

Rising School Dubai Admission Policy

VERSION 2.0 21/01/2019



APPROVED: _____

EXECUTIVE PRINCIPAL: _____

Rising School Dubai, is an open enrollment school accepting applications from students of all nationalities, gender, religions and abilities. The school’s educational program follows the US California Common Core, Next Generation Science (NGSS) and the International Society for Technology in Education curriculum standards alongside the UAE Ministry of Education curriculum for Arabic, Islamic Studies and UAE Social Studies. Rising School has a managed number of learning support program seats available at each grade level to meet the needs of SEND students.

AGE REQUIREMENTS AND PLACEMENT:

For KG and Lower Primary, Rising School follows the KHDA regulations for admission and grade level placement of students based on the following guidelines:

Age of the student on or before December 31st of the academic year:			
Grade	Minimum Age (students coming from outside the UAE with Transfer Certificate)	Minimum Age	Maximum Age
Pre KG		3	4
KG1		4	5
KG2		5	6
Grade 1		6	8
Grade 2	6	7	9
Grade 3	7	8	10
Grade 4	8	9	11
Grade 5	9	10	12
Grade 6	10	11	13
Grade 7	11	12	14
Grade 8	12	13	15

Placement in grades 3 and above is based on a student’s previous academic records and studied curriculum **validated by school records and/or transfer certificate as required by KHDA.** Please talk with our Admission Officer and/or see Application For Enrollment Requirements and SEND Student Enrollment Procedures.

APPLICATION FOR ENROLLMENT REQUIREMENTS

Application for Enrollment for all grade levels are accepted and processed at all times during the year and may be completed online. If there are no seats available, the application will be placed on the school’s waiting list. Documents required for consideration of acceptance:

- Completed admission forms.

- One clear photocopy of the student's passport / mother's passport if the child's name is on mother's passport. (passport should be valid for minimum 6 months)
- One copy of the Residence Visa valid for minimum 6 months.
- One copy of valid Emirates ID for student and parents.
- One copy of the student's Birth Certificate.
- Two passport-size photographs of the student.
- Photocopy of the Student's Vaccination Record.
- For Grades 1 - 12: Student report cards/records of previous 2 years validated per KHDA
- Transfer Certificate (**if required**)
- One copy behavioral and special needs assessments or records of any diagnosed learning condition

ENROLLMENT PROCEDURES

After receipt of an Application for Enrollment our Admissions Officer will schedule an appointment for the student(s) and parent(s) to visit Rising School. At this appointment parents are required to present all past academic performance records, behavioral and special needs assessments or records of any diagnosed learning condition (see SEND Student Enrollment Procedures) for each of the student(s) which an Application for Enrollment is submitted.

Pre KG-Grade 2

Students applying to Pre KG - Grade 2 will meet face to face with our Rising School Counselor, SEND Champion or Grade Level Teacher for a conversational interview. During the conversation, students will be evaluated on their English language proficiency and grade level abilities in mathematics and English language arts. The interview helps identify the learning and resource needs of your child, for acceptance and a start date for attendance.

Grade 3 and above

Students applying to Grade 3 and above will meet face to face with our Rising School Counselor, SEND Champion or Grade Level Teacher for a conversational interview and complete the computer adaptive NWEA Survey Assessments in Reading and Mathematics for the applied grade level. The interview and assessment helps identify the learning and resource needs of your child, for acceptance and a start date for attendance.

ENROLLMENT ACCEPTANCE

After completion of the Enrollment Procedures and submission of all requested documents from parents for each child being considered for enrollment, the Admissions Officer and Executive Principal will conduct a review to assess the ability of Rising School to enroll and meet the learning needs of each student. Factors considered during the review include current enrollment levels of students in each of these areas:

1. Requested grade level
2. English language support
3. Behavioral support
4. Learning support

Enrollment acceptance will be granted if Rising School has the availability of program, personnel and resources to meet the student's learning needs.

SEND STUDENT ENROLLMENT PROCEDURES

New student to school

Rising School has personnel and resources to support a managed number of students with **MILD** to **MODERATE** learning difficulties. Before accepting any child our SEND Champion:

- Collects assessment report and/or other information from previous educational institutes or centers that identifies the need.
- Ask parents to submit the most recent psycho-educational assessment, and progress reports.
- Reviews our current learning support schedules and personnel availability and capabilities to provide the type of support needed.

During our review the SEND Champion determines the amount of extra provision that will be required for the child in order to offer proper service and cater for his/her needs. An evaluation of current learning support services schedules is conducted to determine availability to meet the identified needs.

Your child will be considered for enrollment if our SEND Champion determines your child's needs are within our ability to offer proper services and if the current learning support schedule has time available to deliver these services.

Student's accepted as SEND students will have an IEP developed by the SEND Champion to guide and support their learning.

If it is discovered that the child had a previously diagnosed condition and the parents concealed or didn't provide any document related to the child's learning difficulties, the family may be asked to withdraw the student.

Transfer Certificate

Every student is required by KHDA rules to produce a Transfer Certificate from their last school. The Rising School Admission Officer can provide a TRANSFER CERTIFICATE Template to you for your child's previous school to complete. This rule is strictly enforced and failure to produce a properly completed certificate, or a legally binding undertaking to produce all the necessary documentation, will result in your child's enrollment acceptance being withdrawn. Please discuss your child's transfer certificate requirements with the Admission Officer. The following table should be used as guidance and is based on current KHDA rules and is subject to change:

SCHOOL LOCATION	ATTESTATION NEEDED
Dubai	Online transfer only
Other Emirate in the UAE	English or Arabic Transfer Certificate with stamp from Educational Zone of the Emirate
United States, Canada, Australia, New Zealand and Western Europe	English Transfer Certificate with School Stamp & School Official Signature ONLY
GCC Country (Kuwait, Oman, Bahrain, Saudi Arabia)	English or Arabic Transfer Certificate with Ministry of Education (MOE) stamp of that country
All Other Countries	English Transfer Certificate with stamp from Ministry of Education, Ministry of Foreign Affairs, and the UAE Embassy of that country.

ENROLLMENT & RE-ENROLLMENT FEES

Returning students

For returning students, and according to the Schools Fees Framework, the school will charge up to 10% 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.
- 10% due April 30th, prior to new academic year.
- Remaining balances due in 3 equal installments through post-dated checks (September 1, December 1, February 1)

New students

For new students, and according to the Schools Fees Framework, the school will charge parents up to 30 percent of the total fee amount to be paid within ten (number of) days of the issuing of the acceptance letter.

- This amount is non-refundable unless the family has to move outside the Emirate of Dubai before the start of the academic year.
- This amount is deductible from the first term of the academic year.
- Registration/Admission fee due upon acceptance.
- 30% due within 10 days of starting the academic year (September).
- Remaining balances due in 2 equal installments through post-dated checks (December 1, February 1)

Refunds:

For students who are withdrawn from the school during the academic year, fee deduction will be applied as per the Schools Fees Framework quoted below:

- If the student attends school for two weeks or less, one month's fee will be deducted.
- If the student attends school for a period ranging between two weeks and one month, two months' fees will be deducted.
- If the student attends for more than a month, three months' fees will be deducted.

Rising School reserves the right to not re-enroll students for the following academic year when fees are repeatedly not paid on time. This will be documented by the school through the issuance of dated warning letters.

Rising School also reserves the right to not issue the concerned student his or her progress report and to refer the issue to the KHDA.