



### Admissions Policy 2024-25

Policy Date	July 2024
Date to be reviewed	July 2025
Policy Lead	Head of Admissions and Head of Quest
Stakeholders involved in policy creation and review	School leaders
Other linked policies	<a href="#">Quest (Inclusion) Policy</a> -UAE Federal Law 29, 2006 protecting the rights of people of determination. <a href="#">Link</a> - Dubai Law No. 2, 2014 concerning the protection of the rights of persons with disabilities. <a href="#">Link</a> - Executive Council Resolution No.2 (2017) on regulating private schools in Dubai. <a href="#">Link</a> - Dubai Inclusive Education Policy Framework (2017). <a href="#">Link</a> -Implementing Inclusive Education: A Guide for Schools (2019). <a href="#">Link</a> - KHDA Directives and Guidelines for Inclusive Education, 2019 (Handbook for Schools). <a href="#">Link</a> - IB Access and Inclusion policy (2022). <a href="#">Link</a>



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## 1. Our Mission

Dwight is dedicated to igniting the spark of genius in every child. Kindling their interests, we develop inquisitive, knowledgeable, self-aware, and ethical citizens who will build a better world.

## Our Vision

To foster the next generation of global leaders who can thrive anywhere in the world.

## 2. Policy Statement

2.1 Dwight is a co-curricular, non-denominational international International Baccalaureate (IB) school. It serves the educational needs of the national and global community in Dubai. Dwight is dedicated to igniting the spark of genius in every child. Kindling their interests, we develop inquisitive, knowledgeable, self-aware, and ethical citizens who will build a better world.

2.2 Admissions to Dwight School Dubai is open to students from diverse backgrounds with varying needs who demonstrate the ability to access and thrive in the International Baccalaureate (IB) programmes offered by the School.

Dwight School Dubai is an authorized school of the International Baccalaureate for the Primary Years Programme (PYP), Middle Years Programme (MYP) and Diploma Programme (DP). All the IB World Schools share a common philosophy – a commitment to improve the teaching and learning of a diverse and inclusive community of students by delivering challenging, high quality programmes of international education that share a powerful vision.

## 3. Grade Placement

3.1 Students at Dwight, from Pre-K to Grade 1, are placed according to date of birth (following the Ministry of Education mandate) to ensure the most appropriate learning environment for each child. Placements are based on the age cut-off of August 31st for the anticipated entry of each applicant. Dwight School Dubai's admissions policy requires PreK applicants to turn 3 by August 31st, KG1 applicants to turn 4 by August 31st, KG2 applicants to turn 5 by August 31st, and so on.

3.2 Students from Grade 2 to Grade 12 are placed according to their grade progression. All students transferring from a school in Dubai must provide a Transfer Certificate for the KHDA. Overseas students joining Grades 2 to 12 must provide a Transfer Certificate with the required attestations on enrollment which clearly states the child's grade level according to the curriculum followed and what that grade would be equivalent to in the IB system. For students coming from different curricula, the Admissions Office will determine the equivalent grade level placement according to reports and certificates submitted.



<b>Entering Grade</b>	<b>Age by 31 August</b>
PreK	3
KG1	4
KG2	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
Grade 11	16
Grade 12	17



## 4. Admissions Process

4.1 Dwight School follows a broad and flexible eligibility criteria that recognize different types of student achievements and potential. These include:

- Academic performance
- Teacher recommendations
- Extracurricular involvement
- Demonstrated interest in the IBDP curriculum

### 4.2 Support for Students with Additional Learning Needs

The Head of Admissions, Heads of Lower and Upper Schools, and the Head of Quest (Inclusion) work closely to ensure a consistent system to identify and support students with diverse learning needs, including:

- English Language Learners (ELLs)
- Students of Determination (SOfD)
- Students that are Gifted & Talented (G&T) and Twice-exceptional (TE)

4.3 To ensure that students are able to access and be successful in the curriculum, an entry assessment is held for students applying for Pre-K to Grade 12. Before the assessment, applicants are required to submit the most recent school or nursery reports and teacher recommendation form for review. The assessment type will vary according to the grade you are applying for.

a. *For Pre-K to KG2:* Applicants will be invited to attend a Play-based Taster Session where they will spend up to 45 minutes in their anticipated classroom. Teachers will go about their lessons including the applicant in the class activities and tasks. During the session, the classroom teacher observes how the child is settling in, responding to and interacting with classmates and teachers, and the child's readiness to be in the common learning environment.

b. *For Grades 1 to 12:* Sitting a CAT4 assessment to help evaluate a student's strengths and learning preferences. This information helps the school to support their learning journey from their point of successful admission. If a new admission has only a CAT4 parent report from their current school then the student must attempt the CAT4 assessment before their first day at Dwight School.



c. *For Grades 6 to 12:* Applicants will have a 30-minute interview with a member of our Upper School leadership team.

d. If any additional information is needed students may be invited to attend a Taster Session where they will spend approximately 45 minutes to 2 hours in their anticipated classroom. During the session, the classroom teacher observes how the child is settling in, responding to and interacting with classmates and teachers, and the child's readiness to be in the common learning environment.

4.4 Upon the completion of the above process, the Head of School (Lower or Upper), Curriculum coordinators along with the Head of Quest will complete a holistic review and complete a detailed evaluation to discuss any personalised provision that may be required, and a place will then be offered accordingly.

## **5. Roll over into the next grade**

5.1 Students in Lower School (PreK to Grade 5) are promoted according to age or grade progression (depending on the grade), aside from a few exceptional cases usually related to Students of Determination (SofD) needs. These cases are usually discussed at the time of re-enrolment and are reviewed regularly.

5.2 Students in grades 6 to 10 (Upper School) are promoted to the next grade based on their End-of-Year Report. Subject marks on the End-of-Year Report represent a holistic grade based on student achievement throughout the year including, but not limited to: formative and summative work completed in class and independently, internal assessments, presentations, projects and summative assessments.

5.3 A meeting will be held with the Dean of Student Affairs, Head of Quest, Associate Head of Upper School and/or Head of Upper School to discuss a plan moving forward and students may be recommended to enroll in the Quest programme for additional support.

5.4 All students in Grade 11 are normally promoted into Grade 12, with the exception of underperforming students (with scores of 3 or less) that may be required to resit Grade 11.



## **6. Quest Support Services**

We provide comprehensive support services, including academic interventions, counseling, and mentorship programs, to help all students thrive in the IBDP. By embracing inclusivity in our admissions process, we aim to create a vibrant and diverse learning community where every student has the opportunity to achieve their full potential.

## **7. English Language Learners (ELL)**

Dwight School welcomes students with English Language Learning needs from diverse backgrounds. The Quest department might conduct a WIDA assessment at the entry level to evaluate the English Language support needed across the reading, writing, listening, and speaking skills.

7.1 Appropriate language based targeted interventions are provided by the Quest department to all students in the Lower School in place of their third language lessons. Similarly, students in Grades 6-8 are supported for their English language needs during their study lessons or third language classes, based on individual needs.

7.2 Students applying to Grades KG1 to 8 will be recommended to participate in the Quest (Inclusion) learning support program for English as an additional language for 2 to 4 lessons a week. Students applying to Grades 9-12 must have proficient levels of English to be able to access the rigorous IB Curriculum.

## **8. Students of Determination (SofD)**

The entry assessment process for students of determination focuses on identifying strengths and challenges to learning as well as the strategies that will contribute to the student's success. The function of the entry assessment process for students of determination is to inform the school's provision planning and enable them to be enrolled in the school.

8.1 Dwight School Dubai is committed to promoting a safe, supportive and inclusive learning environment that respects diversity and ensures every student receives a high-quality education. The school welcomes persons of determination who can access and benefit from the school curriculum and programmes, with provision provided by the Quest department, to develop the full potential of every student.

8.2 Parents are expected to be totally transparent about the individual needs of their child and share these with the Admissions Team. This process ensures that every new applicant receives the appropriate support from their start at our school.



8.3 Students applying for PreK to KG2 can enjoy the Taster Session arranged by the Admissions Team. In case of any concerns raised during the observations, these will be discussed with their parents to understand any additional support envisaged by the school.

8.4 All students from Grades 1 to 12 will attempt a CAT4 assessment at the time of admission. The following documents are evaluated on a case-by-case basis:

- Previous school reports
- IEP document from previous school
- Standardized assessments of cognitive development and ability administered by educational psychologists
- Parent feedback
- Formative and summative assessments and other anecdotal information

The outcome of these assessments will determine the level of support needed for the person to be successful in their academic journey at Dwight School.

8.5 In exceptional circumstances, Dwight School reserves the right to refuse admission to a person of determination in case we are unable to cater to their individual needs. As a school, we are able to cater to students with mild to moderate learning difficulties. Despite being inclusive, we do not have the expertise to cater to all categories of needs. In case of the non-admission of students of determination, the KHDA approval process will be completed.

8.6 In cases where the students need the support of an Individual Learning Support Assistant (ILSA) to access the curriculum, such provisions will be put in place by parents. The Quest Department can support the interview process to find an appropriate ILSA and train the ILSA to cater to the individual needs of the SofD.

8.7 The school will assess its physical and human assets to ensure all persons of determination have equitable access, alongside peers of their age, in accessing school-wide facilities, resources and activities.

8.8 Through Quest, students of determination admitted to the school may be provided with one or more of the following inclusive support strategies:

- High-quality teaching within the mainstream classroom (adaptive teaching by the homeroom / subject teachers) for students needing Level 1 support.
- High-quality teaching within the mainstream classroom with in-class support by the Quest Teachers for students needing Level 2 support.





- High-quality teaching within the mainstream classroom, in-class support and pull-out support by the Quest Teachers for students needing Level 3 support.

8.9 The Head of Quest, with support from the Quest team, will recommend and agree on suitable and effective support strategies with the parent/s, taking into consideration the student's specific additional learning and support needs.

8.10 The school will continue to support all students, including students of determination. Currently, the IB PYP, MYP and DP are the school's authorized and licensed education programmes which are both rigorous and academic. At the end of each programme, students' needs will be reevaluated on a case-by-case basis to assess their readiness to meet the academic demands of the next stage of the curriculum. In addition, it is important for the school and parents to work together to be able to ensure that all students graduate by passing the IB Diploma Programme or Certificate with 24+ points and no failing conditions.

## **9. Students that are Gifted & Talented (G&T) and / or Twice-exceptional (TE)**

Dwight School welcomes students that are Gifted & Talented or Twice-exceptional from Early Years to Grade 12. We provide personalised learning to cater to the individual needs of these students.

The following documents are evaluated on a case-by-case basis:

- Previous school reports
- CAT4 assessment and/or other standardised assessments
- Advanced Plan (AP) document from previous school, if available
- Standardized assessments of cognitive development and ability administered by educational psychologists
- Parent feedback
- Formative and summative assessments and other anecdotal information

The outcome of these assessments will determine the level of challenge needed for the student to demonstrate their optimal potential at our school.



## 10. Admission into Grades 11 and 12

10.1 Dwight school provides the rigorous IBDP programme or the IB Certificates programme for all Grade 11 students so that each learner is able to successfully complete high school and move to the next stage of education or employment.

### **The International Baccalaureate Diploma Programme (IBDP)**

For this pathway, a student will study six IBDP subjects (3 at standard level; 3 at higher level) and complete the core components (Extended Essay, Theory of Knowledge and CAS). Each Internal Assessment (IA) is externally moderated. The student will also complete an external examination for each subject. Upon completion of the two-year programme a student is awarded the IB Diploma and graduates from high school.

#### **Entry Requirements:**

- In order to be able to fully access the IBDP curriculum and programme, it is highly recommended that a student achieves a minimum Grade 5 or 6 (or equivalent) across three MYP subjects for their Higher Level subject options, and a minimum Grade 4 (or equivalent) in the other MYP (or equivalent) subjects for their Standard Level subjects options; including English, Mathematics, and one Science. All applications for the IBDP will be reviewed on a case-by-case basis. *Please refer to the DP Brochure for further information.*

### **The International Baccalaureate Certificate**

There may be some students who opt for the IB Certificate. A student will choose three to six IBDP subjects (standard or higher level). The student will complete the IB DP Internal Assessment (IA) for each subject. Each IA is externally moderated. The student will also complete an external examination for each subject. Upon completion of the two-year programme a student is awarded IB Certificates and graduates from high school.

#### **Entry Requirements:**

- Any student who does not achieve a minimum Grade 5 (or equivalent) across five MYP (or equivalent) subjects, including English, Mathematics, and one Science, may wish to choose this pathway. All applications for the IB Certificate will be reviewed on a case-by-case basis.



### **Shahadat Al Thanawiya / UAE Secondary School Leaving Certificate:**

The Shahadat Al-Thanawiya Al-Amma or 'Secondary School Leaving Certificate' is a student's evidence that they have completed secondary schooling in the UAE in a non-Ministry of Education School. It is now often referred to as the 'Equivalency Certificate' and applies to all students, regardless of Nationality. It is crucial for students to be aware that they must gain the Shahadat Al-Thanawiya Al-Amma (and satisfy the criteria in Ministerial Decree 883 from the start of academic year 2023-24) if:

A. They wish to attend University in the UAE\*

B. They wish to gain employment in the UAE in the future, as Federal Law dictates that all government and some semi-government employees must have the Equivalency Certificate.\*

\*If you intend to study at University in countries such as Lebanon, Egypt, Bahrain, Jordan, Tunisia, or certain countries in Europe, you may be required to gain Equivalency as one of the conditions applicable to the countries Ministry of Education/relevant authorities. Please contact the relevant Ministry of Education for further information.

Specifically for the IBDP, in order to achieve equivalency, each student must:

- Complete 6 IBDP subjects, excluding Islamic.
- Not have any subject grade less than 3.
- Pass the IBDP with 24 points and no failing conditions.
- Pass Islamic A or B (for Muslim students only).
- Pass Arabic (for Arabic passport holders only). This can be Arabic A, Arabic B or Ministry of Education Arabic (not Arabic Ab Initio).
- Pass EMSAT examinations (for UAE students only).

## **11. Priority Placement and Waiting List**

11.1 When the school receives an application, students are placed according to priority groupings as described below:

1. Dwight teaching staff children
2. Siblings of students currently attending the school
3. Applicants from partnering nurseries
4. All other applicants



11.2 Admission is rolling and students can enter the school throughout the year, based on availability and in compliance with KHDA regulations.

11.3 Waiting lists will be maintained by the School and are administered by the Admissions Office. Should a place become available, students who have completed the initial admissions requirements will be prioritized - first by siblings, then by the date of application. The Head of School will close the waiting lists once they reach a maximum, which will be determined annually, based on demand.

## **12. Graduation**

12.1 Students in Grade 12 graduate from Dwight School Dubai if they meet the School-based Graduation Requirements in Grades 9 to 12. Grade 11 and 12 students who follow the full IB Diploma, or IB Certificates, and meet the criteria to pass receive an International Baccalaureate Diploma or Certificates awarded by the IBO.

## **13. Monitoring and Evaluation**

Regularly assess the inclusivity of the admissions policy and its implementation:

- Collect and analyze data on the demographics of applicants and enrolled students
- Solicit feedback from the annual school inspections process, Head of School, Heads of Upper and Lower School, and the Inclusion Governor. The Head of Upper School is also our Inclusion Champion.
- Make adjustments based on this feedback and data

## **ANNEX**



## 1. Dwight School Dubai Policies and Guidelines

Dwight School Dubai policies are developed collaboratively by the School's faculty and leadership, with input and guidance from the community and the Dwight network of schools. Policies reflect current best practices.

At the time of writing, the School's policies align with the following:

- KHDA Guidance and Guidelines for Private Schools
- MOE United Arab Emirates School Inspection Framework
- DSIB School Inspection Supplement
- UAE Federal Law 29, 2006 protecting the rights of people of determination
- UAE Federal Law 2009 explaining General Rules for the Provision of Special Education Programs and Services
- Dubai Law No. 2, 2014 concerning the protection of the rights of persons with disabilities.
- UAE's ratification of the UNCRPD, particularly Article 24 on the rights to Inclusive Education. - Executive Council Resolution No.2 (2017) on regulating private schools in Dubai
- Dubai Inclusive Education Policy Framework (2017)
- Implementing Inclusive Education: A Guide for Schools (2019)
- The School's Academic Plan written for KHDA approval
- Standards for IB Schools

School policies are reviewed annually by a review committee consisting of various school stakeholders. In the event any external regulations change outside of the School's review cycle, the policies will be reviewed to ensure continued alignment.

Policies will show the date of writing and reviews. Should there be an error or inaccurate facts in any policy, an SLT member should be notified.

Policies will continue to be developed as strategic priorities are set.

These guidelines are interim to the overall policy being ratified by the Board of Governors.

## 2. Admissions Procedure



### A. Application:

Complete our online form by clicking this link: [Dwight School Online Application](#). Once the form is submitted, you will receive an automated message with the list of the documents required at the initial stage of admissions.

### B. Documents:

Please send through the following:

*When applying:*

- Child's Passport
- Previous school or nursery reports - *last two years if applicable*
- Teacher Recommendation Form - [Dwight School Recommendation Form](#)
- Most recent CAT4 assessment results
- For children who require additional educational support, we require copies of the child's IEP's/ILP's (individualized lesson or educational plans) along with any medical and therapy reports - *if applicable*

*When registering:*

- Child's Emirates ID (front and back) – *if and when available*
- Child's Residency Visa – *if and when available*
- Child's Birth Certificate
- Child's Immunization/Vaccination records
- Passport-sized photo of child
- Parents' Passports
- Parents' Emirates IDs – *if and when available*
- Parents' Residency Visas – *if and when available*
- School Transfer Certificate – *Reference Point 5*

### C. Entry Assessment:



The assessment process commences with the submission of school reports. The assessment type will vary according to the grade you are applying for.

*(PreK to Grade 1)*

- **Taster Session:** We invite the child to attend a developmentally age-appropriate 30-minute play-based assessment.
- **Recommendation Form:** We require a recommendation form to be completed by the teacher from the child's current school or nursery. Please ensure the teacher uses their professional school or nursery email address when completing the online recommendation form, which can be found here: [Dwight School Recommendation Form](#)

*(Grade 2 to Grade 10)*

- **CAT4:** A 60 to 90-minute computerized benchmark assessment\*
- **Recommendation Form:** We require a recommendation form to be completed by the teacher from the child's current school or nursery. Please ensure the teacher uses their professional school or nursery email address when completing the online recommendation form, which can be found here: [Dwight School Recommendation Form](#)
- **Interview (Grades 6 to 10):** Applicants will undergo a 30-minute interview with a member of our Upper School leadership team.
- **Taster Session (if required):** A two-hour session where children get the opportunity to experience a day in the life of a Dwight School Dubai student.

*(Grade 11 and Grade 12)*

- **Pre-Screening:** Applicants will undergo a pre-screening to ensure they meet our academic level and subject choice entry requirements prior to proceeding with the admissions procedure.

*\*Kindly note that the CAT4 test is not a pass/fail type test but rather an age-appropriate computerized abilities test that helps us understand how students learn and their academic potential. Preparation is not necessary.*

**D. Placement / Offer for a Place:**

After your child is assessed, you will receive an email from the admissions department with further feedback on his/her registration. If offered a place, the letter would typically include an offer letter and a request to confirm your acceptance of the offer within 5 to 7 days of receipt.

Once the offer is accepted, you will be asked to pay a registration fee of 5000 AED (non-refundable). This deposit is adjusted against the first term's fees and ensures that your child's place for the academic year is secured.



### E. Transfer Certificate and Attestations:

The Knowledge and Human Development Authority – KHDA – requires families to submit a document known as a **Transfer Certificate** on behalf of their children when enrolling at schools. The document is requested from the children’s current schools and must be submitted prior to the first day of attendance.

The Transfer Certificate or TC can be submitted in English or Arabic. The TC must be completed on the school’s official letterhead paper, signed by a school official, and stamped. Please refer to the below table for clarification on the required attestation from the country of origin (location of current school):

Country of Origin [location of current school]	Documents Required
New to Dubai/Overseas (Nursery – Grade 1 entry)	<b>No TC required</b>
Transferring from Dubai Nursery (Nursery – Grade 1 entry)	<b>No TC required</b> ( <i>unless your child is registered in the KHDA system with their current nursery.</i> )
Schools within Dubai	<b>Leaving Certificate</b> generated from the KHDA portal.
Schools within the UAE (other than Dubai) and GCC Countries	<b>Transfer Certificate</b> signed and stamped by the school and the <b>Ministry of Education from the country of origin.</b>
North America (including Canada), Western Europe (including the UK), Australia	<b>Transfer Certificate</b> or <b>final school report</b> signed and stamped by the school.
Middle East ( <b>excluding</b> the UAE and GCC countries), South and Central America, Asia, Russia and former Russian states, Eastern Europe, Africa, and New Zealand	<b>Transfer Certificate</b> or <b>final school report</b> <ol style="list-style-type: none"><li>1. Signed and stamped by the school</li><li>2. Attested by the Ministry of Education in the country of origin.</li><li>3. Attested by the <b>UAE Consulate or Embassy</b> in the country of origin OR by the <b>Ministry of Foreign Affairs</b> in the UAE.</li></ol>