



# Admission Policy

***Reviewed in September 2023***

### **JSSPS Vision Statement on Wellbeing**

At JSS Private School (JSSPS) we promote, develop, equip and prepare healthy learners for life. We are committed to making it our mission to promote resilience, positive wellbeing and mental health for all our pupils and staff. We understand wellbeing to be a state of being comfortable, healthy and happy. We aim to drive this message forward, and to ensure that mental health and well-being is “**everyone’s business**” across the whole school community. We strive to create an environment that has a whole school approach, in providing excellent mental health support, understanding and intervention. We put Wellbeing at the heart of our school to ensure successful learning, and commit to our policies reflecting this practice.

### **JSSPS Vision Statement on Inclusion**

At JSSPS, we adopted a legislative frame work for inclusive education based on UAE Federal Law No.(29), 2006 & Law No.(2) 2014. The implementation and impact of the standards included within Dubai Inclusive Education Policy Framework (2017) are monitored and regulated by the Knowledge and Human Development Authority (KHDA).

We understand that a diversity and inclusion plan will be effective only when founded on a ***true belief in and understanding of the value of diversity and inclusion***. Therefore, we aspire to create a school culture that reflects appreciation for diversity and inclusion at all levels. We know that our mission of driving personal and economic growth through learning and our vision of becoming the best community will only be achieved by hiring and retaining the best people possible while creating a school community that is reflective of the diverse audiences we serve.

JSSPS recognizes that the vibrancy of our community is enhanced by **diversity**, which we define as the range of human differences. We believe a culture of **inclusion** puts diversity into action by creating an environment of involvement, respect and engagement – where a multiplicity of beliefs, interests, experiences, and viewpoints are harnessed to accomplish our goals.

We work to achieve diversity and inclusion by:

- Delivering services in a culturally sensitive manner.
- Fostering an environment in which students and staff embrace and promote inclusion and understanding of the value of diversity as demonstrated through interactions with one another.
- Integrating diversity into strategies, decisions, and teaching-learning processes.
- Aligning diversity and inclusion efforts with strategic imperatives.
- Increasing effectiveness and accountability of efforts by developing measurable goals.

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## **1. INTRODUCTION**

We are a private and inclusive, co-educational day-boarding school that offers a holistic learning programme for students of Pre KG to Grade XII. The school follows the curriculum laid down by the CBSE Board. The school ensures delivery of high-quality education for the diverse, expatriate community in the UAE. The school accepts registration, as per KHDA/MOE guidelines, at all times during the school year through our Admissions Office.

All applicants for places will be required to undertake a placement test which will be marked by staff in school and will influence where a successful applicant is placed within the school. Placement in all classes will be made by the Principal on the basis of the child's previous educational record, the assessment of the school, and by age. The initial placement is tentative and the school may reassess the child's placement after the child's abilities have been thoroughly observed in class or through additional testing.

Applications for admission can only be accepted when all documentation required is made available to the school.

### **1.1 CBSE School :**

**Term 1 : April to October**

**Term 2 : November to March**

### **1.2 Medium of Instruction : English**

Arabic Language: All Students from KG2 onwards are required to learn Arabic.

Islamic Studies for Muslim Students from GR 1 onwards.

### **1.3 Grade Levels :**

We place student in age-appropriate grade levels.

<b>Grade</b>	<b>Age (by March 31st for same year)</b>
<b>Pre KG</b>	<b>3 Years</b>
<b>KG-1</b>	<b>4 Years</b>
<b>KG-2</b>	<b>5 Years</b>
<b>Grade – 1</b>	<b>6 Years</b>
<b>Grade – 2</b>	<b>7 Years</b>
<b>Grade – 3</b>	<b>8 Years</b>
<b>Grade – 4</b>	<b>9 Years</b>
<b>Grade –5</b>	<b>10 Years</b>
<b>Grade – 6</b>	<b>11 Years</b>
<b>Grade – 7</b>	<b>12 Years</b>
<b>Grade – 8</b>	<b>13 Years</b>
<b>Grade – 9</b>	<b>14 Years</b>
<b>Grade – 10</b>	<b>15 Years</b>
<b>Grade – 11</b>	<b>16 Years</b>
<b>Grade – 12</b>	<b>17 Years</b>

## **2. AIMS AND OBJECTIVES**

The aim of this policy to identify and admit children who will benefit from an academic and non-academic education who will contribute to and benefit from the ethos. Proper placement will ensure that those students admitted benefit fully from the educational programming offered and they will have a higher probability of a successful learning experience.

We continue to provide a rich, diverse and challenging education through excellent and innovative teaching and learning.

## **3. ROLES AND RESPONSIBILITIES**

### **3.1 SLT**

- To ensure that students meet the academic admission requirements of the school.
- To liaise with his / her staff as the admission is considered.
- To liaise with the Admissions Officer before the offer is finalized.
- To ensure smooth orientation of student on entry.

### **3.2 Teachers**

To ensure smooth start to school by new students. To monitor the progress and orientation of newly admitted students.

### **3.3 Parents**

- Provide the school with copies of all medical, psychological or educational assessments on entry to the school.
- Notify the school authorities in writing if they are aware of or suspect that their child has special educational needs.
- Collaborate with the school to ensure appropriate and adequate provisions accommodations and service provided.
- If a student requires increased level of support, beyond the support that is offered by teachers, then the parents will be required to provide additional reports from appropriate external specialists. (The school reserves the right to request educational reports from sources identified as qualified by the school's specialists)

### **3.4 Students**

Students have the responsibility to complete their own interview and assessment process.

## **4. ADMISSION PROCESS**

Admission procedures have been established to make certain that students are appropriately placed at JSS Private School, while maintaining the integrity and consistency of school policies and the application process. Proper placement will ensure that those students admitted, benefit fully from the educational programming offered and that they will have a higher probability of a successful learning experience. The Admissions Team is committed to working together with families to determine the educational placement that is best for each student.

### **4.1 The Inquiry Phase (Step 1)**

#### **Admissions / Promotional Instruments**

- Website
- Online Student Inquiry Form
- Application form with complete information
- Registration forms requesting additional documentation will be sent out to families once a completed application has been received.

#### **Campus Tours for Prospective Families**

- Appointments will be scheduled through the school reception
- Interested parents are encouraged to visit and tour the school
- Prospective families will be welcomed / treated as members of the school community

#### **The focus of visits will include:**

- Introduction to the school (mission, vision, unique qualities)
- Tour of campus (focus on how we utilize our resources for education)
- Application procedures (to be fully completed during visit if interest exists)
- Questions specific to the family or student

#### **Phone, WhatsApp, Web, and Email Inquiries**

The Admissions Office will acknowledge all email /inquiries regarding admissions by reply within 24hrs of receipt, with full follow-up within 48hrs.

### **4.2 Application, Assessment and Registration (Step 2)**

#### **Submission of Previous School Records**

Families are responsible for submitting official documents (i.e. transcripts, report cards, etc.) pertaining to the applicant's previous year of school experience (as applicable). The Admissions Team is empowered to delay or halt the admission process if such documentation is not provided within a four-week time frame.

### **4.3 Placement Assessment**

All incoming students are required to complete a reading, writing, and numeracy assessment from Grade 1 to Grade 12. Students entering kindergarten will be invited for an interview and assessment designed to determine school readiness.

#### **Placement Assessment during Distance Learning**

All incoming students from grades 1 to 12 are assessed by previous years' report card followed by telephonic or video call interview if required. Students entering for Grades Pre KG to Grade KG 2 are required to send a video recording of their activities.

### **4.4 Registration / Acceptance Qualifications**

To determine basic qualification, all candidates are expected to complete and return all the admission application forms and participate in placement testing. Student acceptance is based on space availability and the following minimum criteria:

- Age appropriate for the requested year level as per placement policy
- Successful completion of the previous school year
- Admission/placement assessment results
- Previous school records (transcript, transfer certificate, recommendation letters, and standardized assessment results as applicable.
- Sibling priority (especially siblings of students of determination).

#### **Non-Acceptance for Enrolment**

The school reserves the right to limit student enrolment and/or withdraw student participation at any time. Non-acceptance of students may occur during the Inquiry Phase or Assessment and Registration Phase, prior to the Enrolment Phase.

Non-acceptance usually occurs because of (not limited to) the following reasons:

- Space limitations (qualified applicants will be put into a waiting pool)
- Student is beginning the year after May 1st, not having attended elsewhere
- Assessment results do not meet minimum academic standards to indicate success. This does not apply to SEND students
- Student has educational learning differences not supportable by existing services.
- Non acceptance does not happen for any medical diagnosis

#### **Notification of Acceptance**

Families will be notified (call or email) in cases of acceptance or non-acceptance within 3 days of taking a placement assessment provided that complete applications and all required documentation have been submitted. If sibling considerations exist, calls or email will be coordinated across all school divisions. Final approval will follow an assessment evaluation.



## **Enrolment Phase (Step 3)**

### **Enrolment Disclaimer**

The school makes every effort to enroll qualified students who have fully completed the application process and who have met the academic acceptance requirements.

### **Enrolment Priority**

Students who meet admission requirements may be enrolled on the following priority:

- Students who meet verifiable needs
- International students who bring diversity to the existing demographics
- Those previously enrolled in English programmes
- Students who experience SEND will receive “sibling Priority” and across the school population
- Children of staff and administration
- Other students who have completed application procedures and meet entrance requirements.
- Students are not refused admission based only on their experience of SEND.

### **4.6 Provision for Students of Determination:**

We are committed to demonstrate an inclusive environment which is evident and imbibed into the school culture. JSS Private School communicates policy and we welcome applications from students of determination and refrain from denial of admission. Students who are identified as Students of Determination (SoD) will receive “Sibling Priority” across the school population.

### **Principle of Special Educational Need:**

#### **Students Identified prior to admission:**

- Observations and assessments are conducted by the specialist team within the school.
- Parents are expected to share all information regarding the child’s needs and seek external reports requested by the school, where appropriate.
- The school makes provisions based on the needs of the student.
- Parents are expected to attend review meetings regularly with the school specialist team.
- Refer to the school's policy on “special educational needs” for full details.

#### **Students Identified post admission:**

- Be placed on the students of Determination register based on their area of needs.
- Plan and Execute an IEP.
- Accessibility to additional support program.

## **Year Placement**

The year placement practice is in place to allow students to continue in the year in which they are currently enrolled or have most recently completed rather than advancing to a higher year. A conservative placement is used in order to best serve the educational needs of the student. The school reserves the right to place a student at the year level that best serves the educational needs of the child regardless of the previous year completed or age of the child. If the school feels that year retention is in the best interest of the child, parents will be asked to sign a Retention Form to confirm support of the decision.

## **Class Placement**

The goal of the class placements is to create homogenous sections within each year level. Each of the sections will be as balanced and diverse as possible considering the following student characteristics:

- English language fluency
- Educational needs
- Ability level
- Cultural background
- Mother tongue language
- Gender.

## **5. KHDA**

The KHDA is the Private school regulatory body in Dubai. There are certain obligations of the school and its parents, enumerated below. All new admissions must to provide the original Emirates ID of the student and the parents along with the transfer certificate to electronically register on the KHDA online portal. A parent school contract is required to be signed for each child enrolled at school as soon as you receive a notification for the same from KHDA. Failing to adhere to the aforementioned conditions and deadline set by KHDA, will nullify any registration at the school.

## **6. TUITION FEE PAYMENT**

Tuition fees are due at the time the acceptance letter is signed and returned by parents. Invoices will be sent out immediately and first term fees must be paid prior to the start of classes. Students may not be permitted to start school unless the first semester tuition fees are paid, with postdated check(s) included for the second semester, unless they have arranged another payment plan with the Finance Office.

## **7. TUITION FEE REFUNDS:**

In the cases of both existing and new students, the registration/re-registration deposit will not be refunded unless there are extenuating circumstances. These circumstances include, but are not limited to, evidence of family/student relocation to another country/emirate or any other unforeseen circumstances. Such cases may be submitted to KHDA for review.

In the case of refund, the school fees will be calculated as follows:

- Tuition fees paid prior to the beginning of the academic year are refundable and only the registration/ re-registration fees will be deducted
- If the student was enrolled in the school for two weeks or less, a month's fees will be deducted;
- If the student was enrolled in the school for a period ranging between two weeks and one month, two months' fees will be deducted
- If the student was enrolled in the school for more than a month, the full term's fees will be deducted

## **8. WITHDRAWAL DISCLAIMER**

- Application form for withdrawal from the school will be available with the admission department.
- Application for transfer certificate is to be submitted one month prior to the intention of withdrawal.
- The duly completed application form is to be submitted to the school office along with a fee fixed by the Ministry towards the Transfer certificate after the submission of letter of intent.
- The students who are withdrawn from the school during the academic year, fee deduction will be applied as per the Schools Fees Framework quoted below:
  - If the student attends school for two weeks or less, one month's fee will be deducted.
  - If the student attends school for two weeks or less, one month's fee will be deducted.
  - If the student attends for more than a month, the full term's fees will be deducted.
- Transfer certificate will be issued only after all the dues have been cleared.

## 9. STRIKE-OFF RULES :

A pupil's name will be taken off the school rolls on the following grounds:

- Consistent failure to pay fees on due date.
- Absence from school for a period of 30 continuous days without prior permission of the school authorities.
- Repeated failure in any class for a period of 2 years in succession.
- For gross misconduct resulting in damage to the fair name of the School.
- The pupil whose name is struck off the rolls may be considered for re-admission to the School at the Principal's discretion but may be required to go through all the formalities of new admission.

## 10. SUMMARY

We will accept and consider applications with all required documents. All outstanding documents must be provided within ONE month of admission to the school. Admission will be confirmed only on the submission of all the documents to the School and will be subject to Knowledge and Human Development Authority (KHDA) approval.

### Reviewed and Approved by (Sd/-)

Mr Govindarao Naik  
Chief Executive Officer  
Date: 13/09/2023

Mrs. Chitra Sharma  
Principal  
Date: 12/09/2023

## 11. REVIEW OF POLICY

The admission policy will be reviewed by SLT on an annual basis.

Policy Details	
Version date	September 2022
Last review	September 2023
Next Review	September 2024
Responsible SLT	Principal