



Admissions Policy



Overview

Al Maaref Private School (AMPS) welcome students of all nationalities, religions and abilities, who, in the school's opinion, will benefit from the academic and social learning environment we offer. Our school is committed to providing an inclusive and intercultural learning experience with a focus on global mindedness.

Your child's academic, social and personal growth is taken very seriously. In order to serve your child's individual needs and to support his or her transition to our school, it is important that we have complete information regarding previous academic experience and pastoral welfare.

AMPS seek to nurture the holistic development of every child. We seek to develop every child's talent and potential so they can achieve their greatness. We encourage you to share your child's interests, special needs, gifts and talents with us so we can fully service his/her needs.

Parents or guardians of any applicant having a specific need must submit complete reports with their application. These might include Individualized Education Plans (IEPs), or educational evaluation and psychological reports from health professionals. In the case where a child's specific need has not been previously identified, the school reserves the right to review the situation in order to assess the capacity to address his/her needs within their existing level of provision.

The school adheres to UAE law and KHDA guidelines. Please refer to Parent School Contract.

1. Age Requirements and Grade Placement

| | | |
|-----------------------|-------|----------|
| Till 31st August | KG 1 | 4 Years |
| Till 31st August | KG 2 | 5 Years |
| Till 31st August | GR 1 | 6 Years |
| Depends on Last Grade | GR 2 | 7 Years |
| Depends on Last Grade | GR 3 | 8 Years |
| Depends on Last Grade | GR 4 | 9 Years |
| Depends on Last Grade | GR 5 | 10 Years |
| Depends on Last Grade | GR 6 | 11 Years |
| Depends on Last Grade | GR 7 | 12 Years |
| Depends on Last Grade | GR 8 | 13 Years |
| Depends on Last Grade | GR 9 | 14 Years |
| Depends on Last Grade | GR 10 | 15 Years |
| Depends on Last Grade | GR 11 | 16 Years |
| Depends on Last Grade | GR 12 | 17 Years |

2. Language Proficiency Entry Requirements

a. Kindergarten 1 (K1)

During the intake period, non-native English-speaking students will be expected to demonstrate an acceptable level of fluency in English to be eligible for admission. During the intake process, should language proficiency appear to be an issue, the applicant will be further assessed to determine whether or not their level of fluency in English is acceptable for admission.

b. Kindergarten 2 (K2) to Grade 12

The language of instruction at Al Maaref Private School is English. All non-native English-speaking students admitted to AMPS from K2 - Grade 12 are expected to demonstrate near or at grade-level mastery of the English language. During the intake process, should language proficiency become an issue, the applicant will be assessed to determine whether or not their level of fluency in English is acceptable for admission. Non-native English speakers, whose fluency in English (speaking, reading and writing) is found to be below grade level, may be eligible for admission with learning supports.

3. Admissions Procedures

Applications for admission are accepted at all times during the school year although there are cut-off dates during the year, which are designated by the UAE Ministry of Education.

Applications must be completed, and the required non-refundable application fee progressed. If there are no places available at the time then the application is placed onto the school's waiting list. When a place becomes available then the school will contact the first eligible applicant and invite them to attend an assessment.

a. Selection Criteria

Selection is based on multiple criteria. These include:

- Priority will be given to siblings of those who have secured admission to the school.
- Performance in the entrance test in English language (even if it's the native tongue).
- KG1-KG2 applicants are also assessed for school readiness. They must be toilet trained and have a level of independence.
- Past school results and report.
- Full details of any special education needs and individual education plans (IEPs) plus Educational Psychologist's reports if completed.
- Face to face interview, with Head of Section /Principal/ or other designated school staff.
- Age appropriateness for the year/grade level to which admission is sought.
- Transfer certificate from the previous school.
- Students entering high school (grades 10-12) must have a valid transcript from their previous school.
- The child's previous curriculum is taken into consideration as well as limitations with regards to transfer dates for local transfers.

b. Conditional Offers of a Place at AMPS

You may be offered a conditional place at AMPS. This means your child's application to the school doesn't satisfy one or more of the admissions criteria. You may be asked to provide / sign:

- Further documentation about your child's schooling.
- Evidence of application for residency or your residency status.
- An educational psychologist's report in support of identifying your child's learning needs.
- A review period may be set at which point the student's progress will be reviewed to establish if AMPS is the most suitable school to meet the child's particular needs.
- A consent form due to low academic performance.

If the conditional criteria are not satisfied, AMPS retains the right to withdraw the place and ask the parents to seek alternative arrangements for their child's education.

4. Entrance exam

All invited applicants from grade 2 to grade 12 will undergo English assessments while KG 1 to Grade 1 applicants will be interviewed by the head of the section. Assessments are conducted at the school premises. Applicants will sit for MAP screening computer-based test in **English** subject, pertaining to the respective grade admission is being sought in.

Note: For KG1 and KG2 the school assesses a child's readiness to start school before making offers for admission.

Decision of induction is at the discretion of the principal and is final.

5. Admission Requirements

- 1- Passing the school entrance exam in the subject of **English**
- 2- Applicants age.
- 3- Submission of the following documents:
 - a. 3 recent colored passport size photographs.
 - b. Copy of the birth certificate.
 - c. Original vaccination card from grade 1 to grade 12 (not COVID vaccination).
 - d. Copy of the student's passport with a valid residence visa for non-UAE citizens.
 - e. Original emirates ID from students and parents.
 - f. The student's last 3 years report card from the school he/she last attended.
If the student is transferring from a school located outside the UAE, the Ministry of Education, the Ministry of Foreign Affairs and the UAE consulate should attest the report in the country where the school was located.
 - g. Other Emirates except Dubai – Ministry of Education only.
 - h. Transfer certificate attested by the school last attended transferring from a school located outside Dubai.
 - i. Photocopy of immunization records
- 4- Admission exam fee **AED 500** non-refundable and non-deductible, charged only after approval of applicant.
- 5- The registration fee of **AED 1000** is deductible from the total fees.

6. Identification as Students of determination or SEN

To understand individual needs and to support students of determination, parents are encouraged to provide the school with complete information regarding previous academic experience, formal assessments and medical reports if present. So, the best possible pathway can be determined within the existing level of provision.

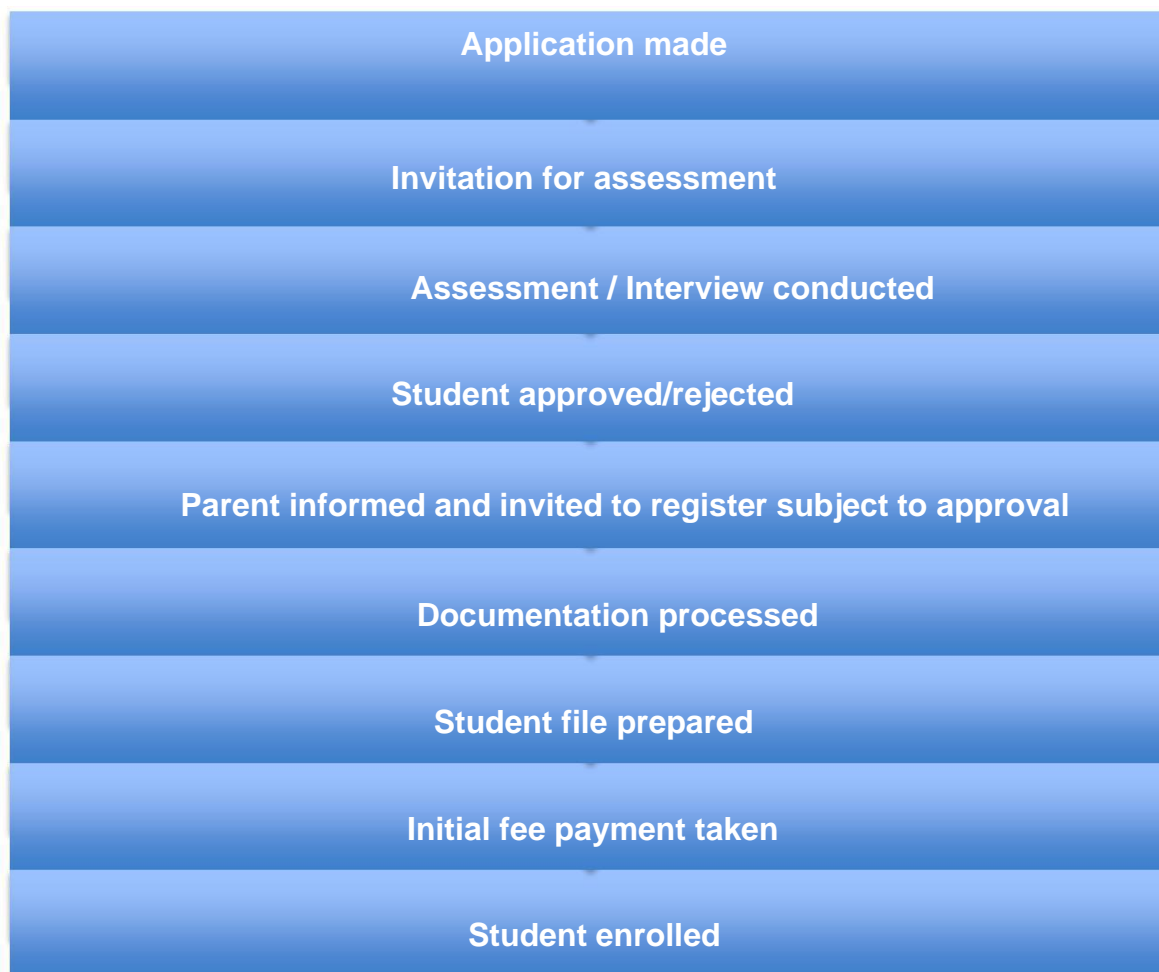
The school has appropriate procedures in place to assist identification of Students of Determination on entry. If the student is identified with Learning Support need at any point of

assessment process, an interview is set up with the Leader of Inclusion who will then liaise with the Director of School regarding acceptance of the student.

Decision of acceptance is at the discretion of the Director of School.

7. The Admissions Process

The processes outlined below are managed and administered by the admission department, in collaboration and consultation with the School Director.



8. Process Length

The admission process for each child needs to be completed within 3-5 working days of the assessment if the student is based in Dubai.

To achieve this goal, the following process and service standards have been defined:

- Receiving assessment/ interview results the same day and informing parents directly.
- Responding to parents after receiving the results, 24-48 hours only in special cases

9. Registration & Selection Process

- Following assessment the school management will decide upon whether a place is to be offered or not, based upon all of the information from assessment and provided in the application.
- The decision taken by the school is final, and all admissions follow the guidelines and regulations set by the KHDA.
- Parents must respond to an offer within 7 days of receipt in order to secure the place. A child's place is held only after the deposit fee has been paid to the accountant's department. In the event, the desired grade level become full, the child is then placed on a waiting list (that is generated on a first come first serve basis).
- Prior to admission a Transfer Certificate (attested where required) is to be submitted.

10. Registration and Admission Fees

The registration and admission fees are regulated as follows:

Existing students:

A 5% of the school's tuition fees as a re-registration deposit to confirm the return of existing students in the new academic year. This deposit is deducted from the total tuition fees for the academic year in which the admission is being sought.

New students:

A 10% of the school's tuition fees as an admission fee to confirm that selected students will opt to take up the offered places. This fee is deducted from the total tuition fees for the academic year in which the admission is being sought.

Refund:

In the cases of both existing and new students, deposits and fees will not be refunded if students choose not to return to school for the next academic year or choose not to take the offered places. However, a school must refund the deposit under special circumstances. These circumstances include, but are not limited to, evidence of family travel to another country, a move to another Emirate or any unforeseen circumstances. Such cases may be submitted to KHDA for study.

In the case of refund and recovery, the school fees will be calculated as follows:

- If the student attends school for two weeks or less, a month's fees 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.

Notice of Leaving

When fees remain, unpaid students are not entitled to receive a transfer certificate or their final reports until fees have been paid.

The Director's decision is final in all matters of admission.



Approvals

Signed.....

date.....

Director

Signed.....

date.....

Parent

Annual Policy Review

This policy is to be reviewed annually, though; any deficiencies or weaknesses in admissions will be remedied without delay. The Director will undertake an annual review of the admissions policies and procedures and of the efficiency with which the related duties have been discharged.