

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

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### **Content**

1. Principles.....	1
2. General admission procedure.....	2
3. Admission procedure for the Kindergarten of the DISD.....	2
4. Admission procedure for the preschool of DISD.....	4
5. Admission procedure for the 1st class of the primary school of DISD.....	4
5.1 Admission of children attending the preschool of DISD.....	4
5.2 Admission of children who have not attended the preschool of DISD.....	4
6. Admission procedure for the 2nd to 12th classes of DISD.....	5
7. Children and young people with special educational needs.....	6

### **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.

German International School Dubai is an inclusive school, and we welcome applications from students with different strengths and areas of development. All students will be provided with high quality support, instructions and curricular modification to enable them to meet success in the core curriculum.

## **2. General admission procedure**

The school principal decides on the admission of a pupil.

The 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 recognize the child's potential in its entirety, its capacity, its behaviour, its attitude and its 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. If a need for support is identified, additional costs may be obligatory for the parents. 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 amount and regulations of these fees are exclusively regulated in the respective valid schedule of fees. In case of doubt, the regulations of the fee schedule always take precedence.

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 school year starting in September if they are 3 years old by 31.08. of the school year starting in September.

<b>Age group / Grade</b>	<b>Age determination</b>
Pre-KG	3 years old on 31st August
KG1	4 years old on 31st August
KG2	5 years old on 31st August
Grade 1	6 years old on 31st August

(Example: For the school year 2021/2022 children can be admitted to Pre-KG who will be 3 years old on 31<sup>st</sup> August 2021).

A prerequisite for admission is that the children can use the toilet independently and no longer need nappies.

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. At least one parent should speak the German language. 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. German as a mother tongue is defined in such a way that the language spoken at home is German.

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.

**Criteria 2: Sibling**

Siblings will be given priority.

**Criteria 3: SEND children**

Children with special educational needs and disabilities (SEND) are given priority for admission.

**Criteria 4: Age of the children**

Older children are given priority.

Places that become free during the kindergarten year are allocated taking into account the group situation. The above criteria are given secondary consideration.

Parents or guardians whose children are accepted will receive an acceptance letter. Applications that cannot currently be considered due to capacity reasons remain in the waiting pool 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. Should the child remain 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 1st 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 form for the transition from pre-school to primary 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 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. If there are concerns about the achievement of the preschool goals, the child can still attend the preschool on a trial basis. After 3 months, there will be another screening and feedback to the parents with a recommendation on how to proceed.

##### **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> August, 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).

Children can be admitted to Grade 1 in the school year starting in September if they are 6 years old by 31<sup>st</sup> August of the school year (starting in September).

Age Group / Grade	Age Determination
Grade 1	6 years old on 31st August

(Example: For the school year 2021/2022, children can be admitted who will be 6 years old on 31.08.2021).

### **6. 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.

The DISD accepts pupils according to the guidelines of the local school authorities (KHDA) and the conditions of the DISD.

From all pupils, also those applying from abroad, the school will request information from the previous school based on a standardized report form. Upon registration the parents will give their consent to request the pupil's file from the last school or the Kindergarten. Based on this, the school management decides about the admission. If approved by the school management, the parents receive a confirmation for a "conditional admission".

The pupil shall participate in a standardised grading test according to the 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).

On the basis of the grading test, the available school reports, school files and expert opinions, the results of the assessment procedure will be used to determine the grading in the class level and the participation in remedial lessons (subject to charge), which are obligatory and the pupil may only attend school on this basis.

The child shall receive a place in one of the following categories:

Pupils with special educational needs and disabilities (SEND) and siblings will be given priority.

**Category 1: Regular admission**

The pupil has achieved average resp. above average test 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 needs education support measures will be agreed with the parents. If additional costs are incurred, these are to be borne by the parents.

**Category 4: Downgrading of age group**

The pupil cannot meet the curriculum of his/her age group as the student has experienced a different curriculum or may have gaps in his/her schooling which cannot be supported within the age group class. In this case, a parental interview will be held and admission will be conditional upon a reduction to a lower class level.

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 common 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.

Where a child has a particular learning need that would affect the ability to access the full curriculum, the principle will consider if the capacity of the school and the Inclusion Support Team is able to support the student to his/her need.

A special educational curriculum will be agreed with the parents. Additional costs should reflect the actual costs of services provided.

If the agreements are not respected by the parents, the school reserves the right not to admit the student for the next academic year.

The Inclusion Policy applies.

To provide meaningful participation with peers in a common learning environment and accessibility for all types of phases in the school, the parents are asked, 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.

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 the area of learning and social-emotional-development after being admitted to the DISD are determined in the current school year, the statutes and regulations of the DISD apply in the currently valid version.

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.*