



**DUBAI
BRITISH
SCHOOL**
EMIRATES HILLS

Admissions Policy

Application Guidance and Information

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Head of Primary & Secondary	
Date of review	August 2024
Date of next review	August 2025

Admissions Policy Procedure

Introduction

As Dubai British School – Emirates Hills is a diverse and fully inclusive school, we welcome applications from all families regardless of nationality, ethnicity, religion and/ or specific learning needs.

As a school we are fully committed to the inclusion and pastoral welfare of all students and families, including students of determination, students with English as an additional language and more able, gifted and talented students. If you would like to find out more about our learning support provision, please see our [Inclusion Policy for Students of Determination](#) or contact the admissions team who will put you in touch with our Head of Inclusion. Prior to admission, you may also choose to access the KHDA parent guide accessible [here](#).

Application Completion Documentation

A copy of the child's passport and birth certificate must be submitted with the application, showing the nationality and date of birth. A copy of the parent/guardian's passport must be submitted as well. For residents of Dubai, a copy of the Emirates ID and residency must be submitted at the time of application. For overseas residents, these may follow within 30 days of joining DBSEH.

A copy of your child's last end-of-year school report, including teacher comments on academic and social progress and behaviour must be submitted with the form. If applying mid-year, a copy of any current academic year school reports must also be submitted.

Birth certificates may be in Arabic or English; all over documents must be submitted in English or legally translated from another language.

All relevant information including details of disciplinary, social, physical, medical, psychological and learning support needs should be shared during the admissions process to ensure appropriate support is readily available and in place.

Admission Fees

A non-refundable, non-transferable application fee of AED 525*/- per child must be paid when submitting an application. Applications are not accepted unless all documents (including reports) and fees have been received.

*This fee is inclusive of VAT

Making an application does not guarantee an admission offer or the availability of places.

Entry Points and Age Guidelines

Entry may take place in any year; however, not normally into Year 11 or 13. DBSEH uses a 1st September birthday cut-off for determining year group eligibility. For Foundation Stage One, children are to be at least three (3) but not four (4) years old by 1st September to join DBSEH that September.

DBSEH will follow the KHDA transfer certificate for children applying from another school within Dubai for entry to Year 2 and above; however, for children falling outside the normal age for a year group, DBSEH will need to be satisfied that the student will be appropriately accommodated both academically and socially.

Assessment

All applicants must be assessed before entry to DBSEH.

For overseas applicants, assessment may begin at the time of application but not earlier than one year prior to the expected date of entry. Assessment from Year 2 onwards may be done overseas, but entry for Foundation Stage One through Year 1 must take place at the school. Applicants from Emirates other than Dubai may choose to have assessments completed at the current school or to attend the scheduled local cohort assessment.

For applicants applying from within the UAE, assessment takes place upon invitation from DBSEH in small groups, by age cohort. Assessments for natural entry points (Foundation Stage One, Year 7, Year 10 and Year 12) will take place first, starting from December – January, with other Year Groups following in order of age, oldest to youngest. Assessments for entry to Foundation Stage Two and Year One take place in Term 3 (mid-April to June).

For entry to Foundation Stage and Year 1, assessment is informal and observational in nature. DBSEH will conduct formal assessments from Year 2, assessing verbal, quantitative and non-verbal abilities. From Year 2, a sample of written work is taken and a reference is required from the current and/or previous schools.

Invitation for assessment is not guaranteed for all applicants and depends on the anticipated availability of places beyond siblings both current and new, Taaleem staff children and corporate debentures.

Evaluation of the application

After the assessment, writing sample and reference have been received by DBSEH, the application will be reviewed by the Principal, Admissions Manager, Head of Primary/Secondary, and Head of Inclusion, if necessary. Together with the information provided in the application and school reports, an admission decision will be given in writing to the parent/guardian.

Further assessment for English as an Additional Language and/or Special Educational Needs may be required in order to reach an admission decision, including possible referral for evaluation by an educational psychologist, or one-on-one assessment with the Head of Inclusion. The school strives to ensure that all individual needs can be met and welcome applications from students of determination.

Admissions decisions are made at the discretion of the Principal. Possible

admission decisions:

1. A place is offered
2. A probationary place is offered, linked to conditions set by DBSEH which must be accepted and met prior to joining
3. A place in the 'wait pool' is offered (see Oversubscription details below)
4. A place cannot be offered

In the extremely unlikely event that the school is unable to accept a student of determination, a written response will be shared with the parents and the school will inform the KHDA.

The offer of a place

The parents/guardians of each applicant will be notified in writing (by email) of the admission decision. To accept a place, offers must be accepted within ten (10) working days by return of the signed Acceptance Letter and payment of a registration fee. Delayed payments may result in the offer being revoked.

Registration fees

New students to DBSEH will be required to pay AED4,000 of the annual tuition as a non-refundable registration fee to accept a place at DBSEH, this will be deducted from the tuition fees for the joining term.

Current returning students will be required to pay AED2,000 non-refundable re-registration fee to hold places for the following academic year, to be deducted from the first term's tuition fees.

Should there be a change in personal circumstances necessitating a family's relocation outside of Dubai or the UAE, DBSEH may, up until 30 June 2022, refund deposits. Such refund requests must be made in writing to our Admissions Office by 30 June 2022 and will be reviewed at the School's discretion. The School reserves the right to seek further documentation to support your request. Unfortunately, we are unable to offer any refund of the deposit for requests received after 30 June 2022.

Refer to the Fee Policy for details on tuition fees, other charges, and refund details.

Oversubscription and waiting pools

DBSEH is a small and popular school and most year groups are oversubscribed. Places are not offered on a "first come, first serve" basis. If there is a shortage of places in a year group, DBSEH will consider the following criteria and any other factors specific to the application before making a final decision when offering places from the waiting pool:

- The applicant has a corporate debenture
- The applicant has a sibling in the school or accepted to join DBSEH
- The applicant is the child of a DBSEH or Taaleem staff or board member
- The applicant is a former DBSEH student
- The applicant has age appropriate proficiency in English language (speaking, reading, writing and listening)
- The applicant does not have individual learning needs which are beyond the mainstream curriculum expectations of the school
- The applicant has positive school reports and references
- The applicant will contribute positively to DBSEH sport, expressive arts, linguistics, leadership or other areas of interest

Priority will also be given to students who are siblings of students of determination.

DBSEH will offer places from the waiting pool, but being wait pooled does not guarantee that a place will later be offered. Should a place not be offered for the desired term of entry, your child's application will be "rolled over" to the following term or academic year so long as you respond to the required waiting pool update requests.

Class sizes in Year 1 to 13 are capped at 27, on occasion, and at the Principal's discretion, to accommodate a DBSEH family member classes may have 28 students, this will not be exceeded - even in the short term.

Preconditions for admission

Academic Criteria

Entry to Secondary School (Years 7 to 11)

We endeavour to ensure that all of our children are able to access the curriculum on offer at DBSEH, which includes GCSEs in Years 10 and 11 and either A-levels or BTEC in Years 12 and 13.

Whilst DBSEH does not maintain strict academic cut-off points for entry to Years 7 to 11, given the preconditions to enter Sixth Form, we strive to ensure that applicants offered places are likely to achieve at least four (4) GCSE grades of C or above, including English and Mathematics. Judgement will be made on the basis of information provided in the application, school reports, references, assessment data and medical/educational psychologists' or other relevant reports.

Exceptions may be made at the discretion of the Principal in conjunction with the Head of Student Support.

Entry to Sixth Form (Years 12 and 13)

Minimum criteria to study A Level courses requires at least six (6) GCSE courses at grade 5 or above, two of which must be in English Language and Mathematics, and at least a 6 grade in the relevant subject areas for A Level study.

Minimum criteria to study BTEC requires at least four (4) GCSE courses at grade 4 or above and a commitment to achieve a 4 Grade Pass in English and Mathematics by the end of two years' study in the Sixth Form.

The school may admit students to Sixth Form conditionally, pending the result of Term 1 re-sits in GCSE courses.

Students who have not taken GCSE courses may be admitted to Sixth Form if academic achievement and formal assessment data is judged to be the equivalent to our GCSE entry requirements and if the applicant is likely to satisfy the promotional requirements of the national system of higher education to which he or she will apply during Year 13.

English as an Additional Language

English is the language of instruction at DBSEH and the school is committed to making its programme available to some students whose first language is not English; however, it is a precondition for admission that the applicant's individual needs can be reasonably catered for within the school's mainstream provision.

To ensure that the applicant can access the school's curriculum within the capacity of support that DBSEH can offer, DBSEH will conduct a one-on-one assessment to assess speaking, reading, writing and listening.

Students of determination

DBSEH welcomes applications from a wide range of students with varying abilities. The admissions policy is aligned with the school's stated mission and is inclusive by nature; however, it is a precondition for admission that the applicant's individual needs can be reasonably catered for within the school's available provision.

Places are only offered after the Head of Inclusion has all the information needed in order to best determine what is required to meet the individual needs of the student, including but not limited to: information provided in the application, school reports, references, assessment data and medical/educational psychologists' reports. DBS does not undertake to diagnose specific conditions and may require a formal assessment to be arranged at the parents'/guardians' expense.

The Head of Inclusion will review and determine the appropriate provision for the student, which may include additional costs to the parents/guardians. This could be either/both in the form of 1:1 Learning Support Assistant and/or specialist support from outside agencies (such as speech and language therapy, occupational therapy, etc). All conditions for specific intervention must be agreed to by the parents upon acceptance of the admission offer and put into place after admission. Should additional needs be identified after admission, all offers are conditional upon acceptance of supplementary educational provision, outside agency involvement and associated costs deemed necessary by the school.

Student profile

DBSEH Learners are Critical Thinkers, Communicators, Cooperative, Creative, Caring and Courageous. The school strives to offer a safe, caring and well-ordered learning environment where kindness, respectfulness and helpfulness are expected and respected. DBSEH reserves the right to refuse admission to any applicant who the school feels will not adhere to our basic principles of honesty, respect, consideration and responsibility.

Toilet Policy (Foundation Stage)

All children should be fully toilet trained (both urinary and faecal) by the time of starting school and must accept the school's policy on toileting. The school recognises that accidents, both urinary and faecal incontinence, do occur at times, but if the class teacher is concerned with the frequency of accidents, the child must stay at home until the parents/guardians are confident that the child can return to school fully toilet trained. For more information, please refer to the school's policy on toileting.

Registration Requirements

DBSEH strives for 100% compliance with all Knowledge & Human Development Authority (KHDA) requirements, including the registration of students. The school requires that all children joining DBSEH provide valid residency visas, Emirates IDs for the child and sponsoring parent/guardian, and sign the Parent-School Contract by the annual KHDA deadline (typically 30 days after joining).

Additionally, all children joining from Year 2 onwards from overseas schools or another Emirate must provide a transfer certificate by the KHDA deadline, with appropriate Ministry of Education, UAE Embassy and Ministry of Foreign Affairs attestation, unless coming from the US/UK/Canada/Australia/New Zealand.

Acceptance of policies

Parents/guardians who accept places at DBSEH agree to acceptance of all school rules, policies and expectations in force at the school, especially in regards to behaviour, respect for others, attendance, use of school equipment, field trips and academic matters.

Proven and intentional breaches of the school's policies including behaviour, anti-bullying and social media use may result in sanctions including suspension from the school.