

Admission procedure to the various educational institutions of the German International School Dubai

Brought into force by a resolution passed by the DISD Board on 9th November 2014.
Revised and brought into force by a resolution passed by the DISD Board on 20th November 2016.

1. Principles

The school association of the German International School Dubai (DISD) maintains a mainstream school including kindergarten/preschool for German-speaking children and young people. Along with the stipulated educational and developmental goals, the DISD sets itself the task of making its pupils familiar with the culture and the language of the United Arab Emirates (UAE), maintaining human and cultural connections and promoting mutual understanding. Therefore, the school with its various institutions is also open to children and young people who are not German nationals, providing they have a command of the German language, the capacity of the school permits this and the conditions of the UAE do not oppose this. The prerequisite is that at least one parent has a command of the German language. The Principal will decide on the admission. Children of employees of DISD will be treated with priority, taking into account the general admission criteria.

Up to two places will be given to children falling under a hardship provision. The Principal will decide on the hardship provision in agreement with the Consul General.

A non-recurrent registration fee per pupil will be charged for the entire application procedure. The registration fee will not be reimbursed and not credited to school fees or other fees.

A non-recurrent admission fee will be charged for admitting a child; this fee becomes due for payment when the place is awarded. The admission fee will be set off against the school fees.

The level of these fees can be seen in the respectively valid scale of fees.

2. Admission procedure for the kindergarten of DISD

The parents/legal guardians shall apply for their child to be admitted to the kindergarten for the following school year by using the form intended for this purpose by the end of the second week in February.

New admissions in the kindergarten will be performed according to the following criteria, using a stepped approach:

1. Children with German as their mother tongue will be admitted. German as a mother tongue is defined in such a way that German is spoken at home. If necessary, a personal meeting will be held with the family to determine the use of German at home.
 - The places will be awarded in the sequence of age, whereby older children will be admitted first.

- If more applications are received than there are places available, siblings will be given preference.
2. If there are still more places available after admission of the children according to Point 1., admissions will take place according to ages. Older children take priority over younger children.
 3. Places becoming free in the course of the kindergarten year will be awarded corresponding to the criteria of the respective group in the sequence of age.
 4. In case more children equally fulfil the corresponding criteria than places are available, a random selection procedure will decide in this case.

German-speaking children may be accepted into the kindergarten if they have reached the age of at least 3 by 15th September of the school year. Children who do not speak German as their mother tongue must take a language test after being admitted to the Kindergarten. If the child's knowledge of the German language is not sufficient, it is compulsory that the child participates in a language promotion programme for a fee (German as a foreign language).

Children who do not speak the German language may not be older than 4 years upon admission so that they are able to acquire the necessary language skills (for a fee) in the period available in the framework of the compulsory language promotion programme. A language test will be carried out to determine the necessary language skills.

DISD is to be notified if there are or were any special educational needs. The parents are obliged before a child is admitted to the DISD to find out about cognitive, emotional and behavioural conspicuities and to submit relevant expertises. Moreover, the parents are obliged to fill out the questionnaire on the development of their child truthfully. If this duty to inform is not met, the admission offer may be immediately withdrawn or the admission cancelled. In these cases no reimbursement of the admission fee is possible.

No waiting list will be kept for the kindergarten. Parents/guardians whose children are admitted will receive a commitment. Parents/guardians whose children cannot be admitted due to the number of applications for reasons of capacity will receive a rejection. The written notifications will be sent by the kindergarten management by the beginning of the first week in March.

In the case of a rejection, the parents may apply for their child to be admitted to the pool of applicants up to one month after receiving the rejection. This application will be made informally by email. Your child will then be taken into account if need be in the course of the kindergarten year in the case of places becoming available. The admission in the pool of applicants is no guarantee for a place in the following kindergarten year and is not a substitute for a new application for the same.

3. Admission procedure for the preschool of DISD

All children already attending the kindergarten of DISD and who are five years of age by 15th September may be admitted to the preschool. There is no automatic claim for children in our kindergarten getting a place in the preschool. The admission is done depending on the result of a standardised test procedure.

A meeting with the parents will be conducted for children who are conspicuous for their age in terms of development before being admitted to the preschool resp. a year before being admitted to the primary level. In accordance with the guidelines of the KHDA regular meetings on the child's development will take place with the parents upon the child being admitted to the preschool at intervals of two months. The DISD will oblige the parents to have their child examined or to take other supportive measures. If the parents do not meet with the obligations for supportive measures, the school shall retain the right to not admit the pupil for the year after the next school year.

4. Admission procedure for the 1st class of the primary school of DISD

4.1 Admission of children attending the preschool of DISD

Parents/guardians whose children attend the preschool of DISD and who wish to register their children to attend the 1st class of the primary school in the following school year shall pay the re-registration fee. This will be invoiced according to the scale of fees for the 2nd half-year of the current year and becomes due for payment two weeks before the first day of the half-year.

Parallel to this the parents/guardians shall fill out the registration form for the school and submit the signed form together with all necessary documents to the school administration.

The place in the 1st class of the coming school year will only be guaranteed through payment of the re-registration fee and submission of the signed registration form.

Children who attend the preschool of DISD will undergo individual screening in November to determine their scholastic skills. A meeting will take place with the parents whose children who are conspicuous in their development for their age before the Christmas holidays. The results will be informed in detail in this meeting and the parents will be requested to obtain a clinical expertise on the cognitive development of the child within one month. On the basis of the submitted expertise the DISD shall decide whether it has the necessary resources to teach the child appropriately according to the German curriculum or under which circumstances teaching the child is possible. In case teaching the child appropriately is not possible or the parents do not submit an expertise by the determined point in time, teaching the child at the DISD in the next school year will not be possible.

4.2 Admission of children who have not attended the preschool of DISD

If free places are still available according to 4.1., the following regulation shall apply:

The parents/guardians of children who have attended other preschool institutions and have reached 6 years of age by 15th September, may apply for admission to the 1st Class of the primary school at DISD by the end of the second week in February for the coming school year.

These children shall always take part in an enrolment procedure. The decision on the admission shall be made by the school management on the basis of the results of the enrolment procedure.

A language test will be carried out to determine the necessary language skills. If this knowledge of the German language is not sufficient, it is compulsory that the child takes part in a language support program (German as a foreign language) subject to a charge.

5. Admission procedure for the 2nd to 12th classes of DISD

In the case of places still being available, the German International School shall admit all pupils who are able to follow our German curriculum of DISD.

All pupils, also those applying from abroad, shall participate in a standardised grading test according to age in order to determine the knowledge and skills in the main academic subjects, such as German and Mathematics as well as English (Secondary Level I). The time and place of this grading test will be agreed individually with the parents.

A language test will be carried out to determine the necessary language skills. If this knowledge of the German language is not sufficient, it is compulsory that the child takes part in a language support program (German as a foreign language) subject to a charge.

The offer of a school place is not only based on the grading test / the interview alone. The following documents are to be submitted upon registration:

- End of year reports from the last three school years
- Special educational expertises (if available)
- Clinical-psychological and clinical-medical expertises (if available).

Upon registration the parents shall give their consent for the school files from the last school or the kindergarten to be requested.

On the basis of the grading test, the available school reports, school files and expertises, the child shall receive a place in one of the following categories:

Category 1: Regular admission

The pupil has achieved average resp. above average results for his/her age.

Category 2: Admission with additional support

The pupil has achieved below average results for his/her age. It is to be assumed that the pupil will require additional support in the framework of the lessons. This additional

support will be agreed with parents. In case additional costs are incurred, these must be borne by the parents.

Category 3: Admission in the case of special educational needs

The pupil has achieved far below average results for his/her age. The pupil has additional special educational needs. Additional special lessons will be agreed with the parents. In case additional costs are incurred, these must be borne by the parents.

All additional conditions will be discussed with the parents before admission. If the agreements are not observed by the parents, the school retains the right not to admit the pupil for the following academic year.

In case the DISD assumed special educational needs, the parents are obliged to submit a clinical-psychological or medical expertise.

The following applies to all expertises:

- Medical or clinical expertise submitted by a recognised medic or clinical psychologist or school psychologist in a German-speaking region.
- This expertise may not be older than 1 year upon admission to the school.

An admission during the current school year is only possible if deadlines and regulations of the KHDA (Knowledge and Human Development Authority) permit this, free places are available and the test procedure has been successfully completed.

In case places are still available in the available age groups, the admission shall be done based on the following criteria:

1. New pupil in Category 1, who already has a sibling at the school.
2. Pupil in Category 1, returning to the school.
3. New pupil in Category 1.
4. New pupil in Category 2, who already has a sibling at the school.
5. Pupil in Category 2, returning to the school.
6. New pupil in Category 2.
7. New pupil in Category 3, who already has a sibling at the school.
8. Pupil in Category 3, returning to the school.
9. New pupil in Category 3.

6. Special educational needs

DISD is to be notified if special educational needs exist or existed or teaching concomitantly is necessary. The parents are obliged before a child is admitted to the DISD to find out about cognitive, emotional and behavioural conspicuities and to submit relevant expertises, if exist. Moreover, the parents are obliged to fill out the questionnaire on the development of their child truthfully. If this duty to inform is not met, the admission offer may be immediately withdrawn or the admission cancelled. In these cases no reimbursement of the admission fee is possible.

Should DISD presume that a child has special educations the parents are obliged in this case to submit a clinical psychological or medical expert opinions.

The following applies to all expert opinions:

- Medical or clinical expert opinion by a doctor, clinical psychologist or school psychologist recognised in the German-speaking region has to be submitted.
- This expert opinion may not be older than 1 year when the pupil joins the school.

The German text shall prevail in case of ambiguities or in other cases where there is doubt or where there are problems of interpretation.