THE INDIAN INTERNATIONAL SCHOOL, DSO
ADMISSION & WITHDRAWAL POLICY

CONTENTS

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

Pre-KG and KG 1

Eligibility for admission to Pre-KG and KG 1 is based on the following:
- child seeking admission to Pre-KG should be 3 years old as on 31st March of that academic year
- child seeking admission to KG 1 should be 4 years old as on 31st March of that academic year

(subject to changes as informed by regulatory authorities);

- total intake of new admissions in Pre-KG is directly proportional to capacity. Capacity is 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 child's ability in independent speech and physical development to attend a pre-school. During the assessment, special efforts aretaken 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* subject to availability of seats; and
- in exceptional circumstances, an enhanced level of provision may be registered through an individualized service agreement with KHDA including a stated individualized service fee.

KG 2 TO GRADE 9

Eligibility for admission is based on the following:
- fulfillment of relevant age criteria as laid down by the Ministry of Education, UAE;
- dependent on submission of previous school and grade records (Transfer Certificate and progress reports) for applications in Grade 2 and above;
- all applicants are required to attend an Eligibility Test based on syllabus of the previous grade;
- 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; and
- in exceptional circumstances, an enhanced level of provision may be registered through an individualized service agreement with KHDA including a stated individualized service fee.

GRADE 10

Eligibility for admission is based on the following:
- performance of the student in internal assessments in Grade 9;
- Eligibility test based on syllabus of the previous grade and interview by a panel of subject experts
- submission of proof of registration with CBSE;
- 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) and 'Advocating for inclusive education - A Guide for Parents' (March 2021).*
- 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 must provide copies of all medical, psychological, educational assessments for evaluation to the school in order to determine whether the school can cater to the needs of the applicant. These supporting documents are a prerequisite in enabling the school to provide the best provision for the child.
- Principal in coordination with the *Circle of Inclusion and Wellbeing* 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: https://iisdso.ihsdubai.org/ . The registration dates will be announced on the school website.
- Registration completed for a specific campus is only valid for that particular campus. The same registration is <u>not transferrable</u> and will not be considered valid for admission to other campuses of The Indian High Group of Schools.
- The school notifies parents based on the availability of seats and conducts the assessment.
- 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.
- For students leaving during the academic year, 8-10 working days (from last date of attendance) are required to process the transfer certificate request.
- End of the academic year Transfer Certificates will be available after the approval from the regulatory authorities approximately in the third week of May.
- Grade 10 Transfer Certificates will be available 4 weeks after declaration of board exam results.
- Librarian will provide the clearance for books issued by the Library (if any)
- Fee department will determine the fee payable (as per guidelines of KHDA)
- Registrar's office will inform the parent to clear the outstanding fee (as determined by Fee department) along with the charges for Transfer / School Leaving Certificate.
- Transfer / School Leaving Certificate will be issued only after all school dues have been cleared and books are returned to the library.
- The entries are made in the withdrawal list and the information is sent to the class teacher through Supervisor for deleting the name from the class register.

9. STRIKE-OFF RULES

A student's name will be taken off the school rolls on the following grounds:
- Absence from school for a period of 30 continuous days without prior permission of school authorities.

10. RE-ADMISSION / NAME CONTINUATION

Re-admission / name continuation* is based on the following:
- Subject to availability of seats
- Approval of regulatory authorities
- All procedures as a new admission will apply including eligibility test and payment of applicable fees.

*Terms and Conditions apply

11. 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
- 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
- Dubai Inclusive education Policy Framework (2017)

  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_SENDPOLICYSCHOOLS_EN.pdf
- Stipulations of the *UAE Executive Council Resolution No. (2) of 2017*

12. EVALUATION AND REVIEW

Authority:
The policy is drafted by the Registrar's office with inputs from school administrators including Principal 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.

13. EFFECTIVE AND REVISION DATES

The policy has been in effect since 1st April 2014 and was last revised in August 2023. The policy will be reviewed in April 2024.