

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 fully complete the online application form with all the relevant documents.
- Only completed applications are processed.
- It is essential for the applicants to possess age-appropriate English language skills in order to enable them to access the curriculum.
- Age related admission assessments are conducted for all applicants to establish the level of English, Mathematics to ensure that the child will be able to access the School's programme.
- Admission is subject to availability of seats and submission of the applicants School Leaving Certificate from the previous school attended.
- Once the capacity of the year group is full the applicants are placed on a waiting list in order of submission of the application. 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 is 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. (As of August 31st)

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

Special arrangements are in place for admitting and assessing students starting the following school year in FS. All applications (inclusive of siblings) for a place in FS 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 Primary and Secondary (Years 1 to 11)

Admission assessments are conducted for Math and English, for all applicants to establish their level to ensure that the child will be able to access the school's programme.

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).

- 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 Students in all year levels as long as they meet the school's admissions 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. The seat can only be secured on submission of the required non-refundable deposit which is 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.

Registrar/Arabic Liaison Officer

- All new admissions must sign the KHDA Parent School Contract.

Heads of School

- To liaise with the Admissions Officer.
- To ensure smooth orientation of the student on entry.

Coordinators and subject leaders

- To monitor the progress of newly admitted students.
- To assist the newly admitted student in the settling process.

Principal

- To ensure that policy and procedures are reviewed and updated as necessary from time to time.

SEND/CO/Head of Inclusion

- 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 orientation and progress of newly admitted students.

<i>Policy Details: Admission Policy</i>	
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