



Admissions policy
2020/2021 Academic Year

Effective date:	November 2020
Scheduled Review Date:	November 2021
Version:	1
Circulation:	Website

1. Introduction

- 1.1 Universal American School's Mission is to *Nurture a Community of Integrity and Academic Excellence*. Our Vision is to become the *Leading American International School in the Region*. These two guiding principles help us to be inclusive and ambitious; we want every student to become the best possible version of who they already are!
- 1.2 Universal American School (UAS) offers a robust American and International Curriculum. In Elementary School, we use the IB Primary Years Programme as an instructional framework to teach the Common Core. In grades 6-10 students are provided the opportunity to explore a variety of course offerings aligned to the Common Core. In Grades 11 and 12 students can choose the IB Diploma Programme or a combination of the College Board's Advanced Placement courses as well as Common Core Courses.
- 1.3 In all Common Core courses, UAS employs the American Education Reaches Out (AERO) Standards.



- 1.4 Beginning in Grade 8, students begin to develop a four-year graduation plan. In this process they can explore different pathways to graduation based on what they intend to study in university. This plan is adjustable and is reviewed every year.
- 1.5 The academic year runs from September to July. New students can be admitted to UAS during the academic year if a place is available (subject to KHDA guidelines)
- 1.6 UAS does not discriminate against any child or family. All children are welcome to apply to UAS, regardless of nationality, ethnicity or religion. UAS is a truly inclusive, American International School.

2. Aim of this Policy

- 2.1 The aim of this policy is to identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activity offerings of the UAS Community.
- 2.2 The School's admission policy adheres to the stipulations of the UAE Federal Law NO 29 of 2006 concerning the Rights of People of Determination.
- 2.3 The School's admission policy adheres to the stipulations of the Dubai Law No2 of 2014 concerning the Protection of the Rights of Persons with Disabilities in the Emirate of Dubai.
- 2.4 The School's admission policy also adheres to the stipulations of the ***UAE Executive Council Resolution No. (2) of 2017 Regulating Private Schools in the Emirates of Dubai:***

Article 4 Clause 14:	To establish the conditions, rules, and standards that are required to facilitate the enrolment and integration of students with disabilities in Private Schools;
Article 13 Clause 16:	To treat its Students equitably and not discriminate against them on grounds of nationality, race, gender, religion, social class or special needs of Students with disabilities;
Article 13 Clause 17:	To admit Students with disabilities in accordance with the terms of its Educational Permit, the rules adopted by the KHDA, and the relevant
Article 13 Clause 19:	To provide all supplies required for conducting the Educational activity, including devices, equipment, furniture, and other supplies which the KHDA deems necessary, such as supplies required by Students with disabilities (this does <u>not</u> include 1:1 support for students who require it);



Article 23 Clause 4: To provide a friendly environment and academic programs appropriate for Students with disabilities in accordance with the rules and conditions determined by the KHDA and the concerned Government Entities in this respect;

2.5 **Equal treatment:** We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected. These must be protected by the lawful needs and rules of our School Community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their or their parents' religion, belief, sect, faith, creed, race, color or ethnic origin.

2.6. Inclusion and Special Educational Needs:

UAS encourages applications from all students. Admission of Students of Determination is in line with the Dubai Inclusive Education Framework (2017), Federal law 2006 and Executive Council Resolution 2 (2017). Students will undergo assessment in line with all other students however, the assessment can be modified where appropriate. Admission is not based on formal identification.

2.6.1 UAS welcomes students of determination and is committed to:

- a) Ensuring that admission to the School is not conditional up the submission of a medical diagnosis (DIEPF Standard 1.1)
- b) Ensuring students are not refused admission based solely on their experience of SEND; (DIEPF Standard 2.1)
- c) Ensuring students who experience SEND will receive "sibling priority" for admission to a specific school or educational program; (DIEPF Standard 2.2)
- d) Ensuring that students who experience SEND will be guaranteed the right to receive quality education and training in all types and phases of schooling across Dubai; (DIEPF Standard 2.3)
- e) Ensuring that students who experience SEND will be actively supported to participate in the process of learning as they develop their potential, and build relationships with their peers, through social interactions in age appropriate common learning environments; (DIEPF Standard 2.4)
- f) Providing access to appropriate provision, resources and curricular options for students of determination.
- g) Ensuring that students who experience SEND will be provided with the support and curricular modifications required to enable equitable access to educational opportunities; (DIEPF Standard 2.5)
- h) Ensuring they promote the principle of equity for students who experience SEND (DIEPF standard 2.6)



- 2.6.2 The School will comply with its legal and moral responsibilities under UAE law, in order to accommodate the needs of applicants.

PARENT DISCLOSURE RESPONSIBILITIES:

- 2.6.3 The School is committed to making its admissions procedures accessible to students who experience SEND. For this reason, the School needs to be aware of any known disability or special educational need which may affect a child/s ability to participate in the admissions procedures to accommodate applicants who experience SEND and that the School can cater adequately for the student should an offer of a place be made.
- 2.6.3 Parents of a child who experiences SEND should provide the School with full details prior to the admission procedure, at registration, or subsequently before accepting the offer of a place.
- 2.6.4 The School will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make adjustments as necessary. For example, the School may be able to provide an examination paper in a larger font for a visually impaired student.

Please see the [School Inclusion and SEND Policy](#) for further details.

3. Eligibility

- 3.1 Places for Early Years at UAS are offered in receipt of Application to PreK, KG1 and KG2 and confirmed following a play-based assessment.
- 3.2 Admissions to Gr1-Gr11 are confirmed following a review of the child's most recent school report; most recent Standardized test results (e.g. MAP or CAT4); a WIDA assessment for non-English speakers. Admissions may include further additional assessments and/or an interview if additional information is required.
- 3.3 We work in accordance with KHDA age enrolment guidelines and aim to place children in the appropriate year group. Children who are transferring from schools following different curriculum are advised to contact their school's Registrar for advice on appropriate placement prior to completing our online registration.
- 3.4 English is the language of instruction and daily operation at UAS. We aim for all students to become fluent English speakers who are able to read and write in English. UAS provides English Language Support for students whose mother tongue is not English. Generally, we can accommodate students who are within 2 grade levels of operational English Language.



- 3.5 UAS is an inclusive school, accepting children with learning difficulties and special educational needs. It is essential that parents disclose all information regarding their child's individual needs to ensure we can provide the appropriate support. Failure to disclose all relevant information at the time of application may result in the withdrawal of placement.

4. Admission Process, Application Fee and Priorities

- 4.1 Admissions will be subject to the availability of places in the appropriate year group. All children will need to meet the eligibility requirements. In addition, the school has a responsibility to ensure that a balance of gender, academic abilities and nationalities is maintained.
- 4.2 Parents must submit an on-line application through the school's website and pay **AED 500 Application fee**. In order to complete their application, a parent must supply all required information such as names, dates of birth and year of the application and documentation required to enable UAS to make an admission decision. All elements of the application must be completed before the school can proceed with the application.
- 4.3 UAS may undertake screening and assessments to determine the right placement of an applicant.
- 4.4 In order to ensure a smooth transition to school, students may be required to complete and age-appropriate assessment. Places are offered on the following priority basis:
- Emirati Students
 - Siblings of Students of Determination attending the School
 - A sibling of a student already attending the School
 - Son/daughter of a member of staff at the School
 - Children of staff who are employed by Al-Futtaim Group
 - All other applications

Offers must be accepted and secured with a payment of AED3,000 (non-refundable, but deductible from first Semester fees) within seven days.

Should the number of applications from the five categories exceed the numbers of places available; students will be ranked and offered a place in order of application date. All completed applications will be placed on a waitlist and places will then be offered to those candidates when numbers allow.



5. Registering on the Waiting List

5.1 Enquiries regarding the school can be made via the online form which can be accessed via the school website, by contacting the school directly, or by requesting a call back via the website and/or phone

5.2 To register on our waiting list all of the following steps must be completed:

- Complete on-line registration.
- Submit the required documents either by visiting the school, email scanned copies of the documents to the registrar or upload scanned copies online.
- Submit full details of any special education needs including recent reports from any doctors, therapists, (e.g. Speech and Language Therapy, Occupational Therapy etc.) and individual education plans (IEPs), plus Educational Psychologist's reports if completed.
- Payment of the AED500 Application Fee has been made.

5.3 Accepting an offer of a place

5.4 An Acceptance offer will be issued along with joining information once your admission is completed and a place is available. The offer remains valid for 7 days. To secure the place a non-refundable deposit of AED 3,000 should be paid within seven days. Your first term's fees will be reduced by this amount.

5.5 Parent should also submit the following documents:

- 1 copy of child's birth certificate
- 1 copy of child's passport
- 1 copy of child's UAE residency visa
- 1 copy of child's UAE ID
- 1 copy of parents' passport
- 1 copy of parents' UAE residency visa
- 1 copy of parents' UAE ID
- 1 passport size photo of each parent



- 6 passport size photos of student
- 2 consecutive years of report cards for Grade1-Grade 11
- Transcript Record for all years attended in High School
- KHDA-issued Transfer Certificate if the student in moving schools within Dubai not applicable for PreK and KG1)
- Transfer Certificate from overseas students to include: date of enrolment; year group placement; date the child left the school; school stamp; signature and required attestation from the government bodies (not applicable for PreK and KG1).
- The Transfer Certificate of students from schools located in any country **other than Australia, Canada, Western Europe, New Zealand, USA, must** be in English or Arabic and attested by the Ministry of Education, the Ministry of Foreign Affairs and the UAE Embassy.
- Full details of all vaccinations and immunization for the child.

5.6 All additional relevant information regarding the student must be completed during the registration process:

- Medical Health forms that include information regarding allergies, special medical conditions, etc. can be found on our website.

6. Conditional Acceptance at UAS

6.1 Occasionally, a Conditional Acceptance will be offered at UAS. In this case some additional information will be required including:

- Recent report cards
- Further documentation about your child's schooling (e.g. transfer certificate);
- Residency status or evidence of application for residency;
- Professional reports 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 UAS is the most suitable school to meet their particular needs.

7.2. If the conditional criteria are not satisfied, UAS retains the right to withdraw the place.

7. Denied Applicants



8.1 Applicants who have not met the minimum educational criteria set by the school. Will be denied a place in the school and will be notified by a letter from the Registrar.

8. Confirmed Enrolment

9.2 Once an Acceptance Letter has been signed by the parent, all pending paperwork and payment of applicable tuition fees must be submitted before the child's date of joining. **No student should be registered in the school without completing their transfer paperwork and all other documentation**

9. Re-enrolment

To secure a place for the next academic year, fee payment in accordance with KHDA Fee Framework is required for all returning students during the 2nd term or semester. **UAS will not guarantee a seat for students who do not pay the re-enrollment fee. Parents risk losing their child's seat, even if that child has been a long-standing student at UAS if they don't follow the re-enrollment procedure.** The number of places for any single year group is currently capped at 100 students. Many year groups are capped at 75.

Students who are not in compliance with the local government regulations or have unpaid school fees, will not be eligible to re-enroll and continue at the school the next academic year.

- The re-enrolment amount is adjustable against the 1st term's tuition fees and is not an additional fee.
- The fee is non-refundable should the student not take up the seat. A refund is only issued subject to KHDA guidelines.
- A family whose circumstances have changed after payment of the re-enrolment fee may be eligible for a refund, if the request is submitted with proper evidence to the Finance/Business Manager.

10. KHDA Regulations

10.1 It's a requirement that all documentation must be submitted to the school before a child may attend as a student.

10.2 Failure to produce a transfer certificate within one month of the date of joining may result in your child's place at UAS being withdrawn.

11. Fees

11.1 The UAS fee structure is approved by KHDA.



- 11.2 UAS reserves the right to make further charges for additional services for children who require additional support. UAS will first seek approval from KHDA in such cases. Thereafter, a consultation with the parents will take place. If parents refuse to fulfill additional support obligations, UAS reserves the right to withdraw the child's place.
- 11.3 Fees are paid one term in advance and can be paid on-line, or, to the accountant/cashier. Failure to pay school fees within 30 days of the start of a term may result in a request for you to seek alternative arrangements for your child.
- 11.4 You may pay the fees by credit/debit card, cash at school, check and bank transfer. The bank transfers must be payable to UAS in UAE Dirhams (AED). Any additional charges from your bank might be added to your account. Please contact the accounts department for further details. Please note that AED 250/- will be charged in case of dishonored cheque.

12. Fee Concessions

- 12.1 20 % discount on 3rd, 4th and more children.
- 12.2 Only 1 fee concession is applicable per child. In other words, a parent can not apply a sibling discount and a Scholarship discount on top.

13. Notice of Leaving

- 13.1 Wherever possible UAS is required one full term's notice that a child is leaving.
- 13.2 KHDA issues regulations about the collection of fees depending on the period that a child has been at school and UAS adheres to these regulations IN FULL.
- 13.3 **When fees remain unpaid, children are not entitled to receive a transfer certificate or any other school reports until fees have been paid.**

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