

ADMISSIONS POLICY

Policy Name	Admissions
Stakeholder	All
Policy Directory Reference	Grammar School
Policy Lead	Ms. Elaine Domingo
Role	Admissions Officer
Approval	May 2026
Reviewed by	Mr. Benjamin Barry
Role	Principal
Review Date	November 2026

Mission Statement

Grammar school believe that every child matters and that learning should be fun, innovative, purposeful and challenging.

School's Mission

We are committed to delivering innovative and inspirational teaching that develops confident learners by:

- *Encouraging students to take ownership of their learning.*
- *Developing teaching strategies that are innovative, engaging and fun.*
- *Preparing our students for the challenges ahead and make them ready for life as global citizens.*
- *Enabling our students to become critical, independent thinkers who embrace lifelong learning.*
- *Ensuring that equal opportunity exists to empower our students to achieve their personal best.*
- *Promoting a positive and respectful partnership with students, teachers, parents and the wider community.*
- *Working closely with the school owners and Board of Governors to ensure resources are available to support teaching and learning.*

1. Introduction

At Grammar School we believe that all children should have access to quality educational provision, an equal opportunity, caring and supportive environment.

2. Purpose, Aims and Objectives

1. To have clearly stated admissions policy
2. To have detailed procedures and routines
3. To ensure an inclusive ethos is maintained
4. To comply with regulations in line with the National Agenda

3. Definitions

'Admission' relates to the process by which places are allocated to applicants.

'Date of Application' is defined as when the application form is complete, and the school has received the application fee.

'Siblings' include brothers and sister, stepbrothers and step-sisters, half-brothers and half-sisters.

1. A sibling qualifies for preferential treatment under the terms of the Athena Admissions policy only if he or she is a sibling of a *current* Athena student and thus the two siblings will be at the school at the same time.
2. 'Emirati' includes all children who are UAE passport holders as well as children born to Emirati mothers holding a UAE family book.
3. Article 10 b of Federal Law no 17 of 1972, as amended by Federal Law no 10 of 1975 and Decree Law No. 16 of 2017, stipulates that children of UAE national mothers can receive full Emirati citizenship when they are 6 years old [provided their mother had the UAE nationality at the time of the child's birth].
4. Applications from children born to Emirati mothers will be required to show their mother's UAE family book to fall under this category.

4. Rationale

Grammar School follows the British Curriculum.

The School year runs from September to July; children can be admitted to Grammar School during the School year if a place becomes available (subject to KHDA guidelines).

The School's admissions policy is guided by the stipulations of the **Dubai Inclusive Education Framework (DIEPF)** (Published November 2017).

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.

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.

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 programmes appropriate for Students with disabilities in accordance with the rules and conditions determined by the KHDA and the concerned Government Entities in this respect.

5. 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, colour or ethnic origin.

6. Inclusion and Special Educational Needs

Athena welcomes students of determination and prides itself on being an inclusive school.

Grammar School is committed to:

- a) ensuring that admission to the School is not conditional upon the submission of a medical diagnosis; (*DIEPF* Standard 1.1)
- b) ensuring students are not refused admission based only on their experience of SEND; (*DIEPF* Standard 2.1)
- c) ensuring students who experience SEND will receive "sibling priority" for admission (*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, within its capacity, 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, accommodations and curricular modifications required to enable equitable access to educational opportunities; (*DIEPF* Standard 2.5)
- h) ensure they promote the principle of equity for students who experience SEND. (*DIEPF* Standard 2.6)

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

Grammar 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.

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.

Grammar 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.

7. The Admissions Criteria

Places are considered on a 'case by case' basis, guided by the principle that we are able to meet a child's learning needs to the best of our capacity in light of what is best for the child.

The School will give careful consideration to applications from students who are not yet working at age appropriate levels developmentally or socially or those who have a cognitive ability and/or aptitude which may restrict their access to all areas of the curriculum.

1. The School maintains the prerogative to evaluate reasonable adaptations to ensure an equitable and effective use of knowledge and resources, which will allow all students to make progress.
2. A 'Case Study' may be developed (prior to admission); forming an agreement between parents and the School, in order to make best use of the curriculum materials and approaches available to it as it differentiates to serve the diverse needs of its students.
3. The School ensures that students are not refused admission based only on their experience of SEND (DIPF Standard 2.1).
4. Students are expected to be fully toilet trained on entry.

"While admissions are not dependent on medical diagnoses, screening may be used to identify learning styles, language proficiency, and/or the need for additional support to ensure the best fit and appropriate provision."

7.1 Sibling Applications

Siblings are given priority for entry into Athena.

Children with SEND who are siblings are given further priority for entry into Athena Schools. All siblings must fulfil the School admissions criteria.

7.2 Emirati Applications

Emirati applications are given priority for entry. Emirati siblings are given priority into all entry year groups.

All applicants claiming Emirati priority will be required to Study for Arabic as a first language ('Arabic A') and, if Muslim, required to study Islamic Education ('Islamic A') unless granted otherwise by the KHDA.

All Emirati applicants must fulfil the school admissions criteria.

8. Documents for Submission

The following documentation is required at the time of the application:

- A copy of the student's passport and residence visa.
- A copy of the student's Emirates ID.
- Four recent passport-sized photos.
- Student Medical File from previous school (including updated immunization records).
- School report/transcript from previous two academic years.
- Specialist reports for any students of determination.
- Original Transfer Certificate from previous school (attested by KHDA/Ministry of Education for students coming from another Emirate) if the school was outside the UAE, should also be attested by:
 - ✓ Ministry of Education in the country of origin
 - ✓ Ministry of Foreign Affairs in the country of origin
 - ✓ UAE Consulate or Embassy in the home country or the relevant home country consulate in Dubai.
 - Please note that attestation is not required for North America, Western Europe, and Australian school transfers.
- A copy of the Parents/Guardian's valid passport and residence visa (where applicable).
- A copy of Parents/Guardian's Emirates ID.

9. Admission Process

School accepts applications for admission at all times during the school year, provided that we have the space in the year group and as per the admissions policy.

1. Complete the student enquiry form. You can either complete this online or during a walk-in visit to our school.
2. Book for school tour and see the campus and facilities.
3. The school will contact the prospective parent if a vacancy is available and schedule the next steps.
4. School gives priority to siblings who are students at the school.
5. School offer a waiting system in case of no immediate vacancy and will contact prospective parent as soon as a vacancy arises.

9.1 Placement processes in line with the regulatory requirements:

1. The age requirement and grade placement in Foundation Stage (FS) and Key stage 1 (Year 1 and Year 2) are as stipulated by regulatory guidelines, and the school's evaluation of each child's learning needs.
2. Admission for Key Stage 2 (Years 3 to 6) and 3 (Year 7 to 9) and the appropriate year level placement is based on age requirement as stipulated by regulatory guidelines, student previous curriculum is taken into consideration and the fulfillment of the registration requirements.
3. School may conduct placement assessments purely for baseline purposes and to plan the level of support required. A meeting with a member of the secondary school team may be planned, where needed.
4. For Key Stage 4 (Year 10 to 11), students may be required to provide an up-to-date school report to ascertain the subject requirement and if they have met the required guided learning hours for the IGCSE.
5. Key Stage 5 (Year 12 and Year 13) admission is based on the IGCSE/GCSE and AS level results subject for the approval of the Head of Secondary/Principal.

10. Stepwise Onboarding

Once an offer is accepted, the school follows a structured onboarding plan:

- Parent orientation meeting and handbook distribution
- Initial parent-teacher-child meet
- Assessment for baseline data (where relevant)
- SENCO introduction and IEP meeting (if applicable)
- Staggered start option for EYFS if needed
- Pastoral support introduction and buddy allocation
- Logins and school system access (portal, email, apps)

“All new students are reviewed at 4 and 8 weeks to evaluate their academic, social, and emotional adjustment. Parents will be contacted to share feedback and support plans if required.”

11. Terms and Conditions of Admission

1. Accuracy of information provided. All information provided to Athena Education must be true, complete and not misleading. The parents/guardians of the student (“Parents”) must promptly update the School should any of the submitted details change.
2. Supporting documentation. All supporting documents during the admissions process must be provided to the School at least 28 days prior to commencement of the relevant academic term. The School reserves the right to withdraw the offer of place, if all supporting documents are not provided within this timeframe.
3. School policies. The parents and student must abide by all School policies, as may be amended from time to time. A current copy of the School's policies is available upon request.
4. Fee payment, registration and withdrawal.
 - The admission fee is non-refundable and non-transferable. School fees must be paid on or before the first day of the relevant School term to secure the student's place at the School.
 - Failure to pay any School fees may result in exclusion of the Student from the school.
 - School fees, including but not limited to tuition, admission, registration, reregistration fees (if applicable) and may increase at any time in accordance with applicable law.
 - The Parents must give written notice to the Registrar thirty (30) days prior to the last day of attendance the student is withdrawing from the School. In the event of withdrawal, School fees will be refunded in accordance with the School's fee refund policy.
 - The School may coordinate with a third-party transport services provider in order provide transport services to students at the School. However, such services are not included in the School fees, and the terms and conditions of such services are to be agreed directly between the parents/guardians and the Transport Service Provider.
5. Parent instructions to School. The School may rely solely on instructions from either Parent. In the event that the School becomes aware of a dispute between the Parents or in the event that the School receives conflicting instructions from the Parents, the School is entitled to rely upon the instructions of the person selected as the Primary Contact in the admissions application. The School will only deviate from this policy if the School is provided with a valid court order, which, if issued by a foreign court, is attested by the UAE courts (a “Court Order”).

6. Provision of information to parents. The School will provide information about the student, including report cards, attendance records, and other items in the student's file, either to the student or to a Parent. In the event that the School becomes aware of a dispute between the Parents, and in order to protect privacy of communications, the Schools will not share communications between the School and either Parent with other Parent, unless required to do so by the Court Order.
7. Medical liability. Neither the School nor any of its affiliates, shareholders, directors, employees, consultants or agents will be liable for injury to the student resulting from improper treatment of their medical conditions if the Parents fail to inform the School of such medical conditions in writing or comply with the School's medical policy or other instructions provided by the School or the Health Office Staff.

Waiver and indemnity. The school or any teachers or officials or voluntary helpers of the school, shall have no responsibility of whatsoever nature in respect of bodily injury to the above child:

- Prior to actual delivery of the said child into the custody of the said teachers or officials inside the school grounds, or after the child has been collected from the school grounds by a person authorized by parents to do so, on a normal school day.
- Whilst on school grounds outside the official opening times.

At any other time, unless the said child is in the direct custody or control of one of the said teachers whilst on a recognized outing or function arranged by the school. Unless the injury is caused by or resulting from:

- The negligence of any employee, teacher or other person or persons authorised to act for or on behalf of the said school. Any defect on the premises of the said school.

In addition, I agree:

- To indemnify and keep indemnified the said school in respect of any amounts which the said school may pay, in respect of medical or other expenses arising from accidental bodily injury to the said child.
- To indemnify and keep indemnified the said school in respect of any loss or damage to property belonging to or in the custody or control of the said school caused by the said child.

9. I understand and accept that the Student's admission and continued enrollment at the School is conditional upon the Parents agreeing to and complying with these Terms and Conditions.

12. Monitoring and Review

This policy has been discussed and agreed by the Grammar School staff and leadership team for implementation.



Signed:

Benjamin Barry

Policy review date: November, 2026

Date: May, 2026