



School of Modern Skills Admission Policy

Last updated: October 2022





Policy:	Admission Policy
Policy owner:	Registrar
Date introduced:	October 2022
Next review date:	August 2023
Date(s) modified/ reviewed:	October 2022



Table of Contents

Rational	1
Requirements	1
School Tours	1
Admission procedures for new students	2
Admissions from KG1 – to Grade 12 throughout the year	3
Inclusion and special educational needs	3
Admission Documents	4
In all Cases	5



Rational

This Policy is designed to:

- Assure that all students have access to SMS American Curriculum. The student must fulfill the entrance assessment and interview requirements and our school will support the parent and child through the transition from home to full-time education, or from old to new school.
- Establish trusting relationships between parents, children and staff.
- Provide a secure and happy learning environment for the children

Requirements

- The student must fulfill the entrance assessment and interview requirements
- The student must be clearly able to benefit from participation in the programs offered by the school.
- The student should normally have school reports showing good conduct and motivation.
- The student and the family must be willing to abide by the policies of the school.
- The family must demonstrate sufficient commitment and approval of the school's guiding values, vision, and mission statements to become members of the school community. They must agree to and sign the parent contract.
- The family must accept the fee structure of the school in all its aspects and demonstrate the ability to pay the fees over a period of time. Fees must be paid before the start of each term.
- The date of birth of any student must be proper for the required grade. The child who has completed or will complete the age of four years on Dec 1st from the admission year will be admitted in the first KG level, and so on.

School Tours

- School tours are usually for the purpose of helping parents and students to make a decision about joining the school by introducing them to the school campus and answering any questions they might have.
- School Tours are usually conducted at specific times and should be booked in advance through the reception desk.
- Parents should arrive to the administration building on time and report to the reception desk prior to the tour
- Parents will be greeted at the reception area by the Parent Liaison Coordinator or their representatives who will then take them around the school. Where appropriate, visitors are introduced to teachers and students around the school but on the whole, their visit should not



disrupt the operation of the normal day nor distract students from their studies.

- There is another way that enables parents to ‘walk through’ our school during closed hours by visiting the school website www.dubai-sms.com.

All first-time visitors should report to the administrative building before going elsewhere.

Admission procedures for new students

1. Parents approach the school.
2. Application form is completed
3. The admission test fee of AED 350 is paid for three subjects.
4. Upon receipt of the application form, your son/daughter will be invited for an entrance exam and an oral interview with the school social worker or the SEN specialist.
5. Parents have to leave their child/children with us. Parents are welcome to wait at the reception area or come back at an agreed time.
6. Parents should not be surprised if the test seems too hard or too easy. It has been designed for a range of students and will be marked according to their age and other factors. The Entrance Exam results will be issued within 2 to 3 days.
7. Depending on the results of the entrance test and the interview, the specialist will decide whether the student needs additional tuition in three core subjects of Arabic, English and Math or not. 4. If your application is successful and your child is offered a place you will be notified by phone or SMS.
8. Previous school reports and all required documents* are submitted to the Registrar (see below).
9. Parents pay AED 1500 to register the child.
10. Parents complete formalities and submit completed documents (medical and transportation forms).
11. Fees are paid in advance.
12. School uniforms are purchased.
13. Students are admitted.

Note:

When a class is near to its maximum class size of 26 students, admission will be closed and seats reserved for students. Those who have siblings in the school will be placed on the priority waiting list. A waiting list will be formed for students who passed all entrance requirements at a time when classes are full.



Admissions from KG1 – to Grade 12 throughout the year

- The Registration Department, along with the Senior Leadership Team, will test and evaluate applications made throughout the year on a case-by-case basis.
- Admissions will be based on availability in the grade, school/term reports, and entrance test results.
- All other registration and administrative requirements remain the same as other grades and as listed above.
- If your application is successful and your child is offered a place you will be notified by phone or SMS and invited to come in to complete the rest of the Admission formalities.

Inclusion and special educational needs

1. The school welcomes students of determination.
2. School of Modern Skills is committed to:
 - a) Ensuring that admission to the School is not conditional upon the submission of a medical diagnosis.
 - b) Ensuring students are not refused admission based only on their experience of SEND.
 - c) Ensuring students will receive “sibling priority” for admission to a specific school or educational programme.
 - d) Ensuring that students who experience SEND will be guaranteed the right to receive quality education and training in all types and phases across the school.
 - e) Ensuring that students who experience SEND will be actively supported to participate in the process of learning as they develop their potential, and build relationships with their peers, through school interactions in age-appropriate common learning environments.
 - f) Providing access to appropriate provisions, resources, and curricular options for students of determination.
 - g) Ensuring that students who experience will be provided with support, accommodations, and curriculum modifications required to enable equitable access to educational opportunities.
 - h) Ensure they promote the principle of equity for students who experience SEND.



3. The school will comply with its legal and moral responsibilities under UAE law, in order to accommodate the needs of applicants.
4. The school is committed to making its admission procedures accessible to students who experience SEND. For this reason, the school needs to be aware of any known disability or special educational need which may affect a child's ability to participate in admission procedures, so that it can make adjustments to its standard admissions procedures to accommodate applicants who experience SEND and that the school can cater adequately for the student should an offer of a place be made.
5. Parents of a child who experiences SEND should provide the school with full details prior to the admission procedures, at registration, or subsequently before accepting the offer of a place.
6. The school will do all that is reasonable to ensure that information and application procedure are accessible for disabled candidates and will make reasonable adjustments as necessary. For example, the school may be able to make an examination paper in large font for visually impaired students.
7. In some cases, the school may encourage the parents to obtain an assessment and/or a diagnostic report by an appropriately licensed and qualified specialist.
8. See the School Inclusion Policy for further details.

Admission Documents

- To facilitate the Admission of your child with the KHDA we require that you produce the following documents at the time of Admission to accompany the completed Application Form.
- 2 student photos
- A copy of the child's birth certificate
- A copy of the vaccination certificate
- A copy of the child's and father's passport with a valid residence visa
- Original child's Emirates ID & a copy of it
- A Copy of Family Register (for UAE applicants only)
- Original attested Transfer Certificate issued by the previous school carries the stamp of the school, as well as the Educational Zone of the Emirate certificate issued by the reference Number for the student transfer request.



- End-of-year attested school report from the previous school. The report should show the grade, date, academic year, and results. In addition, UK SAT results should be provided if the child has attended a British Curriculum school
- If a student is accepted, the non-refundable Registration Fee of 1500 AED per student should be paid upon registration and further documents must be submitted
- All medical forms must be completed according to the school clinic policy.
- Transportation forms must be completed for those students who require bus transportation. Parents should check that we offer a bus service to the child's living location before they pay a Registration Fee.
- If the Transfer certificate is issued in:
 - GCC countries: The Transfer Certificate should carry the stamp of the school and be stamped by the Ministry of Education.
 - For any other country: The Transfer Certificate should be stamped by the Ministry of Education, the Ministry of Foreign Affairs, and the Embassy of the UAE in that country.

In all Cases

The school certificates and other documentation should be in either Arabic or English. If another language is used, it must be legally translated and authenticated as with other documentation. For returning students, and according to the Schools Fees Framework, the school will charge up to 10 percent 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 deductible from the first term of the academic year