



*Unlocking the Potential of Every Child*

# Admissions Policy

**September 2019**

Review Date: July 2020

## ADMISSIONS PROCESS

At Safa British School, our assessments take into consideration the whole child. We observe communication skills, social development, behaviour, attitude, manners, physical development – both large and small motor control and academic levels. We are also interested in specific talents in any field – musical, sporting or artistic, as well as academic.

Assessments for Foundation 1 and Foundation 2 are based primarily on observation of the child at play, engaging her/him in conversation. We observe children at play looking at physical development and body awareness.

Assessments for Year One to Six involve basic mathematics, reading and writing. The child is also asked to tell the assessor about him/herself and to engage in general conversation appropriate to his/her age. Any documents such as previous reports, awards, or other indications of a special interest or talent will be welcomed by the assessor to assist in forming a more complete picture of your child.

We take our time to allow us to get to know your child and assessments will normally take 30-50 minutes. All assessments are conducted either individually or in the form of a small group to ensure that it is a relaxed, stress-free experience.

All assessment documents, results and assessor's comments remain the property of Safa School. After the assessment, you will be contacted within a week by the registrar who will inform you whether Safa School is able to offer a place. Once offered parents are requested to pay security deposits within 7 day, as per KHDA guidelines.

**Safa School** admits pupils in line with the Dubai Ministry regulations and the Safa School admission policy.

Enquiries regarding the school can be made via the on line enquiry form which can be accessed via this web site or by contacting the school directly. The Registrar is available to answer any individual queries regarding admissions.

The Registrar will be able to assist parents with the completion of all paperwork concerning

registration. Providing that the registration process is complete and within Ministry cut off dates, places are offered immediately.

Safa School's admissions policy considers all children. Families are welcome to apply to Safa School regardless of nationality, ethnicity, gender or religion. Safa is a truly inclusive, British Curriculum school.

Whenever possible we aim to interview every child and their parents prior to entry and each child must take an age related placement test to ensure that they are ready for the high quality education on offer at Safa School.

When considering placing a child within Safa School we consider the information provided by the child, parents, evidence from the previous school (school reports), the placement test and any other information that has been provided.

Documents required for registration are as follows:

- A copy of your child's passport plus UAE entry stamp and/or residency page;
- A copy of Emirates ID for child and both parents
- 4 recent passport photographs (on photographic paper on white background please);
- Copies of your child's last 2 school reports for all children entering Year 1 and above;
- Transfer certificate: see below;
- Full details of any special educational needs, Personal Learning Plan (PLPs) and any Educational Psychologist's or other therapists reports available. It is essential that all educational history is presented to GWPS prior to a place being offered;
- 2 copies of your child's birth certificate (residents of some countries must produce an attested copy);
- Full details of all vaccinations and immunizations for your child;
- Registration fee of AED 500 (non-refundable).

An application form is available to download via this web site. This then needs to be submitted with the appropriate supporting documents as itemized above. Alternatively application forms are available via the school.

Please note that registration does not guarantee your child a place. Applicants to Safa School are advised to regularly contact the Registrar to discuss the status of their application.

Receiving an offer of a place at Safa School, Dubai will give you priority placement for Year 7 at Safa Community School. Registration fees to these schools will still need to be paid, however, your child will not need to take any assessments.

### **Transfer Certificate**

Every student is required by UAE Ministry of Education Law to produce a transfer certificate from their last school. This is strictly enforced and failure to produce a properly completed certificate, or a legally binding undertaking to produce all the necessary documentation, will result in your child's place being withdrawn. Please discuss your child's transfer certificate requirements with the Registrar as your country of origin and last school is taken into consideration.

The Certificate must be on official school letterhead and must contain the following information:

- Full name of the child
- Date of enrolment in the school
- Child's date of birth
- Date the child left the school
- Grade / Class on leaving the school
- School stamp and signature of the Principal
- Curriculum used

***NB: Children coming from countries other than United States, Australia, Canada, Europe and New Zealand should have the original Transfer Certificate (TC) attested by:***

- Ministry of Education (from country of TC origin)
- Ministry of Foreign Affairs (from the country of TC origin)
- UAE Embassy (from the country of TC origin)

## Students of Determination

At Safa British school we uphold the vision of the Dubai Disabilities Strategy to create a fully inclusive society by 2020. We are committed to H.H. Sheikh Mohammed bin Rashid Al Maktoum's 2021 vision, enabling the UAE to become an inclusive, barrier free, rights based society. Hence, we endeavor to protect and ensures the success of all groups of students.

Consistent with *The Executive Council Resolution No. (2) of 2017 Regulating Private Schools in the Emirate of Dubai*; Our Admissions Policy establishes the conditions, rules, and standards that are required to facilitate the enrolment of students of determination into Safa British School (Article 4:14). With acknowledgement of the conditions and procedures adopted by the KHDA in respect of enrolment, admission, and transfer of Students of Private Schools, SBS admits students with SEND accordingly (Article 13:7).

### **In line with the Dubai Framework for Inclusive Education (2017), we believe in:**

- The equal right to education in a 'common learning environment'
- Proactively removing barriers
- The value of diversity and recognizing each child's unique capability
- Modifying teaching and curricular approaches to ensure all children have an equal opportunity to progress
- The rejection of ability labelling and discrimination

We aim to be a fully inclusive school. We treat all students equitably and do not discriminate against them on grounds of special educational needs or disabilities, in line with *The Executive Council Resolution No. (2) of 2017 Regulating Private Schools in the Emirate of Dubai* (Article 13:16).

**The school welcomes students of determination and ensures that students are not refused admission based only on their experience of SEND.** Our specialist Inclusion team ensures that each child achieves their true potential. For further information please see our Inclusion Policy.

It is our intention to honor parental choice of school, whilst ensuring sibling priority to all children, including those identified as SEND. Students having a sibling identified as SEND will be given priority in line with UAE policy guidance.

Our identification process also acknowledges more able students with unique talents or gifts and identifies students with additional support needs. Education is in turn tailored to enable all learners to feel challenged and successful.

### **Individualised Assessment**

Early identification of need is crucial to the success of our students. The first stage on the continuum of provision is the initial 'Assessment of Educational Need'. This process is in place not to label young learners, rather to empower parents, students and teachers to effectively plan for individualized education.

To correctly identify additional needs on entry, the Special Educational Needs Coordinator (SENCo.) will complete a modified assessment procedure. This process is individualised according to need, it may include:

- Further observations in the: school, nursery, special needs centre or home setting
- Standardized screening tools for the identification of Specific Learning Difficulties
- Collaboration with: centres for special needs, external therapists or Education Psychologists.
- Modified assessment entry papers (Translated/adjusted readability)
- Pupil centered parent meetings to discuss alternative curricular pathways and adaption
- Collaboration with previous: school, setting or centre to ensure a smooth transition

The outcome of this assessment will:

- (i) identify additional support needs
- (ii) determine the correct 'Wave of Provision'
- (iii) highlight requirements for curricular modification or adaptation
- (iv) establish a transition plan

In accordance with *The Executive Council Resolution No. (2) of 2017 Regulating Private Schools in the Emirate of Dubai* (Article 13:19), we aim to provide all supplies that KHDA deems necessary required for conducting the Educational activity required by Students with disabilities.

Where a child is identified as requiring additional support at the cost to the parent, it will be reasonable and reflect the true cost of the service. With provision of a clear rationale for any additional cost to ensure value. Value will be judged upon the standard of the service and the progress of the child.

To ensure smooth transition into school we endeavor to collaborate with both parents and early intervention centres. We utilise the skills and knowledge that early intervention centres maintain, to guide us in ensuring effective provision for our SEND learners.

As per the Dubai School Inspection Framework guidance (5.1.4) we endeavor to adapt our premises to meet the needs of a range of learners. Our provision is continuously reviewed to meet the varied needs of our students.

Please refer to our Inclusive Education Policy for further information on inclusion and our '*Graduated Waves of Provision Model*' at Safa British School.