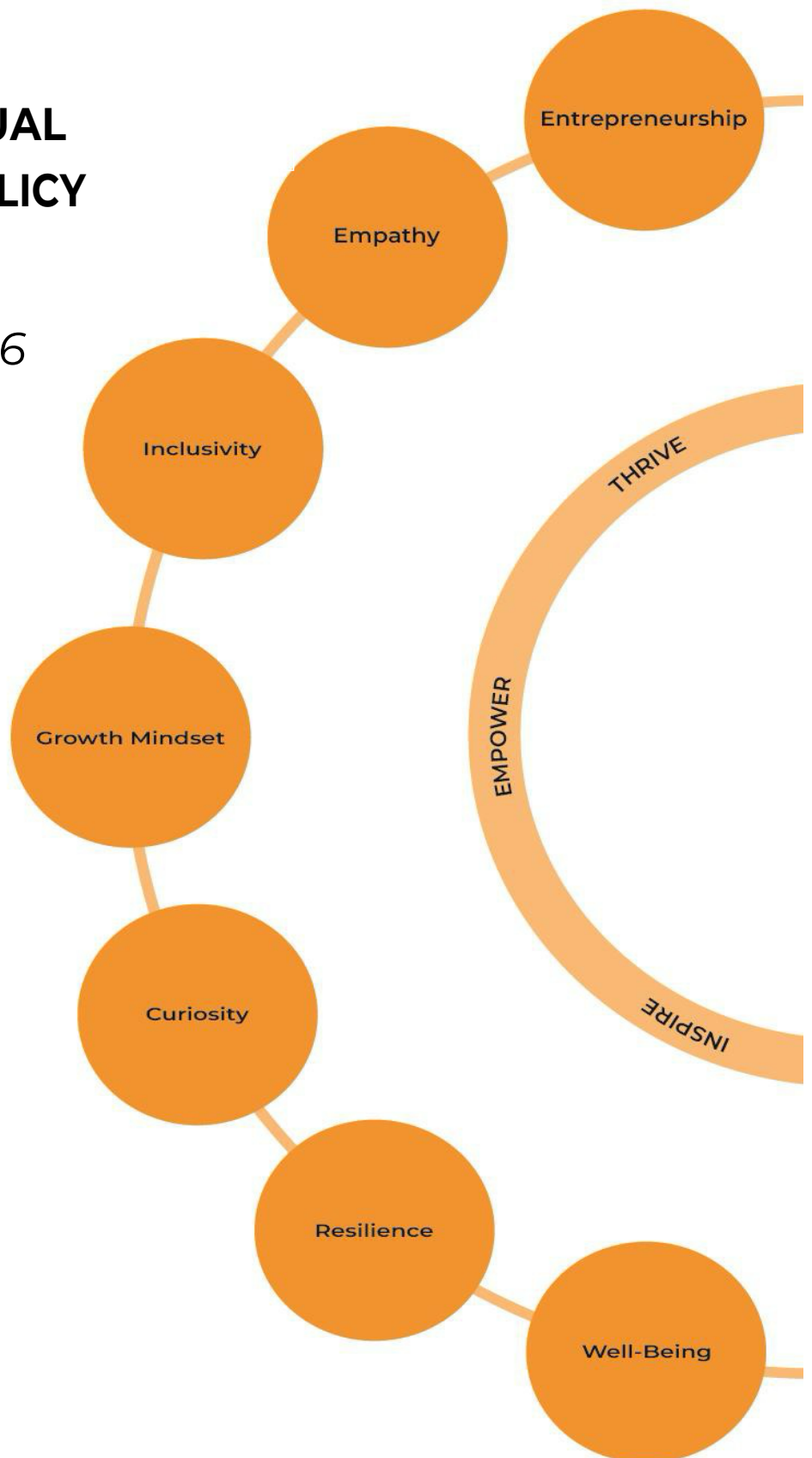




ADMISSIONS & EQUAL OPPORTUNITIES POLICY

2025 - 2026



All Citizens School policies aim to ensure the vision and values are embedded into our everyday culture.

Purpose of the policy

This policy explains the school's admissions procedures and its commitment to strive for equal treatment of, and opportunities for its learners.

Deciding on the right school for your child is very important and at Citizens School we believe that a personal visit is invaluable. We very much hope that you and your child will visit our School. We hold Learner's days throughout the year, which give prospective parents an opportunity to tour the school and meet our SLTs. Details are published on our website and all registered parents are informed. We are also very happy to welcome prospective parents at other times for a personal meeting with the SLTs and admissions team to tour the school. This policy applies to all learners seeking admissions to the school, including those in the nursery.

The Entry procedure

Citizens is a non-selective school. Selection is not based on academic ability but on the schools' ability to meet the child's needs such that they flourish. Our selection process is designed to identify learners who can benefit from our balanced and well-rounded education and to make a positive contribution to school life.

If seats are available, admissions will be open. The school aims to make transition from any school, year group or class as non-disruptive socially and educationally as possible.

At Citizens, we are committed to supporting the needs of every child we enroll and will remain compliant with KHDA and Ministry of Education age stipulations. It is mandatory for children seeking admission to FS 1 in the British curriculum schools to be 3 years old by August 31st.

Citizens School welcomes in-year applications, but places in any year group can only be allocated if there is a place at the time of application. In-year application can only be completed in line with current KHDA policies relating to school transfers. Please contact the admissions team for more details at admissions@citizens.me

Health care policy

Citizens has a responsibility to ensure all learners feel safe and supported and to provide equitable access to education and respond to diverse learner needs, including health care needs.

At Citizens we will:

- Enhance and support learner's engagement in learning and well-being.
- Provide equitable access to education.
- Support and respond to diverse learner needs including health care needs.

Equal opportunities

Focuses on ensuring that all children have equal access to education and are not limited by their experiences in school but rather supported to reach their full potential. While equality of access is important; it does not always lead to equal outcomes.

At Citizens School, we recognise and celebrate both the similarities and diversity of individuals. We believe every child has the right to be nurtured to reach their potential, acknowledging that not all children start on an equal footing. Therefore, we differentiate our support to help each child maximise their personal achievement.

Equal treatment

Citizens School is committed to treating all individuals equally, regardless of race, ethnicity, religion, or background. In line with KHDA guidelines, we promote respect and tolerance for all. We welcome children from diverse backgrounds, ensuring that human rights and freedoms are respected, while ensuring they are balanced with the school's policies, the rights of others, and KHDA regulations.

Citizen's school is committed to:

- a) Ensuring that learners are not denied admission solely based on their experience with Special Educational Needs and Disabilities (SEND)
- b) ensuring learners who experience SEND will receive "sibling priority for admission to a specific school or educational programme;
- c) ensuring that learners who experience SEND will be guaranteed the right to receive quality education and training in all types and phases of schooling across Dubai.
- d) ensuring that learners who experience SEND will be actively supported to participate in the process of learning as they develop their potential, and build relationships with their peers, through social interactions in age-appropriate common learning environments.
- e) providing access to appropriate provision, resources and curricular options for all learners

Citizens School is committed to ensuring its admission procedures are assessable for all learners. Therefore, prospective parents are required to inform the school of any known special education needs, disability or barrier that could affect the child's wellbeing and/or ability to engage in the admissions assessment process. In addition, parents should inform the school if their child has limited English language skills.

Families must inform the school in advance if they require support with English communication during the admissions process. The school will then make appropriate adjustments to ensure the process is accessible and inclusive for all learners and their families

Parents and families of a child with special education needs and/or disabilities should provide the school with full details before the admissions procedure, at the application stage. Parents are required to provide school with copies of all medical, psychological or educational assessments or reports, including documentation from other countries. Any reports that are not written in English will need to be translated prior to submission. This enables the school to ensure the needs of the individual child can be met and appropriate support and planning in place at the earliest opportunity.

As an inclusive school, we are committed to meeting the needs of all our learners, including learners who would be identified as SEND as per the KHDA Revised Categorisation Framework for Learners of Determination. To successfully meet the needs of our learners, consideration is given prior to admission based on the needs of the learner, the wider capacity of the classroom setting and the dynamics of the learner population. This includes the number of, and impact of additional adults within the learning environment. We will only offer a place if we are sure we can meet the needs of the individual learner.

Learners with medical requirements

If the School believes that it can meet a child's needs for medical provision, or the ongoing administration of medication, in accordance with the reasonable adjustments' criterion, above, the school will endeavor to meet such needs. Where necessary, if specialist knowledge is required, the school will arrange additional training for relevant staff to support a learner's medical needs (for example for anaphylaxis, diabetes and asthma). We will discuss thoroughly with parents and their medical advisers any reasonable adjustments that can be made and the administration of medication, to enable a child to become and continue as a learner at the school. For further information, please refer to the policy on first aid and the administration of medication.

Learners with dietary requirements

The school welcomes learners who have dietary requirements due, for example, to cultural or religious backgrounds or to food allergies or intolerances. Information on dietary needs is gathered as part of the admissions process and shared, as appropriate, with catering and teaching staff. In more complex situations, a meeting may be organised between the manager and/or catering manager and the parents and/or health practitioner to discuss and plan for a child's dietary needs. Parents are asked to inform the school promptly if there is a change in a child's dietary needs.

Admissions procedure

At Citizens School, our assessments take into consideration the child in a holistic manner. We observe communication skills, social development, behavior, attitudes, and physical development. Whenever possible, we aim to hold an in-person meeting with every child and their family prior to entry. If the circumstances do not allow this, the school can offer a short online meeting.

Completion of admissions online form and school reports (Year 2 and above are requested prior to scheduling of assessments or CAT 4 exams). Any reports that are not written in English will need to be translated prior to submission.

Citizens School reserves the right to contact the previous educational setting prior to entry.

Each learner must take an age-related assessment as part of the admissions procedure. This will look different depending on the age of the learner.

Foundation Stage 1 & 2 (FS1 & FS2)

Assessments are primarily play-based observations, engaging in conversations and exploring the child's interests and physical development, such as gross and fine motor skills. Where appropriate, a second assessment may be conducted. A recent report from the previous educational setting will be requested if available.

Key Stage 1 (KS1) Year 1 and 2

Assessments involve mathematics, reading and writing activities at an age-appropriate level. In addition, the learner is encouraged to engage in conversation to assess communication and social skills. A recent report from the previous educational setting will be requested and any documents such as awards, or other indications of a special interest or talent will be welcomed by the school. Where appropriate, a second assessment may be conducted.

Key Stage 2 and 3 (KS2/KS3) Years 3-8

Learners are baselined at the admission stage prior to entry through a computerized assessment: Cognitive Abilities Test, Fourth Edition. The CAT 4 is a series of tests that provide a personalised report for each learner giving a holistic view of their learning profile. The assessment will typically take between 30-60 minutes, depending on the individual child. All assessments are conducted either individually or in the form of a small group to ensure that it is a relaxed, stress-free experience. As part of this process, a member of the academic team will spend time getting to know the learner and speaking to the family, in addition to the baseline assessment. A recent report from the previous educational setting will be requested and any documents such as awards, or other indications of special interest or talent will be welcomed by the school. Where appropriate, a second assessment may be conducted within the Learning Studios.

On completion of CAT 4, the admissions team are to check and submit school reports along with CAT 4 test to the respective Senior leadership team of the phase.

CAT 4 scores:

- **Below 80** - May indicate additional support is needed; as Citizens School is fully inclusive, refer to SLT for guidance on appropriate pathways and support.
- **90 -95** – We proceed onto written admissions observations sheets for further testing.
- **95 & above** - We offer and SLT's to be informed. (Email to be sent to the respective SLT with learners' details, school reports and CAT 4.)

Learners of determination

Children with a range of complex needs, who are unable to access their year group assessments, will be provided with a bespoke admissions plan, to determine the level of support required to access the curriculum and/or learning environment.

Parents and families will be invited to meet with a member of the Inclusion Team to gain a holistic view of the child's strengths, interests and barriers. Where appropriate, the Inclusion Team will arrange a meeting with the child's current or previous setting, as well as therapy center, as appropriate. Where the school and family feel necessary, a personalized transition plan will be put in place.

English as an Additional Language

Learners who are not yet proficient or fluent in the language of English may be required to take an additional assessment to determine the appropriate level of support for the learner to access the curriculum. The WIDA assessment is administered in years 1 and above and covers four domains: speaking, listening, reading and writing. The WIDA assessment will be completed by a member of the EAL or Inclusion Team as part of the admissions process.

Waiting list for entry throughout the year

Throughout the year, spaces may occasionally open in specific year groups. Parents who wish to apply for a place are encouraged to reach out to the Admissions Team, who will gladly arrange a suitable time for a visit and assist with the enrolment process.

Sibling policy

Siblings are given priority. However, siblings should undergo the admissions procedure and have the offer approved by the school. Younger siblings are entitled to a 5% discount on the tuition fees starting from the 1st sibling and increases to 10% as per the discount policy.

Overseas Applicants

Online meetings can be held with the admissions and academic team to confirm offering the seat. Offers will be subjected to the completion of the admission procedure as per the child's age to determine the level of support that the child may need. All children attending the school should be UAE residents and have all the necessary documents (Emirates IDs and Visas)

Offer and acceptance:

All assessment documents, results and assessor's comments remain the property of Citizens School. After the assessment, you will be contacted **within 48 hours** by the Admissions Team, who will inform you whether Citizens School is able to offer a place.

When the school offers a place, the guardian will receive a confirmation letter along with an Acceptance Form. To secure the place, an Acceptance Form must be submitted by the specified deadline. Parents must complete and return the Acceptance Form and the Letter of Undertaking—signed by both parents—along with all required documents to the Admissions team no later than two weeks before the start date, in order for the learner to begin classes. A deposit is also required to confirm the place, with details provided in the offer letter. For information on how the deposit will be held and the conditions under which it may be refunded, please refer to the School's Terms and Conditions. These terms also outline the procedures for canceling an accepted place which is aligned with KHDA refund policy.

Year Groups' and 'Grades'

The British education system is based on a programme of education that may last for thirteen years. Other education systems around the world follow a 12-year system. The 13-year British cycle is organised in year groups, the 12-year cycle is organised in 'grades.'

Grades of students in 12 years system (American/British)	Grades of students in Citizens school	Age on 31st August
Nursery	Nursery (FS1)	3
K.G.1	Reception (FS2)	4
K.G.2	Year 1	5
Grade 1	Year 2	6
Grade 2	Year 3	7
Grade 3	Year 4	8
Grade 4	Year 5	9
Grade 5	Year 6	10
Grade 6	Year 7	11
Grade 7	Year 8	12
Grade 8	Year 9	13
Grade 9	Year 10	14
Grade 10	Year 11	15
Grade 11	Year 12	16
Grade 12	Year 13	17



After Enrolment Policy

This policy outlines the support systems, processes, and practices Citizens School provides to ensure all newly enrolled learners and their families experience a smooth and successful transition into the school community, regardless of when they join.

1. Welcome and Orientation Programme (Start of the Academic Year Enrolment)

Once enrolment is confirmed, families receive a Welcome Pack from the Admissions Team. This includes:

- The School Handbook.
- Academic calendar.
- Uniform details.
- Communication platform guidelines.
- All new parents are invited to an orientation session.

In-person (led by the Academic Team for learners):- meet the mentor and the market day at the start of the Academic Year .

- Meet their mentors and classmates- presentation from mentors.
- Learn about the school's daily routines, expectations, and values.

2. Classroom Integration and Transition

Learners are assigned a peer buddy to help them adjust socially and navigate the school environment.

Mentors ensure a smooth academic and emotional transition through:

- Differentiated instruction
- Informal observation
- Continuous encouragement
- A 3-week check-in is conducted to assess the learner's adjustment, engagement, and well-being. Feedback is shared with parents.



3-Mid-Year Enrolment Support

Learners enrolling mid-year are provided with a personalised transition plan, especially if they are:

- New to the British curriculum.
- Identified as SEND or EAL learners
- Transferring from international or non-British schools

Mid-year learners will:

- Complete a baseline assessment within the first 7 days of joining
- Be gradually introduced to the curriculum as needed
- Undergo a progress review after 3–4 weeks

On the first day of school, the Admissions Team and the Parent Relationship Manager warmly welcome the learner and their family. During the first week, an in-person meeting is arranged to introduce them to the school platforms, cafeteria services, and transportation options.

4. Learner Profiles and Ongoing Support

Mentors develop a learner profile based on:

- Admission assessments
- Observations
- Parental input

Learners with additional needs (SEND/EAL) are referred to the Inclusion or EAL Team immediately for targeted support.

5. Medical and Dietary Requirements

The School Nurse reviews all relevant medical records and, where necessary, develops care plans in collaboration with families and healthcare professionals

Staff receive appropriate training for specific medical conditions (e.g., allergies, diabetes)

Dietary needs and restrictions are shared with the catering and classroom teams and reviewed regularly.

6. Parental Engagement

Families are introduced to the school's communication channels, including email, School communication platform, and the school portal, canteen, bus provider.

Parents of new learners are invited to a welcome coffee morning or Q&A session within the first week of joining.

7. Tracking Progress and Feedback

Mentors conduct an initial academic and well-being review within the first 6 weeks

The Inclusion, EAL, and SEND teams provide additional support as needed

Families receive:

- Formal progress updates through term reports and meetings
- Informal check-ins and feedback as required

Withdrawal Process

It is imperative that the Admissions Department is provided with at least one term written notice of withdrawal. Occasionally, extenuating circumstances may dictate a lesser period of notice, which could be considered on merit, at the discretion of the school management. In case of Refund, the school and nursery abide with **KHDA refund policy**.

Citizens school reserve the right to withdraw (at a suitable time) or decline an offer of re-enrolment to an already registered learner when any or all the following conditions apply:

- a) The learner's learning needs cannot be met with available resources.
- b) The learner's presence in the class has an ongoing negative impact on fellow classmates.
- c) The learner's behaviour is determined to have a detrimental impact on the school community.
- d) Despite multiple discussions with the parents, the fees remain unpaid.

Applicable to: All learners and school staff

Implementation Date: September 2024

Reviewed and approved Annually by: TBD

Review Date: May 2025

Signed

Citizens School Principal

