, where every child is nurtured with kindness, inspired to achieve academic excellence, and empowered to progress confidently into the future.

## MISSION

At Amity English School Dubai, we provide a world-class British education at affordable fees. We cultivate a culture of kindness, respect, and ambition, ensuring that every student thrives academically, socially, and emotionally. Through high expectations, personalised support, and strong partnerships with families, we prepare our learners to excel in life and contribute positively to the world around them.

## POLICY STATEMENT

Welcome to the Amity English School Dubai. The Admission office is open from 7.30 am to 3.30 pm, Monday to Thursday, Friday from 7.30 am to 12.00 pm and Saturday from 10.00 am to 2.00 pm.
The Amity English School Dubai is an inclusive school that aims to develop an environment where all students can flourish and feel safe. We welcome applications throughout the year subject to availability of seats. The academic year commences in September and ends in June. The school admits students of all abilities and religions. The school follows the British Curriculum and adheres to UAE laws and KHDA guidelines.

We welcome students from all ethnic groups and backgrounds. All candidates for admission will be treated equally, irrespective of their race, language, religion, political affiliation, or national or social origin. Submitting an application does not constitute an offer of a place; a contract exists only once a formal offer has been made and accepted in writing, and the required deposit paid.

## AGE GUIDELINES

Age and grade placement criteria follow Knowledge and Human Development Authority (KHDA) guidelines and UAE Ministry of Education Resolution No. 24. KHDA ensures that new students are enrolled in their respective age groups. From FS1 to Year 1, grade level placement is determined by the child's age as of December 31, of that academic year.

| Grade | Age Requirement |
|---|---|
| FS1 | 3 years old by 31 December |
| FS2 | 4 years old by 31 December |
| Year 1 | 5 years old by 31 December |

From Year 2 and above, grade level depends on the curriculum the student is transferring from. A student transferring from a 12-year system will be placed as per the Transfer Certificate. The table below indicates year group placement when transferring from a 13-year system:

| Students Age | 12 Year System | Amity English School / 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 |

## ADMISSION PROCEDURE

Admission policy and procedures have been established to ensure that students are appropriately placed at Amity English School Dubai. The school maintains the integrity and consistency of all 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.

## APPLICATION FORM

Parents are expected to complete the online application form through the school's website. Once the form has been completed, they will receive a confirmation email along with an invitation to visit the school.

## SUITABILITY ASSESSMENT

Admission is broadly based on:

- Age
- Report of past performance (Year 2 onwards)
- Observational screening and referral if required (all phases)
- Entrance assessment scores (Year 2 onwards)
- Student interview (all phases)

We welcome applications from students across the full ability range and offer places for students of determination.

## ASSESSMENT BY PHASE

### FS1 and FS2 (Foundation Stage)

Foundation Stage students will be invited to attend a Stay and Explore session, which allows us to observe the child in our learning environment. For families based overseas, a short pre-recorded video may be submitted in lieu of attendance. Students will be admitted in accordance with their age, verified by Emirates ID, birth certificate, or passport. All children must be fully toilet trained before their first day of school.

### Year 1 and Year 2

Students in the UAE will be invited to attend a Stay and Explore session, which includes a phonics overview. Students based overseas may submit pre-recorded videos. A school report will also be requested. On occasions, students will be invited to attend a classroom experience. Year 1 and Year 2 students are admitted in accordance with their age, verified by Emirates ID, birth certificate, or passport.

### Year 3 to Year 11

Students from Year 3 to Year 11 will be assessed on language/literacy and numeracy standards appropriate to their year group. From Year 2 onwards, students are required to sit the GL CAT4 (Cognitive Abilities Test) entry assessment. This helps the school understand each child's learning potential and, where necessary, supports year group placement decisions. The assessment may be completed on-site or virtually. In some cases, a student may be invited to campus for a Maths and English assessment. Students may also attend a taster session or have an interview with a designated member of staff, which may include the Inclusion Team, EAL Team, or Head of School.

### Year 12 Placements

Placement offers for Year 12 are conditional upon the student meeting the course entry requirements as set out in the Sixth Form Prospectus. If the entry requirements are not met and a deposit has been made, it will be refunded in full.

## RE-ASSESSMENTS

Students may be asked to return for a re-assessment in the following circumstances:

- There is an unexplained mismatch between school reports and assessment results
- A technical fault is encountered during the assessment

## WAITING LIST

Students will be placed on a waiting list if the applied year group is full. The waiting list is managed fairly and strategically in accordance with the date of application and the admission priorities set out in Section 7 of this policy. Families on the waiting list will be contacted promptly if a place becomes available.

## ACCEPTING AN OFFER

To formally accept a seat placement, parents must sign the offer letter and terms and conditions, securing the seat with a deposit payment within 7 days.

| | |
|---|---|
| **Registration Fee** | AED 500 (non-refundable) |
| **Enrolment Deposit – September start** | AED 2,000 (non-refundable and adjustable against term fee) |
| **Enrolment Deposit – mid-year entry** | Termly tuition fee applicable |

The deposit payment is valid only for the applied academic year. Any eligible refunds take a minimum of 30 working days to be processed. Please refer to the school's Fees Policy for full details.

## RE-REGISTRATION

Re-registration is mandatory for all existing students who wish to continue at Amity English School Dubai for the upcoming academic year. The school will issue the re-registration form to parents in April 2027. Parents are required to complete and submit the re-registration form along with the AED 600 re-registration fee by the specified deadline in May 2027.

Completion of the re-registration process and payment of the applicable fee are required to confirm the student's place for the upcoming academic year and progression to the next grade. Without completing the re-registration process within the specified period, the student's seat for the upcoming academic year and next grade cannot be confirmed.

The re-registration process is subject to the school's availability, applicable admission requirements, and relevant KHDA guidelines.

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## DOCUMENTATION

**Required Documents**

All new students must submit the following documents before starting school:

- Passport copy of the student and both parents, including the valid residence visa page
- Emirates ID copy of the student and both parents (front and back)
- Birth certificate copy
- Vaccination / immunisation record
- Most recent school reports, including any learning support documents (nursery report for Early Years if available)
- Transfer Certificate: required for students transferring from another emirate or from outside the UAE, with appropriate attestation (Year 3 onwards). Within Dubai, TCs are processed electronically.
- 4 passport-sized photographs of the student; 1 of each parent
- Medical form (link provided during the application process)
- Photo consent form (completed within the online application)
- Parent ID Badge Form
- Entry stamp (if applicable)
- Medical assessment reports (if applicable)

## ACCURACY OF INFORMATION

All information provided to Amity English School Dubai and any associated third-party providers must be true, complete, and not misleading in any way. Parents and guardians must update the school promptly should any submitted details change. Providing inaccurate or deliberately withheld information may result in a review of the student's admission.

## MINISTRY OF EDUCATION SUBJECT REQUIREMENTS

All students will study Arabic lessons (native and non-native pathways). Students will be placed in Ministry of Education (MoE) subjects in accordance with their religion and the documentation provided. Parents do not have the choice to opt out of these subjects.

## KHDA DOCUMENTATION

All parents must sign a letter of undertaking to complete the necessary KHDA documentation, including Emirates ID swipe and the KHDA Parent School Contract (PSC). All parents must visit the Admissions Office with their original Emirates IDs, along with the student's Emirates ID, to complete the KHDA registration process. All parents must agree to sign the KHDA Parent School Contract once the student is registered. Failure to do so may result in the student being unable to continue at Amity English School Dubai.

## WITHDRAWALS AND 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 declines an offered place. However, the school may refund the deposit under special circumstances; such cases may be submitted to KHDA for deliberation.

Parents are advised to give at least one month's notice when applying for a Transfer Certificate. Applications are processed only after the student stops attending school and after clearance from Accounts and the Library. An additional fee of AED 120 is payable to process the Transfer Certificate.

In cases of refund and recovery, school fees will be calculated as follows, in line with Ministry of Education bylaws:

- If the student attends school for two weeks or less: one month's fees will be deducted.
- If the student attends for between two weeks and one month: two months' fees will be deducted.
- If the student attends for more than one month: full term fee will be deducted.

This calculation applies each term. Please also refer to the KHDA Student Registration and Refund Policy.

## ADMISSION PRIORITIES

Where demand exceeds available places, priority will be given to students in the following order:

- Students who have attended AESD in the previous academic year
- Siblings of students currently enrolled at AESD
- Children of school staff
- Students residing near the school campus

## CLASS PLACEMENTS

The Academic Team will use their professional judgement to place students into classes and tutor groups, ensuring a balanced and supportive learning environment. The school cannot accommodate parent requests for specific teachers, classes, or placement with a particular student already enrolled. The school reserves the right to place students in the class deemed most appropriate within KHDA guidelines. Classes may be rebalanced at the start of a new academic year to provide children with the opportunity to expand their peer group.

## SAFEGUARDING ON ADMISSION

When admitting a new student, the Admissions Team will contact the student's previous nursery or school (where applicable) to check for any safeguarding incidents. This information will be passed directly to the Designated Safeguarding Lead (DSL) without requesting further details. The Admissions Team will not ask probing questions and will relay information as received. All safeguarding information is treated with strict confidentiality and handled in accordance with the school's Child Protection and Safeguarding Policy.

## ADMISSION OF STUDENTS OF DETERMINATION

The school welcomes all students of determination. The admission policy for students of determination is aligned with the Dubai Inclusive Education Framework (2017), UAE Federal Law No. 29 of 2006, and Executive Council Resolution No. 2 of 2017.

The main objective of this policy is to reflect the school's commitment to providing an inclusive education for students of determination in the community. The school aims to provide clear and transparent information to support parents throughout the process.

### Admission Criteria

The school enrols all students of determination irrespective of their age, need, attainment, or background. Admission is not conditional upon submission of a formal diagnosis.

### Sibling Priority

Students of determination will receive sibling priority for admission, in accordance with the Dubai Inclusive Education Policy Framework.

**Admission Procedure**

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

A detailed assessment of educational needs is conducted and decisions on appropriate placement and intervention are made. Students are provided with necessary accommodation, resources, and curricular modifications to enable equitable access to educational opportunities. Upon admission, all relevant stakeholders are informed of the child's needs and next steps.

Parents are requested to provide copies of all medical, psychological, or educational assessments during admission. Failure to disclose additional needs, including the deliberate withholding of information, may hinder student progress and may result in a review of the placement offer.

The school collaborates with Behaviour Enrichment, a specialist centre providing a school readiness programme. Students of determination with severe and profound needs may be referred to Behaviour Enrichment for early intervention. The Inclusion Team oversees the transition of such students from the early intervention centre to school upon completion of the programme.

The school does not charge additional fees for students of determination. While the school can facilitate access to therapy services and learning support assistants, any associated costs are paid directly to the service provider by parents.

**Individual Assistant**

In cases where the Inclusion Team determines that their support alone will not suffice, an individual assistant may be recommended. This requirement will be stipulated in the offer letter, making admission conditional on the student securing this support prior to commencing school. While AESD can assist in identifying a suitable individual assistant, parents are responsible for recruiting and financing the assistant. The school will guide parents through each step of the registration process to ensure they feel confident and fully supported.

**Inability to Accommodate**

Applications will be evaluated individually, with the school making all reasonable adjustments to support students with additional learning needs. If the proposed support package cannot meet a student's needs due to resource limitations or curriculum adaptability constraints, a notification of inability to accommodate will be sent to KHDA and the parents within 7 days of the admission decision.

## ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

Children for whom English is an additional language may undergo a supplementary assessment in listening, speaking, reading, and writing, or have an interview with the EAL Team. The school may recommend that the student receives English language support before joining, to facilitate a smooth transition. If so, parents are requested to share a progress report within one month of joining.

English is the primary language of instruction at AESD. While the school provides English language support, it does not operate intensive remedial programmes for students whose English is significantly below the level expected for their year group. The Admissions Team will advise families accordingly during the assessment process.

## MEDICAL INFORMATION

Parents are required to share all relevant medical information about their child, including immunisation and vaccination records, allergies, specific medical requirements, and any health conditions. This information is essential to ensure the school can provide a safe and appropriate environment for every student.

## SCHOOL TRANSPORT

Students' safety in transportation is a priority. AESD's transport service is provided by STS (School Transport Services), which demonstrates high standards of safety and integrates modern technology to ensure reliable, safe, and friendly transportation. Parents may contact the STS desk at the school from 7.30 am to 3.30 pm on weekdays for information and transport registration.

## SCHOOL UNIFORM AND BOOKS

### Uniform

Amity School uniforms can be purchased from Sumeru Trading, located at Shop 39, 1st Floor, Madina Mall, Muhaisnah Fourth, Al Qusais. Store timings: 10.00 am to 6.00 pm, Saturday to Thursday. Contact: +971 58 117 5723 / +971 58 945 2403.

### Books and Stationery

Books and stationery can be purchased from Goyal Bookstore, Shop No. 12, Sheikh Rashid Colony, Al Qusais 1, Dubai (near DAFZA metro station). Store timings: Sunday to Thursday 9.00 am – 9.30 pm; Friday 3.00 pm – 9.00 pm. Contact: +971 4 222 3390.

## POLICY REVIEW

This policy is reviewed and updated on an annual basis by the Head of Admissions and approved by the Principal. Any material changes to KHDA regulations or UAE law will trigger an immediate review.

Authorised by: Principal
Review date: August 2027