

## **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 9<sup>th</sup> November 2014.  
Revised and brought into force by a resolution passed by the DISD Board on 20<sup>th</sup> November 2016.  
Revised and brought into force by a resolution passed by the DISD Board on 26<sup>th</sup> November 2017.

### **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 (see below for more detailed regulations in the case of an insufficient knowledge of German). The modern building of the DISD is wheelchair accessible and open to all types of school.

DISD is a German school abroad and its teaching is based on the curriculum of the state of Thuringia for primary school, secondary level 1 and secondary level 2. The Kindergarten also works on the basis of the Thuringia educational plan.

### **2. General admission procedure**

DISD is a school offering a high quality educational program. For this reason all applicants shall take part in a selection process. The aim is to determine the child's potential in its entirety, academy, behaviour, attitude and character. The process will be conducted carefully in order to determine the various aspects of the child in a fair way and to ascertain a possible need for German as a second or foreign language and/or other support needs. For the latter additional costs will be incurred. All estimations are coordinated in an age-appropriate way and will be conducted from class 2 with computer-based capability screening.

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

A one-off admission fee will be charged to admit a child, this fee becomes due for payment when the child is offered a place. The admission fee will be offset against the school fees. The level of these fees can be seen from the respectively valid schedule of fees.

The admission procedure is different depending on the age of the child and will be described in more detail below.

### **3. Admission procedure for the Kindergarten of the DISD**

The parents/legal guardians shall apply for their child to be admitted to the Kindergarten for the following school year by filling out the form intended for this purpose. Should no place be vacant, a new application will have to be made for the following school year in this case.

The admission shall be done on the basis of the guidelines issued by the KHDA (Knowledge Human and Development Authority). Children can be admitted in the month of his or her 3<sup>rd</sup> birthday if they are 3 years of age at the latest on 31<sup>st</sup> December of the school year.

(Examples: for the school year 2018/2019 all children born in the year 2015 and older can be admitted. For the school year 2019/2020 all children born in the year 2016 and older can be admitted).

The following criteria continue to apply for new admissions to the Kindergarten:

1. Upon admission before their 4<sup>th</sup> birthday children do not need to prove they have German language skills. Children aged 4 years and older must prove they have language skills upon admission that give a positive outlook for the necessary language level upon starting school. To determine the necessary language skills, a standardised language test will be conducted. Children with an insufficient language level will take part in a compulsory, chargeable language development program in order to acquire the necessary language skills. This language development program starts at the latest in the child's fifth year, i.e. from the 4<sup>th</sup> birthday.

The places will be given according to the following criteria:

**Criteria 1:**

Language level of the children, native speakers (German) will be given priority.

**Criteria 2:**

Siblings will be given priority.

**Criteria 3:**

Age of the children, older children will be given priority.

**Criteria 4:**

Parents' knowledge of German, German-speaking families will be given priority.

1.Children with German as a mother tongue will be admitted. German as a mother tongue is defined in such a way that the language spoken at home is German. If need be a personal meeting with the family will take place at home to determine the language used.

Siblings will be admitted first.

The places will be given in the sequence of age, whereby older children will be admitted first.

2.Children with a positive outlook in terms of level of language when starting school will be admitted if there are still places free after the places have been given to native speakers. Siblings will be admitted first.

The places will be given in the sequence of age, whereby older children will be admitted first.

3.Places becoming free in the course of the kindergarten year will be awarded taking into account the group situation. The aforementioned criteria will be taken into account to a lesser degree.

Legal guardians whose children are admitted will be given a commitment. Applications that cannot be taken into account at present due to reasons of capacity will remain on a waiting list for the respective school year. A new application must be made for the following school year.

#### **4. Admission procedure for the preschool of DISD**

There is no automatic claim for children to be given a place in the preschool of the Kindergarten of the DISD. The admission shall be done dependent on the result of a standardised screening process and the accompanying observation of the overall development of the child.

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. one year before being admitted to the primary level and support measures agreed in the Kindergarten and at home. For the best development planning the DISD requires an expert opinion, if necessary. In accordance with the guidelines of the KHDA regular development target talks will take place with the parents before the child starts the preschool at intervals of two months. Should the child remain 1 to 2 class levels below age expectations in spite of support, the parents will be invited to a discussion on perspectives in terms of school career planning.

#### **5. Admission procedure for the 1<sup>st</sup> class of the primary school of DISD**

##### **5.1 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 1<sup>st</sup> class of the primary school in the following school year shall pay the re-registration fee. Level and due date of the re-registration fee are regulated in the schedule of fees.

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 1<sup>st</sup> 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 October to determine their scholastic skills. A meeting will take place with the parents whose children are conspicuous in their development for their age before the Christmas holidays. The results will be informed in detail in this meeting and support measures in the Kindergarten and at home agreed. For the best development planning the DISD requires an expert opinion if necessary. In accordance with the guidelines of the KHDA regular development target talks will take place with the parents at intervals of two months. Should the child remain 1 to 2 class levels below age expectations in spite of support, the parents will be invited to a discussion on perspectives in terms of school career planning.

## **5.2 Admission of children who have not attended the preschool of DISD**

If free places are still available according to 5.1., the following regulation shall apply:

The parents/guardians of children who have attended other preschool institutions and have reached 6 years of age by 31<sup>st</sup> December, may apply for admission to the 1<sup>st</sup> Class of the primary school at DISD for the next 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.

## **6. Admission procedure for the 2<sup>nd</sup> to 12<sup>th</sup> 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. Children with insufficient knowledge of German may only be admitted until class 7.

The DISD accepts pupils according to the guidelines of the local school authorities (KHDA) and the conditions of the DISD. Along with previous reports and available expert opinions, the results of the assessment procedure will be used for the admission. Upon registration the parents will give their consent to request the pupil's file from the last school or the Kindergarten.

On the basis of the grading test, the available school reports, school files and expert opinions, 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. Admission during the current school year is only possible if the deadlines and regulations issued by the KHDA (Knowledge and Human Development Authority) are observed, free places are available and the test procedure has been successfully completed.

### **7. Children and young people with special educational needs**

DISD offers an inclusive learning environment that touches upon the different intellectual, social and emotional development needs of a child or pupil. The school offers support for children and pupils with underlying learning disorders and behavioural disorders. A special educational curriculum can be agreed with the parents. Additional costs shall be borne by the parents.

The statute pupils with special needs applies.

The DISD is to be notified if support is or was required. The parents are obliged before a child is admitted to the DISD to inform the school about cognitive, emotional and behavioural conspicuities and to submit relevant expert opinions. In the Kindergarten the parents are also required to truthfully fill out the questionnaire on the development of the child. This information is a prerequisite for the DISD enabling the best education for the children resp. the pupils.

If this duty to inform is not met, resp. if such information is consciously kept back, the admission offer may be immediately withdrawn or the admission cancelled. In these cases no reimbursement of the admission fee is possible. Such a decision will be reached after a meeting with the school management and the parents after it has been established that the school is not able to offer any suitable support program. The lesson attendance will be proportionately accredited.

The school shall ensure that the parents are informed in good time of learning difficulties and are offered an internal differentiation and support. The school personnel is, however, not trained in expressing clinical diagnoses such as learning disorders, dyslexia, dyscalculia, attention deficit disorder or autism spectrum disorders. Therefore the parents are requested, should the DISD presume that a child has special educational needs or behavioural problems, to submit a clinical psychological or medical expert opinion.

If support needs in learning and behaviour after being admitted to the DISD are determined in the current school year, the statutes on behaviour, pupils with special needs and dyslexia come into force.

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.
- In agreement with the DISD expert opinions by recommended health centres in Dubai are also recognised.
- 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.*