



# LITTLE FLOWER ENGLISH SCHOOL DUBAI

## ADMISSION POLICY

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	MS. ANNIE MATHEW
Role	PRINCIPAL
Date of review	18-03-2024
Date of next review	18-03-2025
Signature	

## Admission Policy

Admission relates to the process by which places are allocated to applicants who are not enrolled in Little Flower English School. The school's inclusive ethos welcomes children from different cultures, nationalities and religion.

### Aim

- Our aim is to take on a diverse student body who will enrich the school community and work productively to develop their full potential.

### Purpose

- To impart high quality education in line with the school Mission and Vision statements.
- To develop qualities such as compassion, tolerance, respect for the rights and cultures of all people, and the development of environmental responsibility in our students.
- To equip students with leadership qualities to meet the global challenges of the 21st century.
- To foster an atmosphere of academic excellence, intellectual inquiry, critical thinking, and innovation.

### Admission Process

Kindly refer to the school website <http://www.littleflowerdubai.com/admission-policy/> for all important details regarding the admission. LFES admits applicants who will fulfil the academic requirements of the school and benefit from it.

Students are selected for admission to the school on the basis of academic potential, school achievement, and readiness for the school's program.

All students applying to the School must exhibit the required age appropriate social and developmental skills. They must possess good English language skills to enable them to access the curriculum.

The school will conduct assessments in order to establish the level of English and Mathematics to ensure that the child is able to access the school's programme within the levels of support that are available.

In all cases, the school retains the right to determine, in its sole discretion, whether or not to select a student for admission or to re-enroll a student.

When there are more qualified candidates than openings available, the school establishes a ranked waiting list: if any openings occur, the school decides the candidate(s) in order of the waitlist to offer a position based on the overall profile of class and the match between the needs and qualifications of the student with the needs of the school.

### **Placement by age and relevant documentation**

Year group placements are made according to the age limit set by the KHDA. Details of the documentation required is mentioned on the school website

### **Age Guidelines for Admission**

<b>Class</b>	<b>Age</b>
KG1	4 years
KG2	5 years
Grade 1	6 years
Grade 2	7 years
Grade 3	8 years
Grade 4	9 years
Grade 5	10 years
Grade 6	11 years

### **Applicants for admission to KG1**

Special arrangements are in place for admitting and assessing students starting the following school year in KG1. All applications (inclusive of siblings) for a place in KG1 must be made before the specified deadline.

Students are assessed according to the schedule which is notified well in advance. Those judged to be best able to access our curriculum will be offered places.

### **Admission of Students who experience Special Educational Needs and Disability**

- The school is open to admitting students who experience SEND and are able to engage in a quality learning experience alongside same aged peers.
- Parents are advised to provide the school with copies of all medical, psychological, educational assessments for evaluation, to determine the best possible pathway the school is able to lay out according to the needs of the applicant. These materials are a prerequisite in supporting the school to provide the best provision for the child.

## **Admission to Emirati Students**

The School gives priority to Emirati applicants. All Emirati Students must fulfil the School admission criteria.

## **Acceptance of offers**

Once the applicant has been offered a place, the parent should respond within the given deadline and ensure that all documentation is complete and the place has been secured by submitting the required nonrefundable deposit which will be adjusted in the Term One fee.

## **Class and set sizes**

Offers are made in the context of the school's prevailing class size policy. Capacity for each year group should not be exceeded.

## **Responsibilities**

### **Admissions Office**

- To receive, respond to and co-ordinate all applications and admissions.
- To meet prospective families if required.
- To make recommendation for year and section placement.
- To liaise with the Principal and Heads of School to ensure a smooth application, admission and orientation process.
- To ensure that all documentation necessary is submitted and KHDA Parent school contract is signed.
- To maintain a ranked waiting list.

### **Heads of School**

- To ensure that students meet the academic admission requirements of the school.
- To liaise with his / her staff as the admission is considered.
- To liaise with the Admissions Officer before the offer is finalized.
- To ensure smooth orientation of student on entry.

### **Coordinators and subject leaders**

- To ensure smooth start to school by new students.
- To monitor the progress and orientation of newly admitted students.

### **Principal**

- To review special admission cases before the final offer is made.
- To ensure that policy and procedures are reviewed and updated as necessary from time to time.

## **SENDCO**

- To meet prospective parents, discuss and evaluate the needs of the students.
- To ensure that the parents provide the school with copies of all medical, psychological or educational assessments or reports before entry to the school as such materials are a prerequisite in enabling us to provide the best education for the child. Failure to disclose any such information, including the deliberate withholding of information, may result in their child not making the expected progress in school.
- Devise a learning programme for the child in consultation with the parents, Subject Heads and Teachers.
- Ensure that the child is fully supported and settles well in the new environment.
- To respond to requests for assessment and to comment on application.
- To undertake assessments as required.
- To monitor the progress and orientation of newly admitted students.