

# Admission Policy

## 2025 – 2026



### POLICY INFORMATION

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Reviewed by:	Principal and Admission Team
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Approved By:	Principal - Daspo Yiappos



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## 1. Introduction

The Oxford School is a fully inclusive school. It is committed to inclusion and actively supports Federal Law 29 accepting students of determination (SOD) and those with additional needs. Working in an active partnership with the parents is fundamental to ensure the provision of a high-quality educational provision and targeted support across the school.

The Oxford School is following the National Curriculum of England for students from Foundation Stage (FS) to Post-16. The school curriculum is adapted to the local requirements, supplemented by the UAE Ministry of Education. The school is an accredited Cambridge International Examination, and Edexcel centre prepares students for life beyond the school.

Our programmes are deeply rooted in the Islamic values and Emirati culture by incorporating the world cultures to nurture our students as global citizens. The school is following a skill-based curriculum that helps students to become confident, reflective, responsible, independent, and compassionate human beings.

The school is following a range of subjects from FS to year 13 to ensure adequate skills are embedded in their system to succeed in this new world. Islamic education is compulsory for the Muslim students from year 2- 13 and the Arabic language is taught for Arab and Non- Arab students separately. Arabic- A is taught for year 2-13. Arabic- B is compulsory for year 2-10, and it is an optional subject for year 11- 13.

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## 2. Aims and Purpose

All students are eligible for admission to the Oxford School if it is believed that the school can meet their particular needs. We do not discriminate on the grounds of nationality, race, gender, religion, social class or special educational needs and seek to accept all qualified students who apply. All applicants for places are required to provide a recent report from the previous school. If there is no school report, they will undertake a placement test which will be marked by staff in school and the Principal will review the placement. In the event of an admissions request for a child with Additional Needs, the Inclusion Department will undertake a holistic assessment to determine the child's requirements. Placement in all classes will be made by the Heads of School on the basis of the child's previous educational record, the assessment of the school and meeting the MOE and KHDA requirements regarding age and year group.

The Oxford school values working in partnerships with parents and all stakeholders and in the interest of providing high quality education appropriate to the need of the child, requires parents to provide all relevant documentation prior to the enrolment to support effective placement of the child.

## 3. Model addressing the student needs on admission.

<b>The right based Model</b>	<p><b>The Oxford school is committed to:</b></p> <ul style="list-style-type: none"><li>• Recognising a student of determination's right to access the same quality of education as other students.</li><li>• Identifying the presence and impact of the difficulties experienced by these students, and maintain high expectations of their participation, engagement and success.</li><li>• Shifting from viewing the disability within the person to recognising that disability is created from influences outside of the person as constructed socially by the discriminatory attitudes, policies, and systems.</li><li>• Developing more effective teaching, learning, and curriculum development processes that cater to all, irrespective of abilities or needs.</li></ul>
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In many cases, students with a special educational need will also have a formally diagnosed disability, however, others will not. The Oxford school develops comprehensive and clear understanding of related barriers to learning and ensures that their special educational needs are fulfilled.



## 4. Admission Process

### 4.1 Enquiry Phase:

Parents can find an application on the school website, or it can be completed manually by a member of the admissions team. Admission policies and procedures have been established to make certain that students are appropriately placed at the Oxford School, while maintaining the integrity and consistency of school policies and the application process. A student's admission is not conditional on a medical diagnosis. Accurate placement will ensure that those students admitted benefit fully from the educational programming offered and that they will have a higher probability of a successful learning experience. The Admissions team is committed to working together with families to determine the educational placement that is best for each student. Parents, upon making an enquiry will receive a phone call from our admissions staff within 24 hours.

### 4.2 Age Criteria:

The school follows the English National Curriculum and adheres to the KHDA guidelines for enrolments. The criteria for enrolment have been laid below. Class Child's age as on 31st August 2025. FS 1 3 Years FS 2 4 Years Year 1 5 Years Year 2 6 Years

### 4.3 Required documents:

As part of the enrolment process, applicants must submit the following documents:

- Student Birth Certificate Copy.
- Student Passport Copy.
- Student Visa Copy.
- Student Emirates Card ID Copy (both sides).
- 2 recent Passport size photographs.
- Immunization Certificate Copy.
- Most Recent School report/nursery (previous 2 years) copy.
- Medical Declaration and Mandatory Information Forms.
- Sponsor Passport Copy.
- Sponsor Visa Copy.
- Sponsor Emirates ID Copy.
- Attested Transfer Certificate from previous school.

Note: If transferred from a school within the GCC (GCC Countries- Saudi Arabia, Kuwait, Bahrain, Qatar, Oman) or from another UAE Emirate, transfer certificate must be attested by the Ministry of Education.

Children coming from countries other than USA, Australia, Canada, Western Europe, Japan and New Zealand should have the original Transfer Certificate (TC) attested by:

- Ministry of Education (from country of TC origin),
- Ministry of Foreign Affairs (from country of TC origin)
- UAE Embassy (from country of TC origin).



## 4.4 Registration:

Parents can submit an application for their child/ren through the school's website by clicking on "Enroll Now". In order to complete their registration, a parent must supply all required information including names, dates of birth and grade/year of application. Where required, the parent is also asked to pay the Application Fee of AED 500/- + AED 25/- VAT. This fee includes all assessments fees. The application fee is not deductible from the tuition fees.

The Application Fee is:

- Refundable if the school does not offer the student a place. Unless, the child's registration is carried forward to the following academic year.
- Non-refundable if the school offers the student a place but the student chooses not to take it.
- Not deductible from the total tuition fees to be paid if the student is offered and accepts a place.

## 4.5 Screening and Assessment:

LEAMS is a non-selective and fully inclusive network of schools. Students must be placed based on a school report from the child's previous school. This includes age requirements, school complete documents, academic standards and being able to rightfully remain in the country. Screening and assessments to determine the right placement within the Oxford school and support personalized learning pathways may be undertaken before the student starts. Screenings and assessments may consist of 1:1 phonics screener, reading, writing, maths, social skills, LD checklists, CAT4 and/or other cognitive abilities tests. An assessments specific to students with Additional Needs and English Language Learners may be conducted by the Head of Inclusion or a member of the English as an Additional Language Team.

For incoming students of determination, the following measures are used to help assess the level of individual need and to ensure that appropriate provisions can be made for each student:

- Parent/Carers are required to disclose any Special Educational Need that has been previously identified.
- Student's application needs to be accompanied by previous academic reports, previous provision plans, individual Education Plans, advanced learning plans, behavior intervention plans and any previous medical/psychological assessments that are relevant to the application.
- Foundation Stage students are assessed in a group environment in order to take into account social abilities and school readiness.

Entry to sixth form is conditional to meeting the following:

1. The minimum requirement of 5 - GCSEs at grade 4 or above.
2. Individual subject requirements as per the course choice information. Some subjects have higher.
3. Entry requirements than others, so please refer to entry requirements documents provided above (Refer 4.2).
4. Completion of a CAT4 assessment with A-Level predicted grades taken into account.





5. Positive reports for the past 2 years from previous schools (external candidates).
6. Successful interview with the Sixth Form team (all candidates).

Offers made will be conditional to attaining the relevant grades. A Sign-Up day will be held in August, prior to the start of term and after GCSE results are released. Students who do not meet the minimum requirements will be dealt with on an individual basis, with predicted grades and attitude to learning taken into account.

Students applying to the Oxford School Sixth Form from curriculums other than the National Curriculum of England are welcome to apply and offers will be made based on their suitability for the course based on the above criteria.

#### **4.6 Offering a Seat:**

When there is available space in the requested year, an applicant may be offered a seat within 48 hours of registration. The Oxford school has the right to revoke the offer at any time during the admission process if the conditions of the offer are not met.

The Oxford school will make every effort to ensure that the enrolment of Students of Determination is open, fair and in the best interests of the student at all times. We recognise the importance of identification as early as possible for potential students with Additional Needs in order to identify whether suitable, individualised intervention can be supplied within an Inclusive mainstream school.

#### **4.7 Waitlisted Applicants:**

When there is no seat available in the requested year level, an applicant is placed on the waitlist. At time of communicating to a parent that a child is on a waiting list, the student will be referred to another LEAMS school. All students on the waiting list should be telephoned regularly and kept informed about open seats and the possibility of being placed. Bi-weekly email communication to be sent to all families waiting for a seat. If the Oxford school is unable to offer a place for the application, parents can either claim the refund or keep the student on the waitlist for future enrolment. If parents choose the refund, the amount will be refunded for the entire amount of AED 500/- + AED 25/- VAT in the same mode as originally paid by parents, i.e. through credit card.

#### **4.8 Management of Waitlists:**

Students will only be placed on the waitlist once full documentation is received; payment of the registration fee made and successfully completed the assessment process. Students will remain on the school's waitlist for up to two academic years based on the date of enquiry.

#### **4.9 Denied Applicants:**

Applicants who have not met the entry requirement sent by the school must be offered a re-assessment or referred to another LEAMS school. All schools are responsible for doing all that LEAMS can to accept and place students.



## 4.10 Application Rollovers:

Admission Officer will communicate to parents the option to remain on the waitlist for the next academic year prior to opening admissions for the prior academic year. A parent will need to respond to the Admission Officer with their intent to remain on the waitlist for the next year. After two years on a waitlist, a parent can only remain on the waitlist by reapplying and resubmitting the required documents.

## 4.11 Confirmed Enrolment:

Once an offer has been accepted by the parent, all pending paperwork and payment of complete term fees must be submitted before the child's date of joining. The terms and conditions attached to the offer letter provide the expectations and requirements from the parents and the school.

## 4.12 KHDA requirements:

All students must be registered with the KHDA and parents must sign the 'Parent School Contract' within two weeks of the start of the academic year. Failure to do so may result in suspension from school. This process must be completed annually.

## 4.13 Re-enrolments:

To secure a place for the next academic year, a re-enrolment process is held each year. Students who are not in compliance with local government regulations or have unpaid school fees, will not be eligible to re-enroll and continue at the school the next academic year.

## 4.14 Refund of Tuition Fees:

- In the cases of both existing and new students, the registration and re-registration deposit will not be refunded unless there are extenuating circumstances. These circumstances include but are not limited to relocation to another country/Emirate or any other unforeseen circumstances.
- In the case of a refund, the school fees will be calculated as follows:
  - Tuition fees paid prior to the beginning of the academic year are refundable and only the registration / re-registration fees will be deducted.
  - If the student was enrolled in the school for two weeks or less, a month's fees will be deducted.
  - If the student was enrolled in the school for a period ranging between two weeks and one month, two months' fees will be deducted.
- Notice of student withdrawal and application for a tuition refund at the request of the parent/guardian must be made in writing to the School Principal or Registrar thirty (30) days in advance.



## 4.15 Transfer Certificate Guidelines:

If a Parent wishes to cancel the admission, they need to submit the Admissions Cancellation Application to the Admission Officer. A 30-day notification is required to ensure all necessary documents are ready. If the parent wishes to apply for Transfer Certificate, then they need to pay TC charges of AED 120 in the Accounts Department after clearing outstanding fees if any, the Refund if applicable will be calculated as per the KHDA.

