

Admission Policy

Admission relates to the process by which places are allocated to applicants who are not enrolled in Pristine Private School. The school is committed to high academic standards wellbeing and development of all students in a common learning environment. The inclusive ethos of the school welcomes children and ensures that there are meaningful learning opportunities for all groups of students.

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 statement.
- 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 www.pristineschool.com/admission for all important details regarding admissions.

Parents must first complete the online application form and then bring the relevant documents to school to complete the admission process.

Pristine Private School admits applicants who possess English language skills to enable them to access the curriculum.

Age related admission assessments is conducted for all applicants to establish the level of English, Mathematics and Arabic (for local transfers only) to ensure that the child will be able to access the school's programme.

Admission is subject to availability of seats and submission of his/her TC from the last school attended.

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.

Admission will be confirmed subject to approval by KHDA. No provisional admission will be granted.

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

Class	Age
FS1	3 years
FS2	4 years
Year 1	5 years
Year 2	6 years
Year 3	7 years
Year 4	8 years
Year 5	9 years
Year 6	10 years
Year 7	11 years
Year 8	12 years
Year 9	13 years
Year 10	14 years
Year 11	15 years
Year 12	16 years
Year 13	17 years

Applicants for admission to FS 1

Special arrangements are in place for admitting and assessing students starting the following school year in FS1. All applications (inclusive of siblings) for a place in FS1 must be made before the specified deadline.

Students are assessed according to the schedule which is notified well in advance.

Assessments for FS-1 are based primarily on observation of the child at play, engaging her/him in conversation to observe:



- Social and emotional readiness to comfortably adapt to the school's learning environment.
- Level of fluency in English at an age-appropriate level to access the curriculum.
- Level of age expected physical development (fine and gross motor skills).

Admission to the Sixth Form/ Post 16 (Years 12 & 13)

Placement to Advanced Subsidiary level is solely based on the attainment at the IGCSE. For details please refer to the post 16 booklet on the school website.

The student must have studied the relevant subject area selected for AS/A level in the IGCSE.

Admission of Students of Determination (SODs)

Pristine Private School offers an inclusive approach to education in line with the Dubai Law No.2 (2014) and the Executive Council Resolution No.2 (2017).

- In order to understand individual needs and to support SODs, we encourage parents to provide the school with complete information regarding previous academic experience, formal assessments if present. So, we can determine the best possible pathway within the existing level of provision.
- The school has appropriate procedures in place to assist identification of Students of Determination on entry.

Admission to Emirati Students

The School gives priority to Emirati applicants in FS1. 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 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.

SEND/CO/Inclusion Champion

- To meet prospective parents.
- To encourage parents to 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.
- Assign a Special Educator to 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.

Policy Details	<i>Admission Policy</i>
Version Date	<i>August 2019</i>

