



DGPS Admissions Policy 24-25

Written by: Rachael Parums, Elizabeth McMath

Motto

Learning Together, Growing Together

Vision & Values

At Dove Green, we are creating a world class British school that promotes a respectful, happy, caring and inclusive community. We strive to prepare all students to become lifelong learners and responsible citizens, ready to meet the challenges of the future. In partnership with families and the wider community, our goal is to create purposeful, enriched opportunities for students that inspire them to become leaders of their own learning and develop the knowledge, critical thinking skills, and character necessary to succeed in an ever-changing world. We are dedicated to providing stimulating learning experiences through an evolving, challenging curriculum, fully reflecting the culture of the UAE and the wider world.

DGPS Way

At Dove Green Private School, we are:

Determined learners

Global thinkers

Positive achievers

Striving for success

1. Basic Rationale

Dove Green Private school is a non- selective UK curriculum school which actively encourages inclusivity.

Boys and girls are admitted to Dove Green Private School as students from 3 years old up to the age of 13 years, FS1 – Year 9.

The school offers the National Curriculum for England and is designed to extend, support and challenge students.

The school year runs from September to July but the school will admit students through the year if places are available (subject to KHDA transfer guidelines).

Children are placed into age appropriate year groupings as per the UK National Curriculum, however this is subject to approval from the educational authorities if the child is coming from a non 13-year grading system. Below is a table demonstrating the year groups and ages of entry:

Table of Equivalences:

Grades of Students in 12 Year System (American/International Schools etc.)	Year Groups of Students in 13 Year System British	Age on 31st August
Pre-Kindergarten	FS1 (Nursery)	3
KG 1	FS2 (Reception)	4
KG 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

2. **School Registration**

The Admissions Department's remit consists of recruiting the prospective student, scheduling tours, collecting applications and required documentation, scheduling assessments (Assessment of Educational need) and sending through acceptance of place to the prospective student's family.

Documents required prior to registration:

- Completed and signed Registration Form;
- Student passport copy;
- Copies of most recent school reports;
- Registration and assessment fees.

There is a non-refundable registration fee of AED 500.

3. **Admissions Procedure**

Dove Green Private School considers two criteria before admitting a student:

- Age on 31st August.
- Requirement of provision for special educational needs

Our Admissions procedure:

- Children are registered at Dove Green using our Registration Form;
- This form tells us the age of the student and from this, we are able to work out their age on 31st August and, therefore, the year group the child should enter;
- The child undertakes an 'Assessment of educational need'. During the child's assessment, we will be looking at the whole picture in terms of their social competence, maturity and behaviour. In terms of assessment, observed play in the Early Years Department will phase in to more formal, age appropriate, assessments in reading, mathematics and English for entry into Year 1 upward.
- The whole process is designed to ensure, as far as possible, that children's needs are identified and that the child can thrive both academically and socially at Dove Green Private School. The formal tests are age appropriate and based on work of students of the same age group within the UK curriculum.

- Dove Green Private School is inclusive and caters for the individual needs of the child through discussion with parents and other professionals as appropriate. Dove Green makes every effort to adapt its' provision to ensure that students are accepted in to their age-related year groups.
- Students must be ' fully toilet trained' before starting FS1. (We have no provision for changing young children).
- When the student joins the school, the Assessment of Educational need, is then fed on to the school assessment tracking system and is used as a part of their academic baseline.
- Emirati families are prioritised in the application process.
- In oversubscribed classes, siblings of existing students are prioritised.
- If a place is not offered, parents can appeal against the decision by writing to the chair of governors

4. **Offer of Place**

Once the assessment of educational need is conducted and reviewed, there is availability of place in their applied year group, and they meet all KHDA transfer guidelines, they are then issued an offer of a place. Families are given ten days from the date of offer to confirm their places. Legal documentation and payments are then required to confirm their child's enrolment into the school. The following is the minimum documentation required:

- Acceptance of Place form;
- 4 passport pictures;
- Copy of student's birth certificate;
- Student's immunization/vaccination records;
- Both parent's passport copies;
- Student's passport copy;
- Student's UAE visa copy (Non-Nationals);
- Student's Family Card (UAE Nationals);
- Original Transfer Certificate with correct attestations;
- Copy of most recent school report;
- Original Emirates ID card (for KHDA card reader).
- Library policy

KHDA requires that information from all students Emirates ID cards must be scanned and uploaded to their on-line record system. This process takes only a few minutes but parents must bring the child's original Emirates ID card to the competent employee.

All children who attend Dove Green Private School from year 2 upwards must provide a transfer certificate, regardless of the country and educational curriculum they are coming from.



Signed:

A handwritten signature in black ink, appearing to read "C. Seeley", with a long horizontal flourish underneath.

Print Name: Christopher Seeley

Designation: Principal DGPS

Date: September 2025

Next Review: September 2026