



**CREDESCENCE HIGH SCHOOL, DUBAI**

**ADMISSIONS POLICY**

**2022 - 2023**

## **OUR VISION**

To be an institution that nurtures free and happy minds thereby empowering students to excel and contribute to the society in the field of their choice.

## **OUR MISSION**

**T**ailor an inclusive and supportive campus that offers a sense of belonging, happiness, physical safety and intellectual freedom to all of our students.

**H**arvest the innate talent of each child to build a school community of individual achievement and collective excellence.

**I**nstill an acute sense of values and ethics in each of our students so they may be always known for their personal integrity and probity.

**N**urture an international cross-section of students so they may learn to live in a globalized world and contribute in building a united, tolerant, caring society.

**K**indle and keep alive the spark of curiosity in our students through the provision of ICT facilities and resources that support a research – oriented, independent and enquiry based learning.

## **INTRODUCTION**

Credence High School offers an inclusive holistic learning program for students of PreKG to grade Ten which will progress until Grade 12 with one class being added each year (based on the approval of the KHDA). The school is affiliated to the CBSE. We strive to deliver high quality education for the diverse community in the UAE. We admit students of all nationalities (except Arabs as per the laws of the KHDA). While we try to accommodate as many students as we can, there are constraints concerning limitations of numbers in each class. Preference is offered to siblings. Others are waitlisted and enrolled as and when vacancies arise. In all cases, admission procedures are laid down by KHDA and are adhered to by the School.

## 1. Academic Year

PreKG to Grade 1

- Term 1: April – June
- Term 2: September – November
- Term 3: December – March

Grade 2 – Grade 10

- Term 1: April – September
- Term 2: October – March

## 2. Medium of Instruction: English

## 3. Arabic Language / Islamic Studies

- All students from Grade 1 to Grade 9 are required to learn Arabic.
- Credence High School provides Islamic Studies for Muslim children.

## 4. Grade Levels

Credence High School places students in age-appropriate grade levels based on interaction /aptitude test/class mentioned in the Transfer Certificate (TC)

Grades	Age (by March 31st of the year of admission)
PreKG	3
KG 1	4
KG 2	5
Grade 1	6
Grade 2	7
Grade 3	8
Grade 4	9
Grade 5	10
Grade 6	11

Grade 7	12
Grade 8	13
Grade 9	14
Grade 10	15

## 5. Admission Process:

Consists of the following

- Inquiry /Online registration
- Confirming registration & Assessment/Interaction
- Enrollment (Payment of relevant fee as per KHDA guidelines)
- Registration with KHDA and signing of the Parent School Contract

### **Inquiry/Online Registration**

- Prospective families are invited and encouraged to visit the school whenever possible, to experience for themselves the learning /teaching practices and facilities that make Credence High School a special place. Parents are invited to visit the school to discuss admission process /view facilities and to meet the SLT at a mutually convenient time/date.
- When visitation is not an option, we trust that families will take the time to thoroughly review our website and fill up the online registration form, after which, the admission office will revert to the parent with further details. Parents can contact us directly on the contact number mentioned on the website for inquiries.

Our aim is to help parents' transition from enquiry/online registration to enrollment as efficiently and as soon as possible.

### **Confirming registration & Assessment/Interaction**

- Online registration is formalized paying a registration fee of AED 500
- Students seeking PreKG/ Kindergarten admission are required to participate in an observational, practical assessment to determine school readiness.
- Students seeking admission Grade 1 and above are required to appear for an entry level test in English and Mathematics. The syllabus is made available on on the school website.

## **Enrollment**

- Selected students will be informed via email/telephone call. Parents should visit the school to pay the relevant fee within 3 days from the date of offer of admission.
- Student acceptance is based on space availability and consideration of the following:
  - Age appropriateness for the requested grade level as per KHDA requirements. (KG1 to Grade 1).
  - Transfer certificate if the child is moving into class from Grade 2 and above which should be attested as per KHDA requirement.
  - Valid UAE residence visa and Emirates ID

## **Registration with KHDA and signing of the Parent School Contract**

The following documents should be submitted at the time of admission/registration with KHDA

- Transfer Certificate from previous school for students from outside Dubai. (contact admissions department for details)
- Student Special Education referrals or psychologist reports when applicable/asked for.
- Immunization records Grades 1 and above.
- Document translations (if necessary), must be attested for authenticity.
- Parents will ensure all information and documentation provided to school is true and accurate.
- Every student is required to be registered with the KHDA through the original Emirates ID of the child and one of the parent.
- It is mandatory for the parent of new student/s to sign the Parent-School contract drawn by the KHDA
- Non submission of relevant documents on time/non signing of the Parent-School-Contract can result in the cancellation of admission by the KHDA.

## **Transfer Certificate**

Every student is required to produce a transfer certificate from his or her previous school. This is strictly enforced and failure to produce a properly completed /attested transfer certificate, will result in the placement being withdrawn. The Certificate must contain the following information:

- Date of enrolment.
- Year group or Grade placement.
- Date the child left the school.
- School stamp and signature.
- For students coming from Emirates other than Dubai, the Transfer certificate should be attested by the Ministry of Education of that Emirate.
- For students coming from CGG countries, the Transfer Certificate should be attested by The Ministry of Education.
- For students coming from overseas, the Transfer Certificate should be attested by the Education Officer of the area, from where the Transfer Certificate is obtained. It has to be further attested by the embassy of the country followed by the Ministry of the UAE Foreign Affairs. (More information may be availed from the admissions department)

### **INCLUSION - Admission of ‘Students of Determination’**

Credence High School believes that all students of determination have the same right as all other students for admission, participation and equity. They have the right to engage and participate in a quality learning experiences alongside same aged peers. We ensure students of determination are not refused admission based only on their experience of need. We are committed to providing “sibling priority” for admission of students of determination. Once enrolled, the students of determination will be actively supported to participate in the process of learning as they develop their potential, and build relationships with their peers, through social interactions in age appropriate common learning environments. The inclusive support team will ensure that students of determination will be provided with the support, accommodations and curricular modifications required to enable equitable access to educational opportunities. Appropriate priority will be given to the development of each student’s potential, including meaningful participation in the learning process, with peers in the common learning environment which promotes the principle of equity for students of determination.

The school is committed to educating all students in a common learning environment. All students have access to quality instruction, intervention and support, so that they experience success in learning. We create a culture of collaboration, in a landscape of mutual respect and equality for all where all students are given opportunities to be successful learners, to form positive social relationships with peers. Students are encouraged to become fully participating members of the learning community for a shared commitment to internationally recognized

values of inclusive education. All stakeholders including governing body and leaders at all levels

- View and value student diversity as integral to the human condition
- Recognize the learning potential of all students
- Engage with theories of learning that support child-centered and differentiated approaches to teaching and learning
- Acknowledge that all students have the right to education in a common learning environment
- Prevent marginalization and discrimination in education based on the experience of the students of determination in order to reduce barriers to participation in learning
- Are proactive in removing barriers to learning in diverse student populations, by adapting and modifying curricula, teaching and learning strategies
- Reject ability-labeling in teaching, along with the idea that some learners cannot learn due to individual deficits
- Fulfil their responsibility to facilitate an inclusive culture within their individual education settings and be accountable through the programs, practices and outcomes of the entire learning community.

Admission at CHS including early years is not conditional upon the submission of a medical diagnosis. We carry out an ‘assessment of educational need’ upon entry to school or other formal education programme. We use the outcome of the ‘assessment of educational need’ alongside other information to appropriately identify the category and level of the students of determination. The school ensures appropriate identification procedures on entry, in the early years, and in classes are consistently applied and occur in a timely fashion. Information gained from assessment upon entry and identification procedures is used to determine the type and level of support appropriate for each student, based upon their level of development and experience of the students of determination.

### **Grade Placement**

The grade placement policy allows students to continue in the grade in which enrolled or have most recently completed rather than advancing to a higher grade. A conservative placement is used in order to best serve the educational needs of the student.

## **Class Placement**

The goal of the class placements is to create homogenous sections within each grade level. Each of the sections will be as balanced and diverse as possible considering the following student characteristics:

- Educational needs
- Gender
- Class size
- Cultural background (mixing of nationalities)

## **Class Size Policy**

- The teacher student ratio for instruction is 1:25 in Kindergarten. The ratio is 1:30 in grade 1 to 10. The numbers comply with KHDA requirement.
- PreKG to grade 1 operates with a class teacher and supported by a Teaching Assistant and a class nanny

## **Vital Information- School Fee Payment & Other**

- Siblings of existing students will receive admission preference and a discount of 20% for the first sibling and 30% for the second sibling onwards. The discount is applicable for the younger of the siblings and not in the order of admission.
- In the case of admission of twins, one child (the younger one) will be offered free transport service if option for.
- The fee for the year for both tuition and transport (if opted for) is charged for 10 months only. The parent is bound to pay the fee (as per KHDA policy) when the child may be on authorized/unauthorized leave. No concession on fee is possible for the period of leave of the child/children till such time that the child/children's name is officially cancelled from the school records after clearance of all the relevant school fee.
- Parents are required to provide the vaccination card (for Grade 1 & above) to the school medical department besides medical information of the pupil such allergies, special medical conditions, learning disabilities, behavioural problems
- Up to date contact details, and emergency telephone numbers of both parents.
- The school will communicate with either of the parents regarding any information about the child. In the case of single parenting issues, the school will deviate from this policy in case provided with a valid court order by the legal guardian, which, if issued by a foreign court must be attested by the UAE Courts (a "Court Order").



## **Cancellation of Admission**

All cancellations are guided by the KHDA rules and are as under:

- If the cancellation is for the admission for the following year, the amount paid to confirm the admission is forfeited unless the family has to move out of the Emirate of Dubai/Sharjah for which documentary proof is to be provided.
- If the cancellation is for the ongoing year, The 'Cancellation Application Form', duly completed is to be submitted at the school accounts office.
- A KHDA fee of AED120/- is charged for issue of TC for schools outside of Dubai
- For incoming students from within Dubai, a KHDA fee of AED120/- will be charged for registering the child with KHDA.
- In case of refund and recovery, the school fees will be calculated as follows:
  - If the student attends school for two weeks or less, a month's fees will be deducted.
  - If the student attends school for 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.
- Transfer Certificate will be issued only after all the school dues/payment of all relevant fee has been cleared.

## **Cancellation of Admission /Strike-Off Conditions**

A pupil's name will be taken off the school rolls on the following grounds: Consistent failure to pay fees on due date.

- Absence from school for a period of 30 continuous days without prior permission of the school authorities.
- When the parent wishes to cancel the admission for any reason personal or otherwise.
- The pupil whose name is struck off the rolls may be considered for readmission to the School at the Principal's discretion. The student will be required to go through all the relevant processes of admission and payment of fee as in the case of a new admission.

# CREDENCE HIGH SCHOOL – DUBAI

## ADMISSION PROCESS – FLOW CHART

