



Vernus International School

ADMISSIONS POLICY AY: 2026-2027

Date of Policy	August 2021
Date of last review	August 2026
Date of next review	August 2027
Lead Member of Staff	Jacqueline Brooks Smith



Admission Statement

This policy sets out the requirements for our admissions process in line with KHDA requirements and regulations. It ensures that Vernus International School takes a fair and non-discriminatory approach to the enrolment of all students, in support of providing a diverse and inclusive school community.

Our Mission and Vision

Our mission is to provide an education that focuses on developing attitudes, skills and personal capabilities through engaging, enjoyable, hands-on practices and project-based activities. We are committed to empowering students today with the knowledge to succeed beyond the school environment.

Our programs and approach ensure that we focus on teaching essential life skills that prepare students for an uncertain future, more than traditional academic schooling would.

Equal Treatment

We welcome children from many different cultural, religious, and ethnic backgrounds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All children will be treated equally, irrespective of their, or their parents' ethnicity, religion, or cultural association. All children are expected to attend all assemblies and school trips and participate in the school's Arabic provision.

Students of Determination

The school admission policy adheres to the stimulation of:

- The Dubai Inclusive Education Framework Policy (2017);
- Directives and Guidelines for Inclusive Education (2019);
- A revised Categorization Framework for students of determination (2019-2020);



- The UAE Federal Law 29 (2006) concerning the 'Rights of People with Special Educational Needs;
- The UAE Federal Law 2 (2015) concerning the 'Protection of the Right of Persons of Disabilities in the Emirate of Dubai;
- UAE Executive Council Resolution No. 2 of 2017 Regulating Private Schools in the Emirate of Dubai.

At VIS we welcome students with special educational needs and who are gifted and talented. We believe in providing high-quality educational programs and individualized services for all learners, no matter where they are. We ensure all students have the appropriate academic support services and equal learning opportunities at the right time. We enhance students' learning by providing essential classroom accommodations, classwork differentiation, and curriculum modification based on students' individual needs, abilities, and requirements.

In accordance with the VIS' inclusive ethos emphasizes all learners should feel welcome, safe, accepted, happy and valued. All students will be given full access to all areas of learning, and teachers will endeavor to ensure all students reach their full learning potential. Thus, they become resilient and prosperous members of society and leave VIS as life-long learners.

We believe that:

- *All teachers and educational providers play an essential role in supporting the students of determination & Gifted and Talented throughout their learning journey at VIS.*
- *Parents of students of determination & Gifted and Talented are essential contributors to their child's learning journey and a significant part of the IEP/ILP planning, and implementation*
- The students' reflections on their learning should be taken into consideration.

In accordance with the Dubai Inclusive Education Policy Framework (2019), admission to the school is not conditional on the submission of a medical diagnosis and the Students of Determination, including students with learning and physical disabilities & Gifted and Talented, will:



- Receive 'sibling priority' for admission to the school.
- Be actively supported to participate in learning as they develop their potential.
- Be provided with the additional support, accommodation and curricular modifications required to enable equitable access to all educational opportunities.
- *Eligible for additional support programs such as Individual Education Programs and Advanced Learning Program based on students' individual needs and abilities.*

Note: Admission to the school is not conditional on submission of a medical diagnosis.

VIS is committed to ensuring the admissions process is accessible to all students, including students of determination & Gifted and Talented:

- The admissions procedures, criteria and process may be altered to accommodate students of determination and those with additional needs. Parents should inform VIS at the application stage regarding any additional learning support requirements or disabilities for their child. We may request copies of external documents such as professional psychoeducational assessments, individual learning plans and intervention programs from previous schools (if applicable), and one-on-one learning requirements.
- Parents of a child with SEND should contact the admission department at the school and request a meeting with the Inclusion Head in advance of the admissions assessments, to discuss the child's individual learning needs and abilities, in addition to the additional accommodations needed for the child to be assessed and included in the classroom, and school areas that may need to be made for the admissions process to be fully accessible.
- Admissions assessments for students of determination will be directly supervised by the Heads of Wellbeing & Inclusion and members of the Senior Team. In line with the document 'Implementing Inclusive Education: A Guide for Schools' (January 2019), if a student has 'profound and multiple needs that cannot be reasonably met by the school', advice and support will be given to parents regarding suitable special needs



centers and centers for students of determination. Please be advised that extra learning support may incur additional costs to the parents

- Each student will be considered on a case-by-case basis.

Parent Contract

This Admissions Policy must be read in conjunction with the Parent School Contract as approved by the KHDA.

Placement

Year group placements are made according to the age set by the KHDA. For all children applying from Grade 1 upwards, an attested transfer certificate from the child's current school will be required to facilitate the correct placement. The cut-off date for admissions for any given year group is 31st December.

Placements are made by age as per the KHDA guidelines.

Age by 31st of December	American Curriculum	British Curriculum	French Curriculum
3	Pre-K	FS1	Ecole Maternelle
4	KG1	FS2	Ecole Maternelle
5	KG2	Year 1	Ecole Maternelle
6	Grade 1	Year 2	CP (Cours préparatoire)
7	Grade 2	Year 3	CE1 (Cours élémentaire)
8	Grade 3	Year 4	CE2
9	Grade 4	Year 5	CM1 (Cours moyen)
10	Grade 5	Year 6	CM2
11	Grade 6	Year 7	CM3



Admissions Process

Inquiry

Parents can contact VIS by using various communication mechanisms:

- Website – Contact Us page and Online Application form
- Phone call
- Email
- Walk-in
- Social Media

The Admissions Team will respond to all inquiries through email, messages, or calls within 24 hours of being received. Tours will be scheduled with parents to learn more about the school and to meet the principal.

Application

The application form is available electronically and in paper form. Application data for each child applying is required. The Application Fee is payable at the time of submitting the application.

Sibling Policy

At VIS, we recognize the importance of siblings attending the same school and are delighted to offer 5% Sibling discount.

Disclosures

Parents must, as soon as possible, disclose any known or suspected circumstances relating to their child's health, allergies, disabilities, or learning difficulties. This ensures that all decisions are made in the best interests of the child.



Assessment Scheduling

All children who apply for a place at VIS are invited to take part in an assessment. We conduct assessments of all applicants in order to establish their academic level and to ensure that the child can access the school's program.

We also conduct assessments to determine the level of support that may be required. Admissions assessment data is further used by class teachers to modify the curriculum and ensure that each child is appropriately supported and challenged during lessons.

Detailed assessment data and reports are not shared or released in written format. Verbal feedback can be given if required.

At any time during the admissions process, the Admissions Team may observe that a child may require additional support, and if so, a repeat assessment may be requested. In such cases, the school SENCO will be involved in the assessment. A repeat assessment will be conducted free of charge.

Assessment

Assessment Details

Kindergarten children are observed within an informal play-based environment and, where possible, with other children. During the assessment, social and emotional skills, as well as basic academic skills, will be observed. Application fee includes assessment fee that is 525 AED only (500 AED + 5% VAT) for assessment and registration.

A kindergarten assessment looks at the child as a whole to see if they would be able to adjust to the school environment and be happy and successful in their development. During the observation, further information about the child is noted on previous schooling, toilet training, mother tongue, etc.

Students entering Grade 1-6 will be required to complete an assessment that is suitable for their age group, previous school reports must be given to the school prior to the assessment. We want



to gather an overall picture of the child's ability to enable their new teacher to support their learning in the best way possible (reference to the [Admission Procedure and Assessments](#)).

Offer

If a place is offered to your child, a letter confirming the offer will be sent to you. This offer is valid for 10 days, to accept the offered place parents should surrender the completed Application Form along with the supporting documents listed with this Policy. A Transfer Certificate plus the last 2 year's School Reports, as appropriate, must also be provided if accepting a place in Grade 1 or above.

A Registration Deposit of 10% of the annual tuition fee is required to secure the place. Please refer to the Parent School Contract for information as to how the deposit will be held, in what circumstances it will be refunded, and the cancellation of a place that has been accepted.

Registration

Parents of successful applicants will be given 10 working days to accept and secure the place by paying the Registration Deposit of 10% (refer to Fee Policy) and providing the school with the following documents. Failure to do so will result in the admission being automatically canceled, and the place will be offered to the next applicant.

- Passport, visa, and Emirates ID copies of both parents and child
- Any documentation concerning learning support needs or medical requirements verified by a doctor.
- Birth Certificate copy.
- Immunization Record copy.
- Report Cards from the previous school (minimum of last 2 academic years)
- Passport size latest photographs (4)
- Medical report (if any)
- School Leaving Certificate / Transfer Certificate Grade 1 and above. If applying from outside of the UAE, certificates might need to be attested by:
 - o a) Ministry of Education b) Ministry of Foreign Affairs c) Local Consulate.



If any part of the completed application and supporting documentation is found to be false, misleading, or incomplete, the school reserves the right to withdraw the offer of place or to ask that the child be withdrawn from school having been admitted.

Admission Finalized

Upon confirmation of receipt of complete documents and Registration Fee, parents will be provided with our Parent Handbook detailing all the important information about VIS along with the Teacher Profile.

In registering your child for a place at VIS you are agreeing to abide by the school's regulations and policies and the KHDA Contract.

Behavior

At Vernus International School, we believe that positive student behavior is fundamental in providing the best learning experience possible for the student and their peers. All students enrolled at the school should have a positive attitude towards learning and respect for the school community. We expect parents to encourage their child and support the school in promoting this ethos.

- Any documentation concerning learning support needs or medical requirements verified by a doctor.
- Birth Certificate copy.
- Immunization Record copy.
- Report Cards from the previous school (minimum of last 2 academic years)
- Passport size latest photographs (4)

