

Admissions Policy  
2023 - 2024



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## Our Mission

Our mission is to build a consistent, challenging and safe learning environment that supports each child in exploring their capabilities, encourages them to respect other cultures and embrace the world with open-mindedness, tolerance and confidence.

## Our Vision

Our vision is to create a community that fosters lifelong learning, is rooted in its values and beliefs, is open-minded, tolerant and appreciates diversity. Our graduates are principled and courageous individuals, ready to contribute to a more just and peaceful world.

## Our Philosophy

### **To create our professional community of learners that:**

Recognize the importance of our students achieving their personal learning goals.

Make student development at the center of all school decisions

Aspire our students to reach the highest internationalism and wellbeing

Enable the staff to become life-long learners through the development of their professional practice.



## Admission Policy

Reference	PC.1
Date of Review	June 2023

Rationale	<p>The admissions policy for Dar Al Marefa is carefully designed to ensure a holistic and inclusive learning environment that aligns with the school's mission and values. The rationale behind this policy lies in its commitment to fostering a diverse student body, promoting international-mindedness, and providing a high-quality education. The admissions policy aims to promote an inclusive community that prepares students to thrive in an increasingly interconnected world, cultivating global citizens who are equipped with the skills, knowledge, and mindset to tackle complex global challenges and contribute positively to society.</p>
Policy Links	

Principal Sign Off	
Date	

Governor Sign Off	
Date	



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## Dar Al Marefa Admissions Philosophy

At Dar Al Marefa teachers, administrators, and leaders are committed to providing a supportive learning environment to ensure that all students can achieve their individual potential. The school does not discriminate based on race, gender, additional needs, or nation of origin and seeks to accept all qualified students who apply.

At Dar Al Marefa, we are committed to offering an inclusive curriculum to ensure the best possible progress for all our students, regardless of their needs or abilities, all student applications will be considered. We carefully and diligently determine whether we can provide a combination of resources, allocated by individual student need, to be confident applicants are able to access the curriculum before determining their acceptance.

Registration at Dar Al Marefa brings with it a commitment from parents/guardians and their children to the Mission & Vision of the school. While being respectful of the diverse nature of our community, all children will be considered for registration, provided there are sufficient vacancies at the time of application; otherwise, a "Waiting List" offer will be presented.

### 1. Age Requirements

Prospective students must meet the age requirements in accordance with current KHDA (Knowledge and Human Development Authority) guidelines. The guidelines depicted by the KHDA are as below:

Age by 31st August	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Grade	Pre-KG	KG1	KG2	Grade 1	Grade2	Grade3	Grade4	Grade5	Grade6	Grade7	Grade8	Grade9	Grade10	Grade 11	Grade 12

### 2. Admissions Committee

The admissions committee consists of the principal, registrar, heads of departments, and respective curriculum coordinators. The Admissions Committee shall jointly make all decisions regarding admissions and shall be held accountable for adhering to the policy herein.

## 3. Admissions Process

### 3.1 Parent Tour

Prospective parents are encouraged to visit the school through booking an appointment online or through the school reception.

### 3.2 Application Completion

After touring/inquiry, parents must complete the online application form at the following link:  
<https://www.daralmarefa.ae/admissions#online-application-form>

### 3.3 Admissions Screening

Applicants applying for Pre-KG to KG2 will have an admissions interview with one of our KG department teachers.

Applicants applying for Grade 1 to Grade 11 will sit for a grade equivalent level CAT 4 (Cognitive Ability Test) in a supervised environment.

Applicants applying for Grades 6 to Grade 12 will sit for an entrance test to determine their current skills and abilities.

### 3.4 Offer of Acceptance

Families will be notified via email or phone call of acceptance or rejection within 72 hours (about 3 days) of completing the admissions screening and providing the required documentation.

### 3.5 Submission of required documentation

Families are responsible for submitting all required student documentation upon receiving the offer of acceptance. The admissions team is empowered to halt the admissions process if the required documentation is not submitted within a three-week timeframe. These documents include:

1. Student and parents' passport copies,
2. Student and parents' visa copy (where applicable)
3. Student and parents' Emirates ID copies,
4. Student vaccination record or medical records as applicable
5. Student birth certificate
6. Student passport-sized photo
7. Student's previous school report card (where applicable)
8. Transfer certificate from previous school (where applicable)
9. Student Conduct Form (to be filled and sent by student's current school)
10. MOE Equivalency (where applicable)
11. DHA Medical Form
12. Conditional/Agreement Form (where applicable)



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### 3.6 Payment of Registration Deposit

All applicants must pay up to 10% of the total fee according to the school fees structure within 2 weeks of receiving an offer of acceptance. The registration fee is a non-refundable and non-transferable deposit, which is deducted from the first term fees.

### 3.7 Signing of the Parent School Contract

To attend school in the new academic year, every student must be registered in the KHDA school system and must have a signed parent-school contract on record. Failure to do so might result to suspension from school. This process must be repeated annually for each student.

## 4. Admissions Requirements for KG, PYP and MYP

### 4.1 Current Dar Al Marefa Students

Students who have successfully completed the requirements are eligible to enroll in the subsequent grade with a recommendation from the Head of Primary or Head of Secondary, except for the following cases:

- Students who have not cleared their school fees and other financial obligations to the school.
- Students unable to pass the minimum requirements to get promoted to the subsequent grade.

### 4.2 Siblings of Students at Dar Al Marefa School

Siblings of students already registered at Dar Al Marefa have priority placement. Siblings of current students must complete all required steps of the admissions process and relevant application forms must be completed together with the payment of the respective enrolment fees.

### 4.3 Admission of Students from Other Schools

Students wishing to transfer from another school must provide the most recent progress reports and transfer certificates. All applicants must pass the school's entrance exam and meet with the Head of Primary or Head of Secondary, or their delegates, to determine their capability of coping with a bilingual IB setting.

### 4.4 Students of determination

We welcome all students of determination, and to ensure that appropriate provisions can be made for each student, we assess them based on the following measures:



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- 4.4.1 Parents and guardians must disclose any special educational need previously observed (including social and emotional challenges).
- 4.4.2 If nothing has been disclosed by parents, and evidence presented during the admissions assessment suggests that the student has a barrier to learning then an interview is set up with the inclusion department.
- 4.4.3 The inclusion department will undertake a detailed assessment to determine the child's requirements and whether the school can meet these needs. Then they will liaise with the Head of School regarding the acceptance of the student.
- 4.4.4 Parents must submit all/any previous academic reports, provision plans, individual educational plans, and any previous medical/psychological assessments relevant to the application.
- 4.4.5 Admitting students of determination will be in accordance with KHDA guidelines.

### Conditional Acceptance

Conditional acceptance may be granted in exceptional circumstances to students with requirements set by the school for continued enrolment at Dar Al Marefa. Parents will be asked to sign an internal agreement listing the requirements. Progress will be monitored quarterly and failure to meet the conditions will result in the student being asked to leave Dar Al Marefa.

## 5. Admission to Grade 11 (first year of the IB Diploma Programme)

### Internal students

Internal students graduating from Grade 10 (Middle Years Programme) will be required to exhibit the capacity to perform well in the Diploma Programme. As such, they will be required to meet the following requirements:

- A minimum of having scored 4 in every subject in the Middle Years Programme (MYP) is required, along with a minimum score of 5 or its equivalent in the three subjects that the student plans to pursue at a Higher Level in the Diploma Programme.
- A satisfactory behavior record in MYP
- Successful completion of the MYP Personal Project
- Clearance of all fees and financial obligations

### 5.1 Students from Other Schools

Candidates from other schools must meet ALL the following requirements to be considered:



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1. Candidates must have obtained a minimum grade of B or higher in the three subjects they propose to study at a Higher Level in the Diploma Programme and a grade of C or higher in the three subjects they propose to study at standard level. These grades must be supported by official transcripts and documentation from their previous school.
2. An official letter of reference from the Head-teacher or Deputy at the candidate's current school is to be submitted, along with a school leaving certificate, and a certificate of good conduct from the school which comments on the behavior of the student.
3. The candidate is also expected to pass an interview by the DP coordinator, who will determine student's motivation and readiness for the rigor of the Diploma Programme.

Parents will be required to bring copies of the child's birth certificate and original documents pertaining to their previous schooling. Candidates that do not have the 3 B- grades for higher level subjects but do have 6 credits may still be accepted to study for the IB Certificate, if they meet the other two criteria above.

### 5.2 Conditional Acceptance (Grade 11)

Conditional acceptance to Grade 11 may be given to students from an IGCSE /national/other curriculum based on the mock/predicted results of their school. Their admission will be confirmed on receipt of the results on an official transcript from Cambridge or IGCSE.

## 6.0 Admissions to Grade 12 (second year of IB Diploma Programme)

Admissions to Grade 12 may be done only in exceptional circumstances, if applicants are meeting the following conditions:

1. They have completed the first year of the Diploma Programme at an authorized IB school.
2. They have a total of 29 points at the end of their first year in their current school, and a minimum grade C in the Extended Essay and Theory of Knowledge, and have completed their CAS hours, certified by the CAS Coordinator at their current school.
3. Obtain a mean level 4 achievement in an entrance assessment comprised of the end-of-year exam at the Senior School.
4. Provide an official letter of reference from the Principal or Deputy at the candidate's current school, along with a school leaving certificate, and a certificate of good conduct from the school which comments on the behavior of the student.
5. Pass an interview with the DP coordinator and the Head of Secondary.

### Links:

- [Admissions Process](#)
- [Student Conduct Form](#)



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