



# Victory Heights Primary School

## City of Arabia

# Admissions Policy

**Version Date:** February 2025

**Last review date:** February 2025

**Next review date:** August 2026

**Responsible SLT:** Inclusion Champion

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## **Equal Opportunities Statement**

Victory Heights Primary School City of Arabia is committed to welcoming and providing equal opportunities for all students, regardless of nationality, gender, ability, or background. Our admissions process is inclusive and ensures that every child has a fair opportunity to join our school and thrive in our learning environment.

## **Policy Vision**

At VHPS-COA, we strive to provide a nurturing, inclusive, and inspiring environment where all students are supported to achieve their full potential. Our admissions process reflects our values of diversity, inclusion, and academic excellence, ensuring that each child receives the support they need to excel both academically and socially.

## **Aims of the Policy**

- To outline the criteria and process for admitting students to VHPS-COA.
- To ensure that the admissions process is transparent, fair, and inclusive.
- To provide clear guidelines for admitting students requiring additional support, including SEND and ELL students.
- To promote collaboration and effective communication between the school and parents

## Admissions Process

### Application and Assessment

- Parents/guardians complete an application form and pay a non-refundable application fee (500 AED + VAT)
- All applications are subject to an assessment process to evaluate suitability for admission.
- After assessment, the Admissions team issues a 7-day valid offer letter to successful applicants.

### Assessment Criteria

- **Foundation Stage:** Assessment of school readiness, including independence, social skills, and basic literacy or numeracy.
- **Primary Years:** Assessment of academic ability, motivation, and respectful conduct in alignment with the school's values.

### Open Year-Round Admissions

- Admissions are open throughout the academic year, subject to space availability and KHDA regulations.
- Children may be admitted at any point in the academic year if a suitable place is available and admission criteria are met.

### Entry Age and Year Group Placement

- Students will be placed in year groups according to their age, following KHDA guidelines.
- The minimum age for entry into each year group, as specified by KHDA, cannot be altered under any circumstances.
- However, older students may be permitted to join a younger year group if it is deemed developmentally appropriate. This decision will be made based on assessments of the student's social, emotional, and academic needs, in consultation with parents and school leadership.
- Approval from KHDA will be applied for and gained to allow facilitation of this recommendation.

### Priority Admissions

Priority may be given in certain cases, particularly for Foundation Stage applicants:

- **Emirati Pupils:** In alignment with UAE national priorities, priority consideration is given to Emirati applicants.

- **Sibling Priority:** Siblings of current VHPS-COA students in accordance with the Dubai Inclusive Education Policy Framework (DIEPF 2017).

*Note: Priority status does not guarantee admission. All applicants must meet the school's assessment criteria.*

## **Special Educational Needs and Disabilities (SEND) Admissions Policy**

Our SEND admissions policy complies with Dubai Inclusive Education Policy Framework (2017), Federal Law No. 29 (2006), and Article 4 (20) of Executive Council Resolution No. 2 (2017).

### **Application Requirements**

- Parents must submit all relevant documentation, including medical, psychological, or educational assessments and Individual Education Plans (IEPs).
- If no formal diagnosis exists, parents should still provide any relevant information about the child's learning needs.

### **Assessment and Initial Meeting**

- The Inclusion Champion will review the documentation and conduct an initial assessment.
- The assessment evaluates academic, social, and emotional skills to determine the required support and ensure that reasonable adjustments and accommodations can be made.
- Parents may meet with the Principal and/or Inclusion Champion to discuss the provision and any additional recommendations that are identified to ensure the child is successful in the school setting.

### **Non- Admission**

- Whilst VHPS-COA prides itself on being inclusive, there are some instances where the school is unable to make reasonable adjustments to meet the needs of the individual.
- In this instance a meeting will take place with the Principal and/or Inclusion Champion to discuss the reasons for non admission based upon the school's capacity to make reasonable adjustments. Where possible, next steps and recommendations will be made to support the family to provide a suitable Education setting for their child.
- The KHDA non admissions form will be completed and submitted to KHDA.

## **English Language Learner (ELL) Admissions Policy**

- The medium of instruction at VHPS-COA is English, and applicants are expected to demonstrate the ability to access the curriculum in English.
- Parents must inform the school of all languages spoken by the child at home during the application.

- ELL support will be provided on a needs-led basis. Our aim is for students to transition to independent learning without ELL support as soon as possible.
- In some instances, additional support recommendations may be requested to support the child. This discussion will take place with the Inclusion Champion.

Parental involvement and support are critical for ELL progress, and parents will be provided with guidelines on how to assist their children.

## **Working in Partnership with Parents**

We believe that a strong partnership between parents and the school is essential for a child's success. Open and honest communication is encouraged to help us best understand the needs and ambitions of each child.

### **Expectations of Parents**

- Parents should provide complete and accurate information about their child during the application process.
- Any special needs, concerns, or challenges should be communicated promptly.
- Collaboration with the school in supporting the child's learning journey is essential.

### **Guidelines on Safeguarding and Integrity**

- Fabrication of incidents or withholding important information undermines the integrity of the admissions and safeguarding process.

### ***Safeguarding Guidelines***

1. All reported incidents will be thoroughly investigated.
2. Documentation of evidence and investigation outcomes will be maintained.
3. Disciplinary measures will be applied for fabricated incidents in line with the Behaviour Policy.
4. Parents found fabricating incidents will be formally notified, with possible legal action if necessary.
5. The school may work with authorities if legal intervention is deemed necessary.

## Admissions Complaints

Victory Heights Primary School City of Arabia is committed to ensuring that its admissions procedures are transparent, fair, and consistent with KHDA regulations, the Dubai Inclusive Education Policy Framework (2017), and BSO Standards. We recognise the right of parents and guardians to raise concerns or lodge formal complaints if they believe the admissions process has not been applied correctly or equitably.

This section outlines the specific pathway for resolving complaints related to admissions decisions, including those concerning non-admission, placement, or perceived lack of inclusivity.

### Scope

This procedure applies to:

- Appeals or concerns relating to non-admission decisions
- Concerns about the fairness, accessibility, or application of the admissions process
- Disagreements over placement decisions, including year group or support requirements

**Important:** This procedure does **not** apply to safeguarding concerns, which must follow the procedures in the **Safeguarding and Child Protection Policy**.

### Stage 1: Informal Resolution

Parents or guardians are encouraged to first discuss concerns informally with a member of the admissions team or Inclusion Champion. These concerns may relate to:

- Clarification of assessment outcomes
- Documentation or application issues
- Reasonable adjustments requested but not granted

The staff member will:

- Listen and respond to concerns with care and clarity
- Clarify the school's rationale in relation to KHDA and school policies
- Offer a written or verbal summary of the outcome of the discussion within two working days

Many issues can be resolved amicably at this stage.

## Stage 2: Formal Written Complaint

If the parent remains dissatisfied, a formal written complaint should be addressed to the Principal.

The written complaint must include:

- Full details of the concern
- Any steps already taken to resolve the matter informally
- Supporting evidence, where applicable
- The desired resolution, if known

The Principal will:

- Acknowledge the complaint in writing within **2 working days\***
- Review the complaint in consultation with the Principal and/or Inclusion Champion
- Conduct a formal review of the decision-making process and any assessment outcomes
- Respond in writing within **10 working days\***, outlining findings and any further action

## Stage 3: Escalation to Governing Board

If the matter remains unresolved, the parent may escalate the complaint in writing to:

- **Mr Dinesh Kothari**, Chairman of the Governing Board –  
*dinesh.kothari@interstar.ae*

The submission must be made within **five working days** of receiving the Headteacher's formal response and should include:

- The original complaint
- The response from the Principal
- Clear reasons for further escalation

The Governor will:

- Acknowledge the escalation within **2 working days**
- Arrange for a panel to review the complaint within **15 working days**

The panel will:

- Be impartial, including at least one person not involved in the original decision.
- Review all documentation and, if necessary, meet with parents and relevant staff.

- Issue a **written outcome within 5 working days** of the panel hearing.

The panel's decision is **final** and will be shared with the complainant, relevant school staff, and filed securely.

#### **Stage 4: Referral to KHDA**

In accordance with **BSO Standard 3(h)** and KHDA procedures, where a parent believes the school has failed to apply procedures fairly, they may contact KHDA directly:

- <https://www.khda.gov.ae>
  - Tel: +971 4 3640000
  - Email: info@khda.gov.ae
- Address: Block 8, Academic City, P.O. Box 500008, Dubai, UAE

Parents may refer to KHDA **after any stage** in the process.

#### **Documentation and Record Keeping**

- All admissions complaints, actions taken, and resolutions are logged confidentially by the Principal's PA
- Records are stored securely and retained in accordance with the **Data Protection and Privacy Policy**
- Trends are reviewed termly by the PLT and annually by the Governing Board

## Monitoring and Compliance

The implementation and effectiveness of this policy will be monitored regularly in line with the Policy Review Policy. Updates and changes will be documented in the Version Control Table to ensure transparency and continuous improvement.

### Version Control Table

**Policy Title:** Admissions Policy

**Policy Owner:** Principal

**Last Approved By:** Primary Leadership Team

Version Number	Date Approved	Approved By	Changes Made	Next Review Date
1.0	6 February 2025	PLT	Initial policy release (2025 re-write)	August 2026