



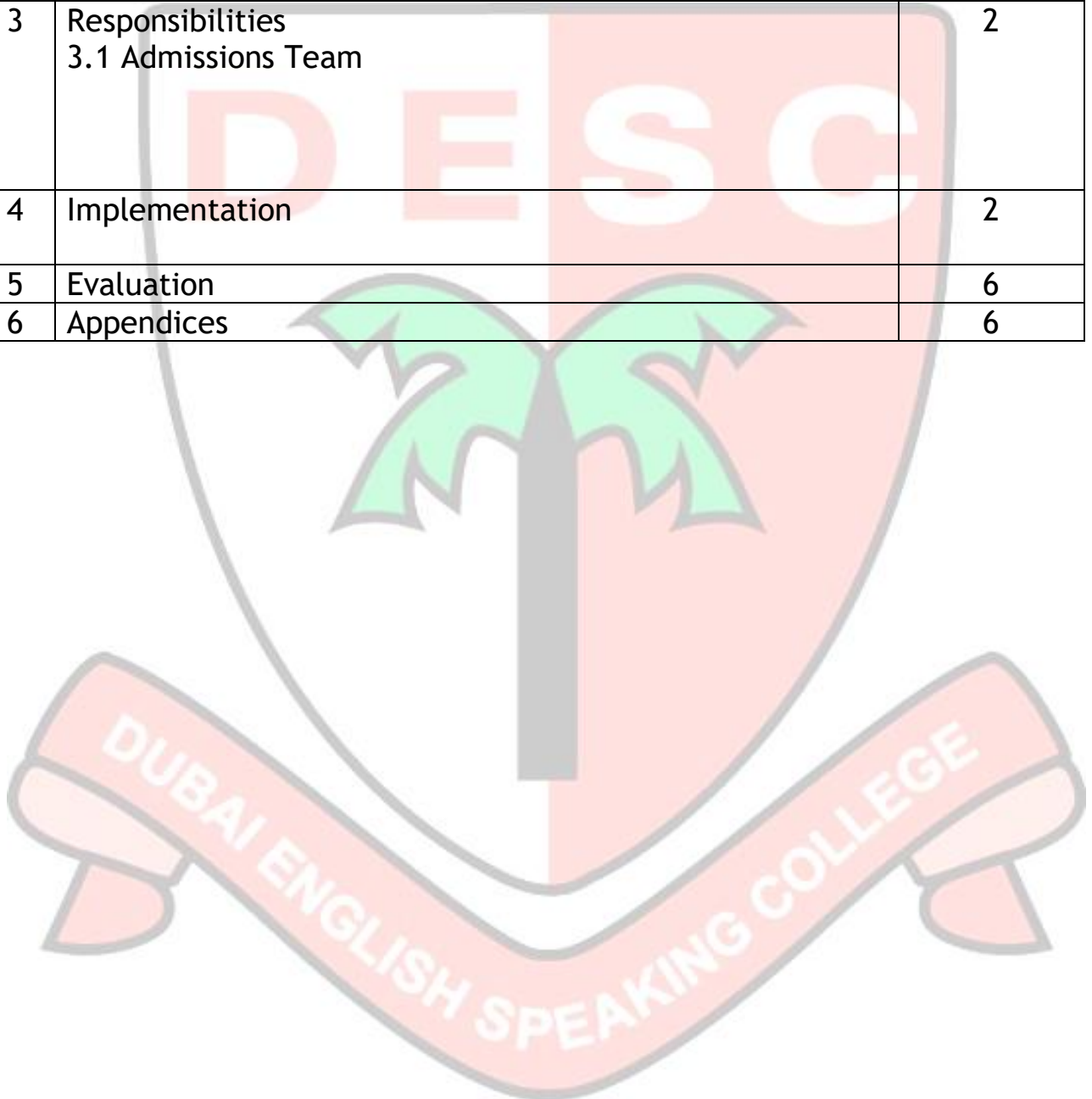
Dubai English Speaking College

Admissions Policy

2023 - 2024

Author:	AHU	Review Date:	September 2023
Proofed by:	MCO	Next Review:	September 2024
Approved by:	CVI		

CONTENTS		PAGE NO.
1	Rationale	2
2	Aims	2
3	Responsibilities 3.1 Admissions Team	2
4	Implementation	2
5	Evaluation	6
6	Appendices	6



DUBAI ENGLISH SPEAKING COLLEGE

Admissions Policy

1. RATIONALE

This policy has been written in accordance with the Dubai Inclusive Framework 2017, Dubai Law No.2 and The Executive Council Resolution No.2 (2017).

Dubai English Speaking College has an inclusive attitude towards admissions. We will not discriminate against any child or family on grounds of academic ability, nationality, ethnicity or religion.

DESC offers a UK style education that broadly follows the English National Curriculum from Year 7 to Year 13. We offer GCSE in Years 10 and 11 and A Level and BTEC in Years 12 and 13.

We are proud to have a diverse population of students of determination. We continually assess our physical and human resources to ensure we have the correct provision of facilities, resources and equipment in preparation for the admission of our diverse student body. There may be occasions that DESC cannot meet the needs of your child, in such circumstance's cases will be dealt on an individual basis in line with DESCs admission policy.

DESC offers a UK style education that broadly follows the English National Curriculum from Year 7 to Year 13. We offer GCSE in Years 10 and 11 and A Level and BTEC in Years 12 and 13.

2. AIMS

This policy will guide all external applicants through our process of admission at DESC, in all year groups

3. RESPONSIBILITIES

3.1 Admissions Team

The Admissions Team are responsible for guiding prospective parents through the admission process at DESC. If you have any questions please contact the Admissions Manager at admissionsmanager@dessc.sch.ae.

4. IMPLEMENTATION

We welcome applications from students across the attainment range and we offer places for students with Special Educational Needs and Disabilities (SEND). When an external (non-DESS) application is submitted we ask the child to complete an assessment which we use to establish if we can meet the needs (if any) of the child. This assessment is not used as an entrance test. Unfortunately, there may be circumstances where we are unable to meet the needs of the child but in accordance with our admissions policy we will do what we can in line with our provision.

Applications are approved by the Headteacher once all parts of the process have been completed and fees have been paid within the stated timings.

Selection will be made using the following criteria:

- An age appropriate fluency in English language (speaking, reading, writing and comprehension)
- A positive attitude to learning and exemplary school reports
- A commitment to contributing to DESC holistically through activities such as sport, performing arts or other areas of interest
- Individual learning needs which can be largely met within the mainstream classroom and without significant additional adult support, which have been declared during the application process
- Siblings, when numbers of applications are such that we can accommodate them. Please note we cannot guarantee places for siblings when we are oversubscribed.
- If we are oversubscribed, offers will be made when a place becomes available that matches the profile of an applicant, so that we are able to maintain a balance in our student demographic.

Once admitted, we will endeavour to ensure that all our students are able to access the curriculum. However, we reserve the right to reject an application if the individual needs of an applicant are so great that they cannot be met by our provision; this decision would be made in the best interests of everyone concerned - with those of the young person of paramount importance.

When applying from overseas, the child's latest school report is used to provide information on the profile of the applicant. We require overseas applicants to sit the DESC assessment at their current school.

We ask all applicants to provide a copy of their most recent school report when submitting an application form.

1. Admissions from DESS - internal applications

- All DESS students will receive an automatic place at DESC, subject to confirmation of the place by parents and payment of a non-refundable AED3,000 deposit (deducted from the first term fees) within the time frame stipulated.
- An email is sent to confirm the DESC place.
- There is no need for internal applicants to sit the DESC assessment.
- If the AED3,000 deposit is not paid within the time frame, an email is sent to inform applicants that the guaranteed place at DESC has been withdrawn. If at a later date another application is made this will follow the external application process described below.
- In such circumstances, an application fee of AED525 is payable as per the process described below. If an offer is subsequently made by DESC, a non-refundable deposit of AED5,000 must be paid within the time frame stipulated (deducted from the first term fees).

2. Admissions from other schools - external applications

- A completed application form, supporting documentation and a non-refundable* application fee of AED525 must be submitted to Admissions.

- Students applying from a school other than DESS are required to sit an assessment. This assessment includes both verbal and non-verbal reasoning elements. These are used to determine the general academic level of the applicant, allowing the College to ensure that each student can access the curriculum that is offered at DESC.
- Students with a recognised Special Educational Need and/or Disability are welcome to apply, however, places are offered after an assessment is made by the College to establish whether resources are available to meet the individual needs of the student.
- An original Leaving Certificate from the previous school is required to register a child with any school in the United Arab Emirates. Applicants must request a Transfer Certificate from their current school when arriving from outside Dubai. Students transferring from Dubai Schools should give notice to their current school to inform them that they will be transferring to DESC. Without a Leaving Certificate a school is unable to register a student with the Ministry of Education and the student will not be able to attend school in the UAE. You should note that the certificate must not be dated more than three months prior to the date of entry to the new school.
- Once a place is offered, a non-refundable* deposit of AED5,000 must be paid within 7 days of the date of the offer letter. The AED5,000 deposit will be deducted from the first term's fees.
- Offers for our new Year 7 intake are made in three 'waves'. Wave One offers will be made on the 28th of September, Wave Two offers on the 27th of October 2023 and any remaining places will be offered on our Wave Three offer date of the 24th of November 2023.

3. Admissions to the Sixth Form - internal applications.

- The admissions process for DESC Year 11 students begins in Year 10 with Project 10.5, which is designed to guide parents and students through the transition from KS4 to KS5.
- All Year 11 Internal students* will be offered a Sixth Form place for September 2024.
- The offer will be made on or before 3rd November 2023 with a non-refundable** deposit of AED3,000 to be paid by the 30th November 2023. This AED3,000 deposit will be deducted from the first term's fees.
- Once the offer is paid and accepted, internal students will be offered information, advice and guidance to confirm their subject choices***
- All subject choices should be confirmed by March 2024 following Mock Examinations in January 2024 and the final Year 11 Parents' Evening in February.
- Internal applications made after the 30th November 2023 will be considered but remaining places may have been offered to external students.
- All offers for Sixth Form places are subject to GCSE results. Students must attain the minimum GCSE grades (see Sixth Form Prospectus) for them to enrol on the desired A level courses.
- If a student fails to attain the necessary GCSE grades and we are unable to offer them a place at DESC, they can request their deposit to be returned, this must be done in writing by 3pm UAE time on GCSE Results Day.
- Students must confirm that they are taking up their place in the Sixth Form by 3pm UAE time on GCSE Results Day, otherwise the place will be re-allocated to another student.

*A record of poor behaviour or a serious incident in KS4 could result in an offer for a Sixth Form place being revoked.

**As per KHDA guidelines

*** The minimum entry criteria for subjects will be consistently applied. If the subject choices offered by the College are unacceptable to the student/parent a refund of the deposit will be considered.

4. Admissions to the Sixth Form - external applications

- Applications from external students for September 2024 will be accepted from September 2023
- A completed online application form must be submitted and will be viewed as an expression of interest.
- Due to the high volume of applications received, unfortunately it may not be possible to offer an interview to all applicants.
- Shortlisted applicants will be contacted by 9th February 2024 to pay the application fee.
- Shortlisted applicants are selected based on their subject/course of choice for Sixth Form and where we have availability.
- Once in receipt of an application fee of 525 AED an interview will be scheduled. Please bear in mind, attending an interview does not guarantee the offer of a place.
- If we are unable to invite your son/daughter to attend an interview, your application will be kept on file to be considered should any suitable places become available. We do encourage families to consider more than one school in the event we are unable to extend an offer within the desired timeframe.
- Supporting documentation, including a copy of the most recent school report and a letter of recommendation from the Headteacher/Head of Year must be provided along with the application form.
- If the offer of a place is made by the college, a non-refundable** deposit of AED7,500 must be paid within 7 days of the date of the offer letter (7,500dhs deductible from Term 1 Fees)
- All offers for Sixth Form places are subject to GCSE results. Students must attain the minimum GCSE grades (see Sixth Form Prospectus) for them to enrol on the desired A level courses.
- If a student fails to attain the necessary GCSE grades and we are unable to offer them a place at DESC, they can request their AED7,500 deposit to be returned, this must be done in writing by 3pm UAE time on GCSE Results Day.
- Students must confirm in writing that they are taking up their place in the Sixth Form by 3pm on GCSE results day, otherwise their place will be re-allocated to another student.
- An Original Leaving Certificate from the previous school is required to register a child with any school in the United Arab Emirates. Please ensure you request a Transfer Certificate from your current school if you are arriving from outside Dubai. Students transferring from Dubai Schools should give notice to the current school that your child will be transferring to DESC. Without a Leaving Certificate a school is unable to register a student with the Ministry of Education and the student will not be able to attend school in the UAE. You should note that the certificate must not be dated more than three months prior to the date of entry to the new school.

**As per KHDA guidelines

Please follow this [link](#) to access the Admissions area of our website.

For further information, please contact DESSC Admissions Manager, Mrs Aisling Hubert - admissionsmanager@dessc.sch.ae

5. EVALUATION

This Policy will be reviewed annually.

6. APPENDICES

None

