



DUBAI INTERNATIONAL ACADEMY

DREAM  INSPIRE  ACHIEVE

Admissions Policy & Procedures



This document reflects content that can be found in the Innoventures group Admissions Policy (09/2022).

This version has been created to ensure consistency in formatting at DIA Emirates Hills.

Approved By:	Hitesh Bhagat (Principal)	Date:	September 2023
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Our Mission, Values, and Philosophy

Our Mission

To empower students with a holistic, rigorous and international education for success in an ever-changing world.

Our Core Values

- Achievement
- Collaboration
- Integrity
- Respect
- Responsibility

Our Philosophy

- To be recognised by the success of our students in achieving their personal goals.
- To make student development the centre of all school decisions.
- To aspire to the highest internationally recognised performance standards.
- To celebrate our diversity of cultures, backgrounds and perspectives.
- To build and celebrate a culture based on internationalism
- To create a learning environment that will positively contribute to international and local communities.
- To implement the IB Learner Profile in an innovative way.

Our Beliefs

- We believe that a healthy mind and body, a positive attitude and behaviour help one focus and learn.
- We believe in the pursuit of excellence whilst balancing the academic, aesthetic and athletic facets of education.
- We believe that teamwork between students, teachers and parents is critical to the overall learning process.
- We believe in encouraging students to take pride in their achievements and applaud others' achievements.
- We believe that internationalism is vital for holistic education
- We believe that effective teaching in a safe, positive school environment enables children to develop academically and socially.
- We believe that the IB Learner Profile leads to the holistic development of students.

Our Approach

- By benchmarking with the highest internationally recognised performance standards.
- By developing each student's individual potential for leadership.
- By empowering students with a global and a local perspective
- By responding sensitively to the full range of students' educational needs.
- By using technology to enhance learning.
- By utilising the IB curriculum and reinforcing the core of the programme models for our curriculum.

Rational

The admission policy and procedures at Dubai International Academy have been drafted so that the students are appropriately placed in an encouraging learning environment and they benefit from our Educational programs.

Commitment to joining the IB Programmes in DIAEH

The Primary Years Programme:

Year 3 -6 welcome new students from all over the world, from different curricula and backgrounds. DIAEH has an ongoing admissions process, that admits students throughout the year, depending on the availability and places. Applications are made online and then students are invited for a CAT 4 assessment, in order to evaluate learning skills, along with past school reports, confidential forms and transfer certificates.

KG1, KG2, year 1 and year 2 applicants are assessed for school readiness, through interactions and interviews when required.

The Middle Years Programme

Year groups 7 - 11 welcome students with diverse abilities, provided they demonstrate their readiness to engage with the IB MYP curriculum through admissions tests, school reports, and documentation of any specific educational requirements.

The Diploma Programme

In our commitment to fostering a diverse and inclusive learning community, the admissions policy for students entering into the IB Diploma Programme reflects our dedication to academic excellence, holistic development, and the promotion of international-mindedness. We welcome students from varied backgrounds, cultures, and experiences, and our selection process is designed to identify individuals who demonstrate a genuine passion for learning, a strong work ethic, and a commitment to the values of the International Baccalaureate (IB) programme. We recognise the need for students to be prepared for the academic rigour of the programme, and therefore, we have entrance requirements for higher level subjects, ensuring that students have the foundational knowledge and skills necessary to excel in these challenging courses. Students completing the MYP at DIA EH must apply for admission into the CP/ DP via the subject choice process. For students who are new to the school, they must provide reports/transcripts from their previous schools, along with meeting the entrance requirements for their chosen HLs.

The Career Related Programme

The IB Career-related Programme (CP) at DIAEH is a combination of BTEC Business and three subjects from the IB Diploma Programme - Mathematics, English, and a subject from Group 6. Students can take the three Diploma Subjects at either Higher or Standard Level. We recognise the need for students to be prepared for the academic demands of the CP and maintain the same entrance requirements as the Diploma Programme if the subjects are to be taken at Higher level, ensuring that students possess the foundational knowledge and skills needed to excel in these rigorous courses.

Admissions Policy

- 1.1** We welcome students of all abilities, nationalities and religions who, in the school's opinion, will benefit from the rigorous academic, personal and social programmes on offer. We are proud of our visible commitment to diversity and international mindedness.
- 1.2** We take our responsibility for your child's academic, social and personal growth very seriously. In order to serve your child's individual needs and to support his or her transition to our school, it is important that we have complete information regarding previous academic experience and pastoral welfare.
- 1.3** Our school actively seeks to nurture the holistic development of your child. Where your child has a gift or talent then this should be identified and recorded on the online application form.
- 1.4** The school provides a rigorous international English-language education. Although fluency in English is not a criterion for admission, assessments are set in the English language.
- 1.5** The school has a strong commitment towards inclusion and has an inclusion support programme that seeks to address the individual needs of all students. This includes identified students of determination, students with additional needs, gifted and talented and English language learners. Parents or guardians of an applicant with an identified need are requested to submit complete reports with their application. These may include Individual Education Plans (IEPs) or reports from external agencies and health professionals to ensure appropriate provision and smooth transition for the child. In the case where a child's specific needs have not been previously identified, the school will review the current provision in place and advise if this is best suited for the child.
- 1.6** The school adheres to UAE law and KHDA guidelines. *Please refer to Parent School Contract, Section 1.*

Admissions Procedures

2.1 Applications for admission are accepted at all times during the school year. Applications must be completed online through the school website. If there are no places available at the time then the application is placed onto the school's waiting list. Applications on the waiting list are not automatically moved to the next academic year and applicants are requested to re-apply for each year.

2.2 When a place becomes available then the school will contact the first eligible applicant and invite them to attend an assessment.

2.3 Selection is based on multiple criteria. These are:

- Performance in the entrance test. Pre-KG, KG1, KG2, FS2 and Year 1 applicants have assessments in English and Mathematics and all other grade/year levels have CAT4 digital testing.
- Pre-KG, KG1, KG2, FS2 and Year 1 applicants are also assessed for school readiness. They must be toilet trained and have a level of independence.
- Past school results and report.
- Face to face interview, if required, with the Admissions Officer /School Counsellor/ Academic Co-ordinator / School Principal / or other designated school staff.
- Age appropriateness for the year/grade level to which admission is sought.
- Transfer Certificate from the previous school.
- Priority will be given to siblings of those who have secured admission to the school.
- Priority will be given to siblings of students of determination who have secured admission to the school.
- Priority will be given to applicants from Raffles Nurseries and Raffles Starters.
- Students requiring EAL support to access the curriculum may be admitted FS2/KG1 to Year 9/Grade 8.
- EAL students applying to Year 10/Grade 9 will be entering and exam syllabus and their application would be discussed with the Head of Secondary and parents advised accordingly. Students who are new to English or have not been schooled with English as the primary medium of instruction can avail of this support. The admissions team is able to decide if further assessment or support is required, based on initial assessment. Parents will be advised accordingly.
- The child's previous curriculum is taken into consideration as well as limitations with regards to transfer dates for local transfers as defined by the KHDA.

2.4 Procedures for Assessment

2.4.1 All invited applicants will undergo assessment. The specific nature of this assessment is the responsibility of the school, and the relevant details are as mentioned below.

2.4.2 For applicants based locally, assessments will be undertaken at the school premises. If this is not possible then the assessment will be undertaken online under the supervision of a qualified

teacher, where applicable. For applicants currently outside UAE abroad assessments can be arranged. The evaluation and year placement will be done by the School. Assessment fee is applicable for both onsite and abroad assessments.

2.4.3 For KG1, KG2 /FS2, Year1/Grade1, Year2, the test is general in English and Number work and non- verbal clues may be used. For Grade2/Year3 and above CAT4 digital testing is conducted via an online platform (the fourth edition of GL Assessment’s Cognitive Abilities Test that assesses a pupil’s ability to reason with and manipulate different types of material through a series of Verbal, Non-Verbal, Quantitative and Spatial Ability tasks).

2.4.4 Where appropriate a face-to-face interview may also be undertaken with the relevant school authority.

2.4.5 The following documents are required at the time of assessment:

- 2 photocopies of birth certificate, passport, visa, and Emirates ID of student & parents
- latest 2 years full school reports or transcripts

Transfer Certificate

For Overseas Transfers: copy of the Transfer Certificate from the previous school, attested as per the requirements of the KHDA.

For Local Transfers: Transfer Certificate from the previous school attested by the KHDA.

- Photocopy of Immunisation records
- 2 Passport photos
- It is mandated by the regulatory authorities of the UAE that on enrolment, the Emirates IDs of student & parent be electronically swiped at the admission’s office in order to be registered with the regulatory body KHDA. Once this registration is approved by the KHDA, parents will be invited by the school to electronically sign the Parent School Contract as the final step of the student’s official registration.

2.4.6 Parent School Contract (PSC): (applicable for new admissions only) it is mandatory for Parents to sign the Parent School Contract once the student’s admission has been approved and registered in the KHDA systems. This remains valid until the student leaves the school.

2.5 Service Standards

The admission process for each child needs to be completed within 5 working days of the assessment if the student is based in Dubai. To achieve this goal, the following process and service standards have been defined:

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| • Responding to parents after receiving the application | 1-2 working days |
| • Receiving test results from admissions/teachers | 3 working days |
| • Communicating the outcome to parents | 5 working days |

**Timeline referenced begins from the date of the test.*

2.6 Assessment Fees

All applicants who are invited for assessment are required to pay a non-refundable assessment fee.

2.7 Selection Process

- Following assessment, the school management will decide upon whether a place is to be offered or not, based upon all of the information from assessment and provided in the application (see 2.3 above).
- The decision taken by the school is final, and all admissions follow the guidelines and regulations set by the KHDA.
- Parents / guardians must respond to an offer within 7 days of receipt, in order to secure the place.
- Prior to admission a Transfer Certificate (attested where required) is to be submitted.

2.8 Admissions Policy for Students with Additional Needs:

We welcome applications from students of determination and additional needs. Our policy is in line with Federal Law 29 (2006) and the aims of the Dubai Inclusive Policy Framework 2017, regarding the education and outcomes of students experiencing learning needs and barriers. We are committed to providing a transparent, inclusive and equitable admissions experience for students of determination. Applications from students of determination will not be declined due to their learning differences or barriers. Admissions is not conditional on a medical diagnosis or an external assessment. However, it is requested that if an assessment is already available, it is shared with the school at the time of application. This will ensure effective provision is in place at the time of joining. Applications will be processed in accordance with the general admissions policy along with additional meetings with the inclusion leader of provision and any internal assessments as appropriate. This is to ensure the school is adequately equipped to provision student needs at the time of joining and to support a smooth transition. In the case when the school is not able to offer the required provision as appropriate for the student, KHDA will be notified as part of the non-admissions protocol through official documentation in place. Should a child not be admitted, the principle will notify the parents and the inclusion governor. Some students may require parent funded individual adult support. This process is reviewed through discussions with parents, school staff and external agencies as appropriate.

2.9 Policy Review

This policy is to be reviewed annually, though; any deficiencies or weakness in admissions will be remedied without delay. The Principal and CEO (on behalf of the Board) will undertake an annual review of the Admissions policies and procedures and of the efficiency with which the related duties have been discharged.

Appendix 1: Admissions Process Chart

The processes outlined below are managed and administered by the central Admissions office, in collaboration and consultation with school Principals.

