



St. Mary's Catholic High School, Dubai – Muhaisnah

# ADMISSION POLICY

Written by:	<b>Admissions Team</b>	Reviewed:	<b>November 2019</b>
Endorsed by:	<b>SLT</b>	Next Review:	<b>November 2020</b>
Approved by:	<b>Board of Governors</b>		



## ADMISSIONS POLICY

Our school welcomes and encourages students of all nationalities, cultures, and religions to attend and be successful.

In line with the Mission and Core Values of our school, we will provide "high quality, affordable and value-based education" in order to ensure "academic excellence" while also celebrating "the uniqueness of each student and supporting them in achieving their dreams."

### Policy Statement

Starting school for the first time or moving from one school to another can be an anxious time for both parents/carers and their children. It is important that families are inducted into the school to ensure that they have a positive experience from the beginning, thereby, establishing a partnership between home and school as the foundation for their child's school experiences. We want parents/carers to be well informed and we acknowledge the vital contribution they make to their child's education throughout their child's school career. We want the staff to understand and support the admission process to ensure that children have a relaxed, secure and enjoyable school experience.

### Aims

At St. Mary's Catholic High School, we aim to establish a positive and inclusive partnership between families and the school staff, enabling each child to settle into school quickly and happily. This policy sets out clear admission procedures for children at SMM.

### Objectives

- To inform parents/carers of the admission process.
- To set out clear and proper provisions for the first days of school for each child.



- For all parents/carers to have a clear understanding of the school's ethos and expectations and to acknowledge that they have a vital role to play in their child's school life.
- To ensure that a careful assessment of each child's abilities, stage of development and readiness is made prior to entry into their respective year level
- To ensure and promote equality for children of determination.
- To identify any educational barrier that might need further consideration and possible early provision.

## Inclusion

At St. Mary's Catholic High School, we endeavour to ensure that every member of our school community is valued and provided for. We recognise, respect and celebrate the diversity of languages, nationalities, religious affiliations and experiences of all groups of students. We aim to respond to this diversity inside and outside of the classroom. We promote parental involvement to strengthen the links between home, school, and the larger community.

We believe that all children can achieve and progress accordingly. All members of staff are responsible for facilitating each student's learning process. We believe it is the right of all children regardless of their ability, educational need, cultural background, ethnicity, gender, home background, and native language to have inclusive access to all aspects of school life. The admissions policy will be implemented accordingly and inclusively.

Children of determination are welcome to the school provided they can be successful with provisions from the Learning Support Team. Depending on placement results, additional cost for specialist provisions may be necessary.

Emirati students are likewise welcome. Additional effort will be made to ensure that they are able to access the curriculum and benefit from the welcoming, supportive ethos of the school such as:

Teachers planning curriculum experiences that specifically relate to Emirati life and culture across the subject areas, particularly in Social Studies classes.



Emirati students will be encouraged and supported to celebrate their culture in artistic and creative ways during school programmes; e.g., Emirati National Day and Talents Days, etc.

The attainment and progress of Emirati students will be monitored after each assessment and appropriate interventions will be provided.

### **Sibling Policy**

Siblings of currently enrolled students are the first to be entertained for admission. The schools ensures sibling priority for students of determination.

### **Staff Benefit**

Children of those employed in SMM or in any other SMG school shall abide by the admission policy and procedures.

### **Admission Procedure**

1. Online registration
2. Review of previous school transcripts and recommendation from previous school
3. Payment of placement test
4. Placement test administered by St. Mary's Catholic High School, Muhaisnah.
5. Interview and observation by the Learning Support Team for early identification and placement of students of determination.
6. Recommendation from the Pastoral Care Department
7. Payment of admission fees

### **Monitoring, Evaluation, and Review**

The Governing Body is responsible for annually monitoring the effectiveness of this policy in collaboration with the Senior Leadership Team and the Admission Team.