



مدرسة وودلم بارك

Woodlem Park School

Al-Hamidiya, Ajman

ADMISSION POLICY

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Policy Name	Admission Policy	Policy No.	DWS_PLC_006
Effective Date	April 2025	Date of Last Review	
Date of Next Review	March 2026	Person in-charge	

1. INTRODUCTION

The school is co-educational, offering multiple choices to students. The vision is to establish premier high-quality academic programs. We are proud of our different cultural mix and the international flavour brings to our school. We have extensive facilities that motivate students to realize their full potential. The school is based on the CBSE curriculum from KG1 to Grade 10.

WPSH accepts registration of new students during the school's academic year through our Admissions KG1 to Grade 10 office. All children seeking admission to WPSH from will be assessed before being offered admission.

Academic Year

KG1 to Grade 10

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

2. THE ADMISSION PROCEDURE

- Online Registration of child through school website
- An appointment to schedule and visit to school along with the child with original documents).
- Interaction KG 1 & KG 2/Entry level Assessment (Grade 1 to Grade 5 in English, Mathematics, and Science of present class). Timings for Interaction/Assessment 12:00 pm-3:00 pm (As per Appointment Given by the admission in-charge)
- Result of interaction/entry-level assessment confirmation to the parent via (Call/email) from the school.
- Check of Age and Documents (List given below) before proceeding with the Payment formalities.
- Follow up procedures for Transportation (Bus No. Routes, Timings, etc.), Issue of Books and Stationery, and uniforms from concerned departments.
- Orientation of the Child. – Day/Date will be intimated by the school.

Note: Documents and Age Conditions are to be fulfilled as

AGE

- KG1: Four years completed by the 31st of March
- KG2: Five years completed by the 31st of March
- Grade 1: Six years completed by the 31st of March

DOCUMENTS

- A copy of the student's birth certificate. If not in English, it should be attested by the concerned consulate.
- A copy of the student's passport with a valid residence visa.
- A copy of the student's Emirates ID (both sides)
- Parent's passport copies with valid residence visa.
- Passport-size photographs (4 in No.) of the student.
- Report Card of the previous school attended. (This is required for students coming from Grade 1 and upwards)
- Copy of vaccination records to be submitted to the admission in charge during the time of admission. (As per DHA guidelines.)
- Original Transfer Certificate/ School last attended to be submitted to the Registrar.
- For students coming from UAE, the Transfer Certificate should be attested by the concerned Education Authority.
- For students coming from Europe, Japan, Australia, New Zealand, Canada, U.S, and U.K the Transfer Certificate should be attested by School Only.
- For students coming from GCC countries, the Transfer Certificate should be attested by The Educational Authority of the Country.
- For students coming from other countries including Asian Countries, the Transfer Certificate should be attested by the UAE embassy in the country of education and the Ministry of Foreign Affairs in UAE.
- It is mandatory for the parent to sign the Parent-School contract drawn by the KHDA
- Failure to disclose or deliberate withholding of information may result in the withdrawal of the school place as per the KHDA contract.
- Non-submission of relevant documents on time/non-signing of the Parent-School- Contract can result in cancellation of admission by the KHDA.
- Guardianship Information: In cases where the student is not residing with their biological parents,

legal guardians must submit proof of guardianship, including a notarized guardianship letter or legal court order.

NOTE: All admissions are subject to Approval by the Educational Authority of Dubai/ KHDA.

1. APPLICANT WHO MAY REQUIRE ADDITIONAL LEARNING SUPPORT & STUDENT OF DETERMINATION

Dew vale is committed to providing an inclusive, equitable, and high-quality education for all students. Our admission policy ensures that every child, including **Students of Determination**, has the opportunity to access education in a supportive environment tailored to their individual needs.

3.1. Admission Principles

- Admissions are conducted in a transparent and non-discriminatory manner.
- The school welcomes applications from students of all backgrounds, abilities, and needs.
- Decisions are made based on the school's capacity to meet the student's academic, social, emotional, and physical needs effectively
- Failure to disclose or deliberate withholding of information may result in the withdrawal of the school place as per the KHDA contract.
- Additional support beyond the standard school provision, such as therapeutic interventions, Learner interventions or 1-to-1 support (LSA), may be required and will be funded by parents

3.1 Application Submission

For **Students of Determination**, additional documentation such as

- Psycho-educational assessments
- Individualized Education Plans (IEPs)
- Individual Behavioral Plan
- Medical reports must be provided along with a therapeutic intervention report.

3.2 Screening & Assessment

- All applicants undergo an initial screening to determine their academic and developmental readiness.
- For **Students of Determination**, a review by the **Inclusion Team** will assess whether the school can provide the required support.
- If necessary, the school may request additional assessments or meetings with specialists.

3.3 Decision & Placement

- Admission decisions are made based on assessment results, available resources, and discussions with parents/guardians.
- The school will develop a tailored support plan for **Students of Determination**, outlining necessary accommodations, modifications, and learning support.
- If the school cannot meet a student's needs, alternative recommendations will be provided in consultation with the parents.

4. Parental Involvement

- Parents play an active role in the admission process and ongoing education of their child.
- The school encourages open communication and collaboration between parents and educators.
- Parents must **respond to all communications** from the school and provide the necessary support for their child's learning and well-being.
- If a parent **fails to provide adequate support**, the school reserves the right to **withdraw the school place** as per the KHDA contract.

5. RETURN STUDENTS

For returning students, and according to the Schools Fees Framework, the school will charge up to 10% of the total fee amount to be paid within the time frame specified by the school:

- This amount is non-refundable unless the family has to move outside the Emirate of Dubai before the start of the academic year.
- The school reserves the right to ask for proof that the family is moving outside the Emirate of Dubai such as an acceptance offer from another school situated outside Dubai.
- This amount is included in the total yearly tuition fee from the academic year
- If a student has taken a **Transfer Certificate (TC)** to join another school and later wishes to return to Dew Vale School, they must submit a **referral letter from the previous school**.
- The referral must include details about the student's **conduct and behavior** with peers and teachers.
- This letter must be signed by both the **Principal** and the **Head of Inclusion** of the previous school.
- The school reserves the right to assess the student's eligibility for re-enrollment based on the provided documentation.

6. NEW STUDENTS

- For new students, and according to the school fees framework, the School will charge parents up to 30% of the total fee amount to be paid within ten days of issuing the acceptance letter.

- This amount is non-refundable unless the family has to move outside the Emirate of Dubai before the start of the academic year.
- This amount is included in the total yearly fee for the academic year.
- In case of a refund, it is mandatory to submit the original receipt to accounts (unless it is an online payment)

7. PROMOTION AND RETENSION POLICIES

- KG 1 and KG 2: No failing in this stage
- Lower Elementary (Grades 1- 3): A student would be retained in the same grade level if he/she fails to receive the minimum passing mark in 4 or more subjects.

III. Grades 5 -7

- A student will be promoted to the next grade level if he/she receives the required minimum mark in all subjects.
- A student will sit for a retest in April if he receives below the required minimum mark in one to three subjects. The retest exam will be based on the syllabus tested in the Annual exam.
- A student will be retained in the same grade level if he/she receives below the required minimum mark in four or more subjects.
- The minimum passing mark for all subjects is 35% in grades 1-4 and 40% in grade 5 for all subjects except Arabic Language, Islamic Studies, and Social Studies where it is 50%.

8. WITHDRAWAL RULES

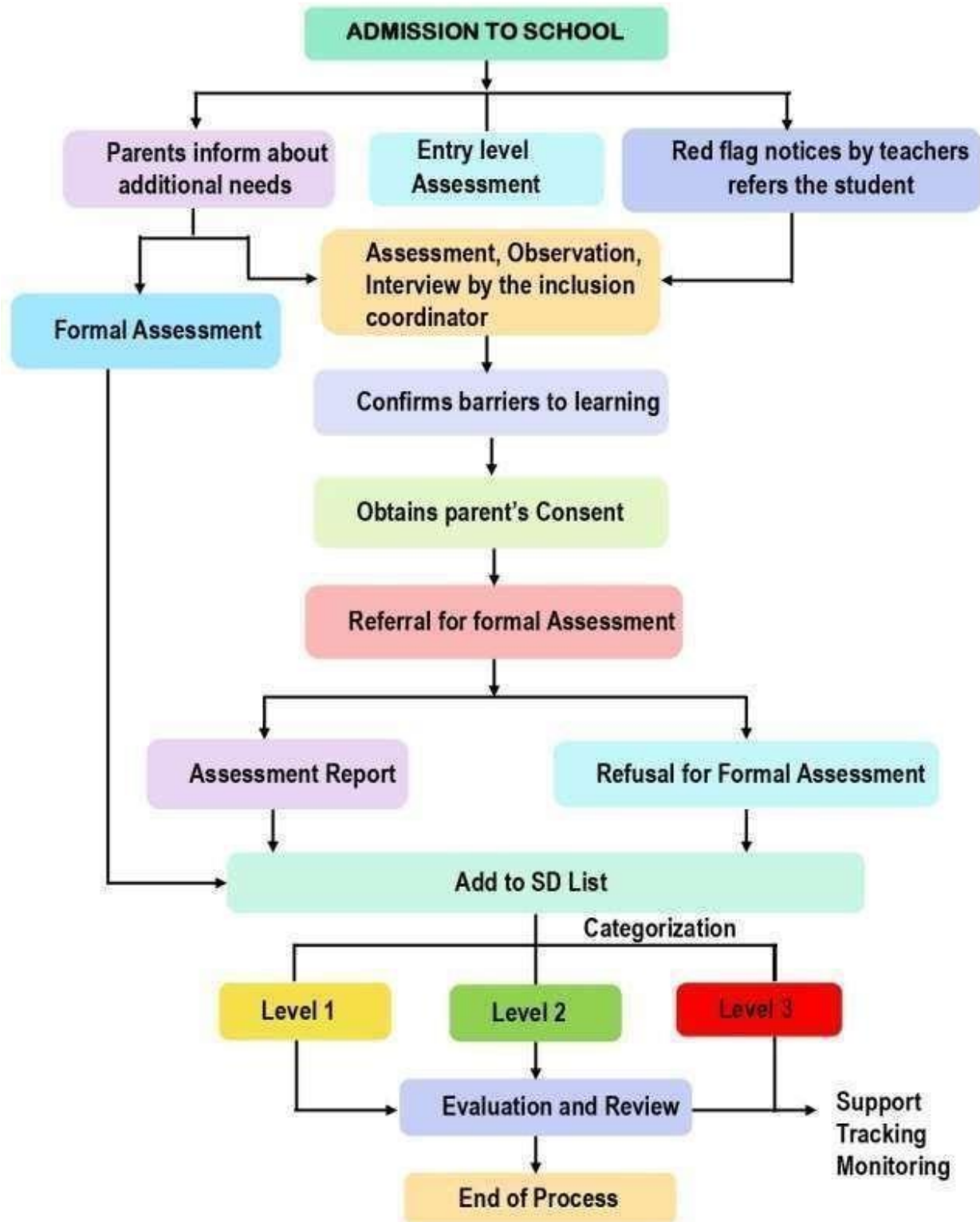
- All Withdrawal Applications have to be submitted to The Admission Department.
- The 'Withdrawal Form', duly completed is to be submitted at the school Office along with a fee of AED. 120/- towards the Transfer Certificate after the letter of intent. Transfer Certificates will be issued only after all the school dues have been cleared.

9. REFUNDS

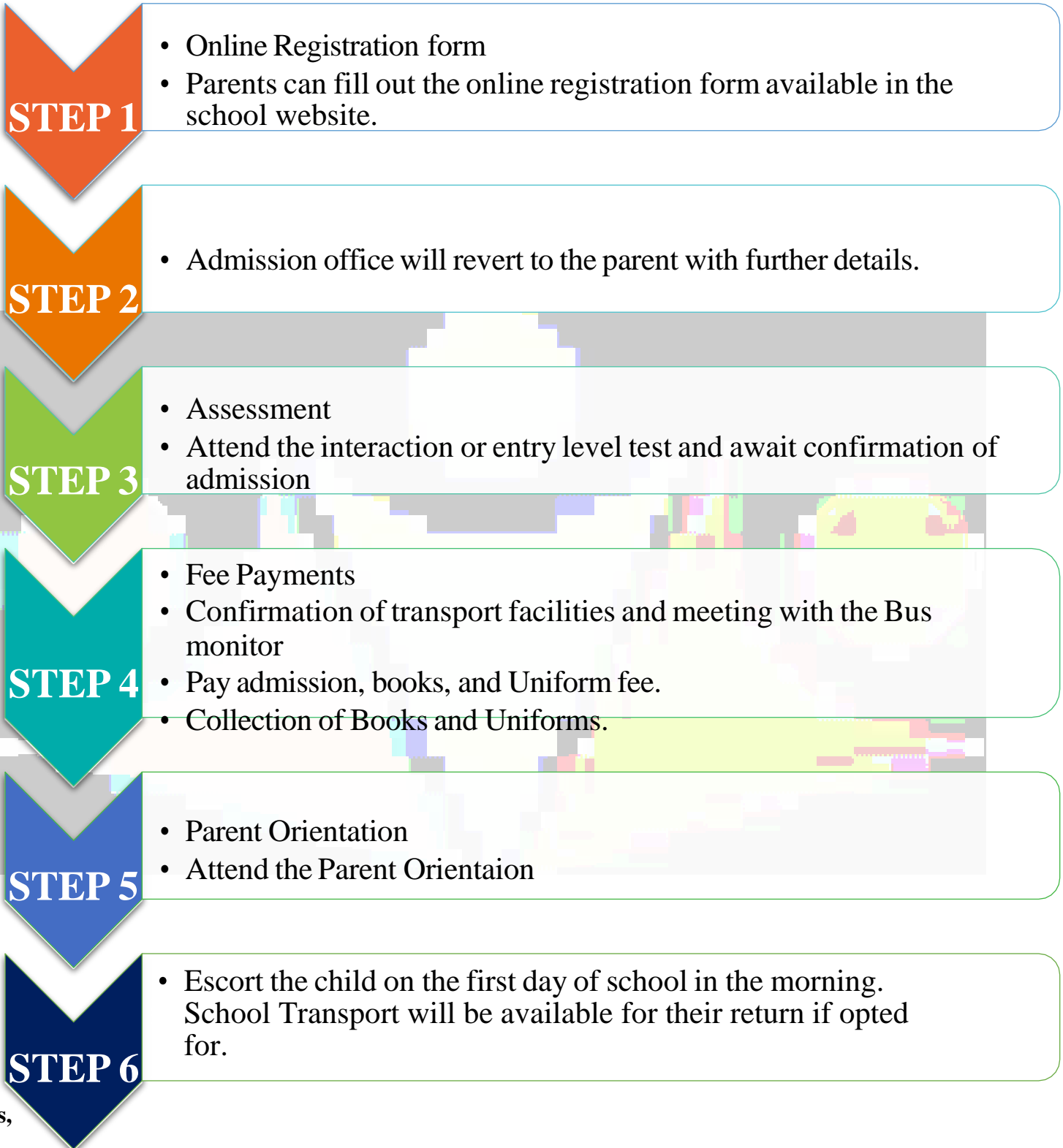
- For Students who are withdrawn from the school during the academic year, fee deduction will be applied as per the school fees framework quoted below:
- If the student attends school for two weeks or less, one month's fee will be deducted.
- If the student attends school for a period ranging between two weeks and one month, two month's fees will be deducted.
- If the student attends for more than a month, three months' fees will be deducted.

The school reserves the right to not re-enrol students for the following academic year when fees are repeatedly not paid on time. The school will document this through the issuance of dated warning letters. The school also reserves the right to not issue the concerned student his or her progress report and to refer the issue to the KHDA

INCLUSION PROCESS



Admission Process Flow Chart



Regards,

Princison

Principal.

