

# Admission Policy 2023-24



# Table of Contents

1. Requirements
2. Office hours
3. Siblings
4. Applications for the upcoming academic year
5. Placement of students after enrollment
6. Class sizes
7. Nationality
8. Gender
9. English language instruction
10. Additional learning requirements
11. Behavior
12. Siblings / twins
13. Medical records
14. Staff children
15. Waiting list
16. Re-registration

## 1. REQUIREMENTS

This policy sets out the requirements for admissions in line with the KHDA Guidance Manual. It ensures that Nibras International School (NIS) takes a fair and non-discriminatory approach to the enrolment of students in support of a diverse and inclusive school community.

## 2. ADMISSIONS OFFICE HOURS

At NIS, we value the safety of our students and staff.

The admissions office remains open from:

- Monday till Thursday 07:30 am - 04:00 pm
- Friday 7:30 am - 12:00 pm.

## 3. SIBLINGS

Siblings of current students are given priority.

We offer sibling discounts of 10% for the youngest and 5% for the second youngest.

## 4. APPLICATIONS FOR THE UPCOMING YEAR

Applications for the following academic year 2024/2025 may be submitted on the website.

View our Admissions Process, and the admissions team will respond to your application within two working days.

Website Link: <https://www.nisdubai.ae/>

## 5. ACCEPTING AN OFFER AND REGISTRATION

Once a place is offered, we request the family to accept and complete the offer acceptance within 7 days. Our Registrar will ensure all information and required documents are complete before the payment is made with our finance office.

All parents will be requested to sign the online KHDA Parent Contract using the child's original Emirates ID, in line with the KHDA policy. We will confirm the child's place at the school once this process is complete.

## 6. PLACEMENT OF STUDENTS AFTER ENROLLMENT

NIS places students in the correct grade group in accordance with their age as on August 31st in the year of joining. This is in accordance with the KHDA policy. To maintain equality and diversity in our classes, and to allow students to better support each other's academic and social development, we place children in class by considering nationality, gender and additional learning needs.

## 7. CLASS SIZES

Class sizes will not exceed 24 students in Kindergarten classes and 26 students in classes from Grade 1 upwards.

## 8. NATIONALITY

NIS is a co-educational school from KG1 to Grade 12. NIS operates a fair and non-discriminatory approach towards the selection of students. The school currently has over 82 nationalities.

## 9. ENGLISH LANGUAGE INSTRUCTION

NIS delivers an American curriculum (AERO) to students in English language. Language proficiency in KG is not used as a criterion for admissions. In Elementary, Middle, and High School, English language proficiency is assessed to ensure students can access the curriculum and progress to the best of their ability.

## 10. ADDITIONAL LEARNING REQUIREMENTS

### Student Special Support

To ensure a productive learning experience for all students at the school, including Students of determination, it is essential that the school and the families work in partnership. This is defined by certain expectations from both parties to set the condition for a successful identification and support mechanism for the students.

### Parents are expected to:

- Provide the school with copies of all medical, psychological or educational assessments or reports before entry to the school. Such materials are a prerequisite in enabling us to better assess your child, and enhance our ability to plan for and meet the student's educational needs. Failure to disclose any such information, including the deliberate withholding of information, may result in your child not making the expected progress in school.
- Notify the Principal in writing if you are aware or suspect that your child has or might have a learning difficulty in order to support provision planning systems. Parents will be asked to withdraw their child after obtaining KHDA approval, if, in the professional judgment of the principal and the child's teachers, and after consultation with the parents and with the student (where appropriate), the school suspects that such vital information about Students of determination has been deliberately withheld.
- Refer to the school's policy on "special educational needs" for full details.

NIS is an inclusive school. Students with Special Educational Needs are welcome and assessments will be modified and accommodations made, to meet the diverse range of needs. To ensure a productive learning experience for all students at the school, including those with Students of determination (determination), it is essential that the school and the families work in partnership. This partnership is central to the successful identification, care and support of these students.

1. Share with the school any concerns they may have in relation to their child;
2. Inform the school in writing if your child:
  - Has ever attended and/or been assessed by a Psychiatrist, Psychologist or other Therapist (Speech, OT, Behavior etc.)
  - Has ever had additional learning support in nursery or school
  - Has any physical and/or medical condition that may have an impact on their learning or involvement in school activities
  - Has been prescribed regular medication or allergic to any medication or food
3. Failure to disclose any such information, including the deliberate withholding of information, may result in your child not making the expected progress in school.
4. Parents will be asked to withdraw their child if, in the professional judgment of the principal and the child's teachers, and after consultation with the parents and with the student (where appropriate), the school suspects that such vital information about Students of determination has been deliberately withheld.
5. Parents are expected to work with the school with full transparency regarding this partnership.

## **11. BEHAVIOR**

NIS believes in good student behavior is fundamental in enabling the best learning experience possible, for the student and for their classmates. All students enrolled at NIS should have a positive attitude towards learning and respect for the school community.

Completed good conduct form from the last/current school is a mandatory requirement for the absorption of new students from Grade 6 to Grade 12

## **12. TWIN SIBLINGS**

NIS embraces and respects the individuality of each child. We will always call our multiple-birth children by their individual names and take care in assessing them individually. Where possible, siblings will be placed in different classes.

## **13. MEDICAL RECORDS**

The school requires current and accurate information regarding your child's medical requirements. It is the parents' responsibility to notify the school of any change in circumstances. Our school clinic requires records of previous medical treatments, allergies, and immunizations upon registration.

## **14. STAFF CHILDREN**

Staff children are guaranteed an admission seat (subject to the terms of our admissions policy) but must still complete an enrolment form and submit the requested documentation.

## **15. WAITING LISTS**

Where a year group is at capacity, a child may be placed on the waiting list. The parent will be contacted if a place becomes available, and if a place is offered it must be accepted within 10 days.

## **16. RE-REGISTRATION**

To secure their place for the next academic year, parents will be asked to pay a re-enrolment fee of 5% of the annual tuition fees. This is non-refundable, however adjustable against the first-semester fee. Please refer to the school fees schedule.

This policy is reviewed on an annual basis by the School Principal and the Head of Admissions. This will be updated should new policies be issued by the Knowledge and Human Development Authority (KHDA).