



# **THE INDIAN INTERNATIONAL SCHOOL, DSO**

## **ADMISSION & WITHDRAWAL POLICY**

### **CONTENTS**

- 1. RATIONALE**
- 2. POLICY STATEMENT**
- 3. SCOPE**
- 4. ADMISSION CRITERIA**
- 5. ADMISSION SUPPORT FOR STUDENTS OF DETERMINATION**
- 6. PROVISION FOR SPORTS**
- 7. PROCEDURE FOR ADMISSION**
- 8. WITHDRAWALS**
- 9. RE-ADMISSION/NAME CONTINUATION**
- 10. REFERENCES**
- 11. EVALUATION AND REVIEW**
- 12. EFFECTIVE AND REVISED DATES**

## 1. RATIONALE

The purpose of this policy is to ensure that the school adopts an admission process that:

- provides a predictable, transparent and barrier free process for admission;
- sustains the academic strengths of the school and is based on merit;
- holistically provides high quality education, which allows students to capitalize on their abilities and maximize their full potential;
- ensures that students who experience SEND will be provided with the support, accommodations and curricular modifications required to enable equitable access to educational opportunities;
- supports preference for “sibling priority” to students who experience *Special Education Needs and Disabilities* (SEND), subject to availability of seats;
- aims to be inclusive at all times unless it is not possible to fully support the particular child due to constraints beyond our control e.g., infrastructure or personnel; and
- ensures compliance with the requirements of ‘*Dubai Inclusive Education Policy Framework (2017)*’ and ‘*Implementing Inclusive Education: A Guide for Schools (2019)*’ ‘*Directives and Guidelines for Inclusive Education*’ (Jan. 2020), and ‘*Advocating for inclusive education - A Guide for Parent’s (March 2021)*’.

## 2. POLICY STATEMENT

We admit students in line with the KHDA regulations ensuring that our admissions process is as clear and hassle-free as possible. We are proud of our visible commitment to diversity and we impart high quality education in line with the school’s Vision and Mission statements. An ethos of positive classroom culture and inclusive education permeates all aspects of the school system that develops qualities such as compassion, tolerance, respect for the rights and cultures of all people, and the development of environmental responsibility in our students. Our aim is to foster an atmosphere of academic excellence, intellectual inquiry, critical thinking, and innovation. Finally, we guarantee fair practice of enrollment in all grades without any discrimination of gender, caste or religion.

## 3. SCOPE

The principles and procedures set out in this policy apply to the various stages of admission support available to all applicants.

## 4. ADMISSION CRITERIA

### KG1

**Eligibility for admission to KG 1 is based on the following:**

- child seeking admission to KG1 has to complete 4 years of age as on 31<sup>st</sup> July of that academic year (*subject to changes as informed by Ministry of Education*);

- total intake of new admissions in KG1 is directly proportional to capacity. Capacity dependent on infrastructure availability and human and material resources;
- admission is offered to the general public on first come first served basis as per availability of seats;
- admission is confirmed after an assessment session to ascertain his/her ability in independent speech and physical development to attend a pre-school. During the assessment, special efforts are taken to identify candidates with special needs. This will enable the school to provide adequate support to students of determination in the class;
- parents of those candidates who have made use of provision for SEND in the registration form shall be admitted with external assessment reports from an authorized testing agency approved by *MOH* and *DHA* are eligible for admission subject to availability of seats; and

## KG 2 TO GRADE 9

### Eligibility for admission is based on the following:

- dependent on submission of proof of successful completion of the previous grade (TC);
- fulfillment of relevant age criteria as laid down by the Ministry of Education, UAE;
- all applicants are required to attend an Eligibility Test;
- successful candidates in the Eligibility Test are enrolled in the school:
  - if the student clears the minimum performance criteria for each level
  - based on the student's rank in the merit order list
  - matching the rank in the merit order list with the vacancies available for that grade level
  - Interview held for candidates who pass the eligibility test
- admission is offered to the general public strictly on a merit basis; however, ***students of determination*** with external assessment reports from an authorized testing agency approved by *MOH* and *DHA* are eligible for admission subject to availability of seats.

## GRADE 10

### Eligibility for admission is based on the following:

- performance of the student in internal assessments in Grade 9;
- submission of proof of registration with CBSE;
- interview by a panel of subject experts, if the candidate meets the eligibility; and
- admission confirmation is subject to approval of transfer by CBSE.

## 5. ADMISSION SUPPORT FOR STUDENTS OF DETERMINATION

School welcomes students of determination and has a learning support program, addressing the individual needs of all students including special needs, gifted and talented. 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. We expect parents to work closely with us, if a particular educational need is identified during or following the admission process.

- All admissions are made in accordance with the rules and regulations of the **Ministry of Education, UAE**. and ensures compliance with the requirements of '**Dubai Inclusive Education Policy Framework (2017)**', '**Implementing Inclusive Education: A Guide for Schools (2019)**' '**Directives and Guidelines for Inclusive Education**' (Jan. 2020).
- In the application form, there is a provision to indicate whether the candidate has any Special Educational Needs and Disabilities (SEND).
- Admission test for **students of determination** is waived off provided parents indicate the same on the registration form and provide assessment reports from an authorized testing agency approved by **MOH** and **DHA**.
- Parents should provide the school with copies of all medical, psychological, educational assessments for evaluation to the school to determine whether the school can cater to the needs of the applicant; as such materials are a prerequisite in enabling the school to provide the best provision for the child.
- Principal in coordination with the Counselling Department scrutinizes the authenticity of the certificates for SEND.
- School proactively identifies practices that may restrict, limit or prevent a student from accessing education alongside their peers, and plans action to ensure minimization of any impact upon a student's learning experience and outcome.

## 6. PROVISION FOR SPORTS

The sports committee identifies the provision for candidates of Special SPORTS.

- Sports supervisor prepares a list of candidates based on their sports background and certificates.
- List of deserving candidates is forwarded to the Sports committee.
- Certificates produced by the candidates are scrutinized and proposed for direct admissions.
- If a candidate has participation certificates, the Sports Supervisor judges the game before forwarding the names of such candidates.
- This list is approved by the Principal and forwarded for CEO's approval.
- Final approved list is forwarded to the Registrar's office for direct admission under sports quota.

Deserving candidates are determined as follows:

- CBSE National level certificate holders (CBSE listed games)
- State level position holders (Some games may not be listed in CBSE e.g., cricket)
- CBSE cluster champions (Individual games e.g., swimming)

## 7. PROCEDURE FOR ADMISSION

- Parents must register with the school through its website: [www.ihsdubai.org/dso/](http://www.ihsdubai.org/dso/)
- The school notifies parents based on the availability of seats.
- Admission is offered to students meeting the criteria.
- Admission is confirmed after payment of fees and submission of all valid documents.
- Prospective students may also be required to undertake **CAT4** (Cognitive Ability Testing).

## 8. WITHDRAWALS

- Parent may apply for withdrawal of their child from the school through the parent portal.
- Supervisor will provide the attendance clearance on the portal.
- Based on attendance, fee department will determine the fee payable (as per guidelines of KHDA)
- Librarian will provide the clearance for books issued by the Library (if any)
- Registrar's office will inform the parent to clear the outstanding fee (as determined by Fee department) along with the Transfer / School Leaving Certificate charge.
- Once the fees are cleared, the Registrar's office will prepare the Transfer / School Leaving Certificate online and await the approval from regulatory authorities (within 8 to 10 working days).
- Once approval is obtained from regulatory authorities, the Transfer / School Leaving Certificate is printed and sent to the Principal for signature/seal.
- The entries are made in the withdrawal list and the information is sent to the class teacher through the Supervisor for deleting the name from the class register.
- Parents are issued the Transfer / School Leaving Certificate from the Registrar's office.

## 9. RE-ADMISSION / NAME CONTINUATION

Returning students' name can be continued based on the following:

- transfer Certificate provided by the school is returned to the Registrar's office;
- discontinuation duration should not be more than 60 days from the start of the academic year or leaving date;
- at the time of rejoining, fees will be generated and collected from the beginning of academic year to the re-joining month;
- a processing fee will also be payable based on the grade;
- information of applicable fees will be shared by the Registrar's office with the parent, ICT and Fee department for collection; and
- name continuation is subject to vacancy in the grade, approval from regulatory authorities and clearance/promotion from concerned internal departments.

## 10. REFERENCE

- Ministry of Education / KHDA guidelines for age criteria and admission.
- Advocating for inclusive education A GUIDE FOR PARENTS 23 March 2021  
[https://www.khda.gov.ae/Areas/Administration/Content/FileUploads/Publication/Documents/English/20210323083851\\_Advocating-for-Inclusive-Education%E2%80%93A-guide-for-parents-En.pdf](https://www.khda.gov.ae/Areas/Administration/Content/FileUploads/Publication/Documents/English/20210323083851_Advocating-for-Inclusive-Education%E2%80%93A-guide-for-parents-En.pdf)
- Directives and Guidelines for Inclusive Education 26 Jan. 2020  
[https://www.khda.gov.ae/Areas/Administration/Content/FileUploads/Publication/Documents/English/20200126091127\\_SEND-Report-En.pdf](https://www.khda.gov.ae/Areas/Administration/Content/FileUploads/Publication/Documents/English/20200126091127_SEND-Report-En.pdf)
- Dubai Inclusive education Policy Framework (2017)  
[https://www.khda.gov.ae/cms/webparts/texteditor/documents/Education\\_Policy\\_En.pdf](https://www.khda.gov.ae/cms/webparts/texteditor/documents/Education_Policy_En.pdf)

- 'Implementing Inclusive Education: A Guide for Schools (2019)  
[https://www.khda.gov.ae/Areas/Administration/Content/FileUploads/Publication/Documents/English/20190123084554\\_SENDPOLICY\\_SCHOOLS\\_EN.pdf](https://www.khda.gov.ae/Areas/Administration/Content/FileUploads/Publication/Documents/English/20190123084554_SENDPOLICY_SCHOOLS_EN.pdf)
- Stipulations of the *UAE Executive Council Resolution No. (2) of 2017*

## 11. EVALUATION AND REVIEW

### **Authority:**

The policy is drafted by the Registrar's office with inputs from school administrators including Principals and CEO.

Any exceptions to the policy can only be recommended by the C.E.O

### **Responsibility:**

The Registrar is responsible to implement the policy according to the stated guidelines. A detailed Admissions Procedure defines the step-by-step implementation of the policy.

## 12. EFFECTIVE AND REVISION DATES

The policy has been in effect since 1<sup>st</sup> April 2014 and was last revised in June 2021.