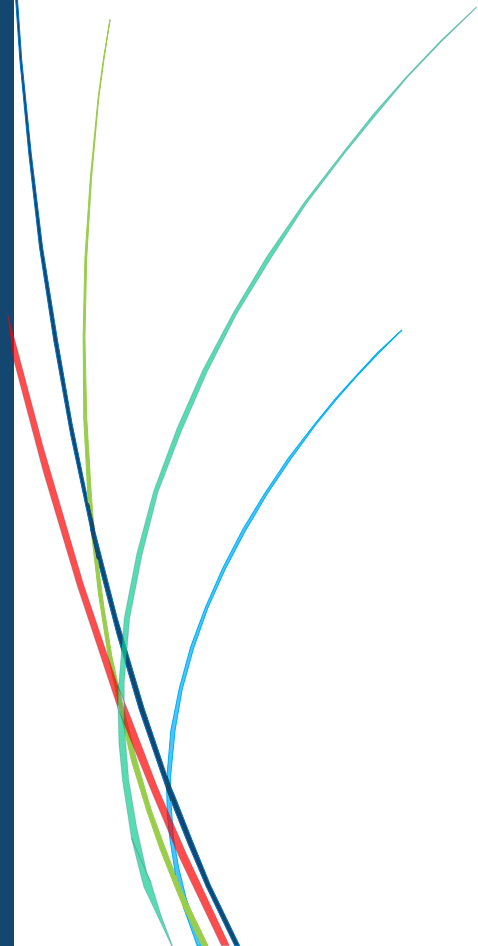




DEWVALE  
SCHOOL



# ADMISSION POLICY



<b>Policy Name</b>	<b>Admission Policy</b>	<b>Policy No.</b>	<b>DWS_PLC_006</b>
<b>Effective Date</b>	<b>April 2024</b>	<b>Date of Last Review</b>	<b>NA</b>
<b>Date of Next Review</b>	<b>April 2025</b>	<b>Person in-charge</b>	

## INTRODUCTION

The school is co-educational, offering multiple choices to students. The vision is to establish premier high-quality academic programs. We are proud of our different cultural mix and the international flavour brings to our school. We have extensive facilities that motivate students to realize their full potential. The school is based on the CBSE curriculum from Pre kg to Grade 5.

Dewvale School accepts registration of new students during the school's academic year through our Admissions Office. All children seeking admission to Dewvale School from Pre KG to Grade 5 will be assessed before being offered admission.

### *Academic Year*

Pre KG to Grade 5

- Term 1: April – June
- Term 2: September – December
- Term 3: January – March

## THE ADMISSION PROCEEDURE

- Online Registration of child through school website <https://dewvaleschool.ae/>
- An appointment to schedule and visit to school along with the child with original documents).
- Interaction KG 1 & KG 2/Entry level Assessment (Grade 1 to Grade 5 in English, Mathematics, and Science of present class). Timings for Interaction/Assessment 12:00 pm-3:00 pm (As per Appointment Given by the admission in-charge
- Result of interaction/entry-level assessment confirmation to the parent via (Call/email) from the school.
- Check of Age and Documents (List given below) before proceeding with the Payment formalities.
- Follow up procedures for Transportation (Bus No. Routes, Timings, etc.), Issue of Books and Stationery, and uniforms from concerned departments.
- Orientation of the Child. – Day/Date will be intimated by the school.

**Note: Documents and Age Conditions are to be fulfilled as**

### AGE

- KG1: Four years completed by the 31<sup>st</sup> of March
- KG2: Five years completed by the 31<sup>st</sup> of March
- Grade 1: Six years completed by the 31<sup>st</sup> of March

### DOCUMENTS

- A copy of the student's birth certificate. If not in English, it should be attested by the concerned consulate.
- A copy of the student's passport with a valid residence visa.
- A copy of the student's Emirates ID (both sides)
- Parent's passport copies with valid residence visa.
- Passport-size photographs (4 in No.) of the student.
- Report Card of the previous school attended. (This is required for students coming from Grade 1 and upwards)
- Copy of vaccination records to be submitted to the admission in charge during the time of admission. (As per DHA guidelines.)
- Original Transfer Certificate/ School last attended to be submitted to the Registrar.
- For students coming from UAE, the Transfer Certificate should be attested by the concerned Education Authority.
- For students coming from Europe, Japan, Australia, New Zealand, Canada, U.S, and U.K the Transfer Certificate should be attested by School Only.
- For students coming from GCC countries, the Transfer Certificate should be attested by The Educational Authority of the Country.
- For students coming from other countries including Asian Countries, the Transfer Certificate should be attested by the UAE embassy in the country of education and the Ministry of Foreign Affairs in UAE.
- It is mandatory for the parent to sign the Parent-School contract drawn by the KHDA
- Non-submission of relevant documents on time/non-signing of the Parent-School- Contract can result in cancellation of admission by the KHDA.

**NOTE: All admissions are subject to Approval by the Educational Authority of Dubai/ KHDA.**

The school follows an inclusive policy by which the needs of all students including special needs, gifted and talented are addressed to ensure that suitable provisions are given. Parents or guardians of any applicant having a specific need must mention the need in the online admission form and upload complete reports both health and academic. In the case where a child's specific need has not been previously identified, the school reserves the right to review the situation in order to assess the capacity to address his/her needs within their existing level of provision, the child is then admitted with an undertaking letter from the parent to abide by the protocol of the learning centre.

## **RETURN STUDENTS**

For returning students, and according to the Schools Fees Framework, the school will charge up to 10% of the total fee amount to be paid within the time frame specified by the school:

- This amount is non-refundable unless the family has to move outside the Emirate of Dubai before the start of the academic year.
- The school reserves the right to ask for proof that the family is moving outside the Emirate of Dubai such as an acceptance offer from another school situated outside Dubai.
- This amount is included in the total yearly tuition fee from the academic year

## **NEW STUDENTS**

- For new students, and according to the school fees framework, the School will charge parents up to 30% of the total fee amount to be paid within ten days of issuing the acceptance letter.
- This amount is non-refundable unless the family has to move outside the Emirate of Dubai before the start of the academic year.
- This amount is included in the total yearly fee for the academic year.
- In case of a refund, it is mandatory to submit the original receipt to accounts (unless it is an online payment)

## **PROMOTION AND RETENSION POLICIES**

- I. KG 1 and KG 2: No failing in this stage
- II. Lower Elementary (Grades 1- 3): A student would be retained in the same grade level if he/she fails to receive the minimum passing mark in 4 or more subjects.
- III. Grades 5

- A student will be promoted to the next grade level if he/she receives the required minimum mark in all subjects.
- A student will sit for a retest in April if he receives below the required minimum mark in one to three subjects. The retest exam will be based on the syllabus tested in the Annual exam.
- A student will be retained in the same grade level if he/she receives below the required minimum mark in four or more subjects.
- The minimum passing mark for all subjects is 35% in grades 1-4 and 40% in grade 5 for all subjects except Arabic Language, Islamic Studies, and Social Studies where it is 50%.

## **WITHDRAWAL RULES**

- All Withdrawal Applications have to be submitted to The Admission Department.
- The 'Withdrawal Form', duly completed is to be submitted at the school Office along with a fee of AED. 120/- towards the Transfer Certificate after the letter of intent. Transfer Certificates will be issued only after all the school dues have been cleared.

## **REFUNDS**

- For Students who are withdrawn from the school during the academic year, fee deduction will be applied as per the school 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 a period ranging between two weeks and one month, two month's fees will be deducted.
- If the student attends for more than a month, three months' fees will be deducted.

The school reserves the right to not re-enrol students for the following academic year when fees are repeatedly not paid on time. The school will document this through the issuance of dated warning letters. The school also reserves the right to not issue the concerned student his or her progress report and to refer the issue to the KHDA



### Admission process Flow Chart



#### STEP 1

- Online Registration form
- Parents can fill out the online registration form available in the school website.



#### STEP 2

- Admission office will revert to the parent with further details.



#### STEP 3

- Assessment
- Attend the interaction or entry level test and await confirmation of admission



#### STEP 4

- Fee Payments
- Confirmation of transport facilities and meeting with the Bus monitor
- Pay admission, books, and Uniform fee.
- Collection of Books and Uniforms.



#### STEP 5

- Parent Orientation
- Attend the Parent Orientation



#### STEP 6

- Escort the child on the first day of school in the morning. School Transport will be available for their return if opted for.