



UAS ADMISSIONS POLICY

JANUARY, 2019

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1. Introduction

- 1.1. Universal American School offers the American Common Core Curriculum (AERO standards), the IB Primary Years Programme, the IB Diploma Programme and the College Board Advanced Placement courses.
- 1.2. The academic year runs from September to July. Children can be admitted to UAS during the academic year if a place is or becomes available, (subject to KHDA guidelines).
- 1.3. UAS prides itself on an admission policy that does not discriminate against any child or family. All children are welcome to apply to UAS, regardless of nationality, ethnicity or religion. UAS is an inclusive, 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 activities of the UAS Community.
- 2.2. The School's admissions policy adheres to the stipulations of the **Dubai Inclusive Education Framework (DIEPF)** (Published November 2017).
- 2.3. 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.
- 2.4. The School's admission policy adheres to the stipulations of the Dubai Law No 2 of 2014 concerning the Protection of the Rights of Persons with Disabilities in the Emirate of Dubai.



2.5. The School's admission policy adheres to the stipulations of the ***UAE Executive Council Resolution No. (2) of 2017 Regulating Private Schools in the Emirate of Dubai*** (especially Article 4 clause 14; Article 13, clauses, 16, 17 and 19; Article 23, clause 4)

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 educational 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 legislation in force;

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 the supplies required by Students with disabilities;

Article 23 Clause 4: To provide a special needs 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;

2.6. **Equal treatment:** We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with 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.

2.7. Inclusion and Special Educational Needs:

2.7.1. The School welcomes students of determination.

2.7.2. The School is committed to:

- Ensuring that admission to the School is not conditional upon the submission of a medical diagnosis; (DIEPF Standard 1.1)
- Ensuring students are not refused admission based only on their experience of SEND; (DIEPF Standard 2.1)
- Ensuring students who experience SEND will receive "sibling priority" for admission to a specific school or educational programme; (DIEPF Standard 2.2)



- 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)
- 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)
- Providing access to appropriate provision, resources and curricular options for students of determination.
- Ensuring that students who experience SEND will be provided with the support, accommodations and curricular modifications required to enable equitable access to educational opportunities; (DIEPF Standard 2.5)
- Ensure they promote the principle of equity for students who experience SEND. (DIEPF Standard 2.6)

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

2.7.4. 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 procedure, so that it can make adjustments to its standard 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.

2.7.5. Parents of a child who experiences SEND should provide the School with full details prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place.

2.7.6. The School will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary. For example, the School may be able to provide an examination paper in large font for a visually impaired student.

See the [School Inclusion and SEN Policy](#) for further details.

3. Eligibility

- 3.1. Places for Pre-Kg, KG1 and KG2 at UAS are offered on receipt of application and confirmed following a play-based assessment.
- 3.2. Admissions to G1 - G12 are confirmed following a review of the child's most recent school report and 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 our Registrar for advice prior to completing their 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, able to read and write in English at an operational level for their age.
- 3.5. UAS is a fully 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 UAS can provide appropriate support. **Failure to disclose relevant information at the time of application may result in the withdrawal of a place.**

4. Admission Process and Priorities

- 4.1. Admission 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 complete and submit an online application through the school's website. In order to complete their application, a parent must supply all required information such as names, dates of birth and year of application and provide the documentation required to enable UAS to make an admission decision
- 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 an age-appropriate assessment. Places are offered on the following priority basis:
- Emirati Students
 - Siblings, including those with SEND, of children enrolled at UAS at the time of admission
 - Children of staff who are employed by Al Futtaim
 - All other applications
- 4.5. Offers must be accepted and secured with a payment of AED3,000 (non-refundable but deductible from first term fees) within seven days.

5. Registering on a Waiting List

- 5.1. When places are not available at the school, students will be placed on a wait list and parents informed of this outcome.
- 5.2. To be placed on our waiting list all of the following steps must be completed:



- 5.2.1.1. Complete online registration.
- 5.2.1.2. Submit the required documents either by visiting the school, email scanned copies of the documents to the registrar or upload scanned copies online.
- 5.2.1.3. 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.

Staff at UAS are available to support you with any/all of the above. Please contact us on 04-2325222 for any help.

6. Accepting an offer of a place

6.1. A letter of offer will be issued along with joining information once your admission is completed and a place is available. The offer remains valid for 7 working days. To secure the place a non-refundable deposit of 3,000 AED should be paid within 7 working days. This amount will be deducted from the first semester's tuition fees.

6.2. Parent should also submit the following documents:

- 1 copy of child's birth certificate
- 1 copy of child's passport plus UAE residency page
- 1 copy of parent's passport (mother/father) and UAE residency page
- Recent passport photographs (on photographic paper please)
- Transfer certificate from the previous school to include: date of enrolment; grade placement; date the child left the school; school stamp; signature and required attestations from the government bodies (not applicable to Early years). The Transfer Certificate of students from schools located in any country other than Australia, Canada, Europe, New Zealand, USA and UAE, 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 immunizations for the child.
- 1 copy of child's and both parents' UAE ID.

Where documents are not available, please inform our registrar to sign an Undertaking form to submit once available.

6.3. All relevant information regarding the applicant must be included within the online Registration form including:

- Medical health forms that includes information regarding allergies, special medical conditions, etc can be found on our website.
- Up to date contact details, and emergency telephone numbers for both parents
- School reports for the past two years.



7. Conditional Offers of a Place at UAS

7.1. Occasionally, a conditional place will be offered at UAS. In this case some additional information may be required including:

- Further documentation about your child's schooling (e.g. transfer certificate);
- Evidence of application for residency or your residency status;
- Professional reports in support of identifying your child's learning needs;
- Agreement to provide additional support as specified at your cost (e.g. a Learning Support Assistant or provision of therapies);
- 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 and ask the parents to seek alternative arrangements for their child's education.

8. 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 email from the Registrar.

9. Confirmed Enrollment

9.1. Once an offer has been accepted by the parent, all pending paperwork and payment of applicable tuition fees must be submitted before the child's date of join. No student should be registered in the school without completing their transfer paperwork and all other documentation.

9.2. Transfer of students from schools within Dubai will take place through the KHDA portal. Parents will pay to UAS the KHDA transfer fee of AED 120.

10. Re-enrollments

10.1 Returning students are expected to re-enroll by following the instructions set out in the re-enrollment circular. To secure a place for the following academic year, an online form is filled in and a fee payment is required for all returning students. Students who are not in compliance with the local government regulations or have unpaid school fees, will not be eligible for re-enrollment. The following terms and conditions are applicable to the re-enrollment payment:

- This amount is adjustable against 1st Term tuition fee, 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 the KHDA guidelines.



11. KHDA Regulations

- 11.1 It is a requirement that all documentation must be submitted to the school before a child may attend as a student.
- 11.2 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.

12. Fees

- 12.1 The UAS fee structure is approved by the KHDA
- 12.2 With full permission of the KHDA, UAS reserves the right to make further charges for additional services for children who require additional support. If after consultation parents will not pay for additional support, then UAS reserves the right to withdraw the child's place so that the education of other is not jeopardized.
- 12.3 Fees are paid one term in advance and should be paid to the accountant/cashier preferably before the last day of the preceding term or, at the latest, on the first day of term. 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's education.
- 12.4 You may pay school fees by bank transfer from your home country. Transfers must be payable to UAS in UAE Dirhams (AED). The amount received in dirhams by UAS should be the term's fee plus AED 150 handling fee at the current rate of exchange. Any additional bank charges from your bank will be added to your account.

13. Fee Concessions

- 13.1. Discount on fourth child is 20%.

14. Notice of Leaving

- 14.1. Wherever possible UAS requires one full term's notice that a child is leaving.
- 14.2. The 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.
- 14.3. When fees remain unpaid, children are not entitled to receive a transfer certificate on their final reports until fees have been paid.

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

Signed.....

Date

Ole Sealey

Director

Policy review date: September 2019