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| <b>POLICY TITLE:</b>          | <b>Admission Arrangements Policy</b>  |
| <b>Policy Number:</b>         | 66  |
| <b>Applies to:</b>            | Al Karamah School and Training Institute - Abu Dhabi  |
| <b>Version Number:</b>        | 01  |
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| <b>Date of Review:</b>        | October 2022  |
| <b>Date of Next Review:</b>   | October 2023  |
| <b>Author:</b>                | Senior Leadership Team  |
| <b>Ratified by:</b>           | Al Karamah Executive Leadership Team and Governing Body   |
| <b>Responsible signatory:</b> | Principal   |
| <b>Outcome:</b>               | All Students of Determination aged 3-25 with a diagnosis of autism who are Nationals of The Emirates may be entitled to a place at Al Karamah School and Training Institute pending assessment. To be considered for a place they must contact ADEK and ask to be placed on the waiting list. No direct admissions are made through the School or training Institute. |
| <b>Cross Reference:</b>       | Absence and Attendance<br>Placement Suitability<br>Attendance Process<br>Annual Review Process  |

## **1. INTRODUCTION AND PURPOSE**

- 1.1. Al Karamah School is owned and governed by ADEK. It is managed and run by Priory Aspris in partnership with ADEK.
- 1.2. This policy sets out the school's arrangements for allocating places to students, as well as the management of a decision not to offer a student a place.
- 1.3. All Students of Determination (SoD) with a diagnosis of autism who are placed on the waiting list of ADEK for placement are eligible to be assessed for Al Karamah School and Training Institute if it is felt that their Special Educational Needs can be met.
- 1.4. ADEK defines the most effective use of their provision and will put forward students to be assessed at the facility which, in their opinion, best suits their needs.
- 1.5. All students will be considered on an equal basis regardless of gender, race or presentation provided that there is a good prospect of meeting their individual needs without impacting on the education and welfare of other students. The school will admit students who have associated disorders and co-morbid conditions on an individual basis.
- 1.6. The school has an agreed number of places which will not be increased due to request.
- 1.7. Students may have to wait for an assessment admission if a place is currently not available in their key stage or if their needs would most effectively be met in a class which is currently full.

## **2. DEFINITIONS**

- 2.1. The Principal is responsible for ensuring the Admissions policy and procedure are clear, implemented and monitored in the school.
- 2.2. Admissions to the school happen across the year currently and will continue to do so until the school is at capacity. The school will closely monitor the impact of transitions in to a phase so that the education of existing students is not impacted.
- 2.3. A child can be admitted to the school the day following their third birthday.
- 2.4. Students attending Al Karamah School will not automatically transfer to the Training Institute. This is dependent on career choice and availability of placement.
- 2.5. Priority will be given to students who have a higher probability of a successful learning experience at the school based on their presentation.
- 2.6. The school and ADEK are committed to work together with families to determine the placement which is best for the student.

## **3. PROCEDURE AND PRACTICE**

- 3.1. Parents can request that their child be placed on ADEK waiting list. From here a request will be made to the school to assess a student for a provision which has been decided by ADEK.
- 3.2. ADEK will contact the school and request that an assessment is undertaken of a student. The results of that assessment will be shared with ADEK.
- 3.3. Educational Observations usually take place in the school with parents present. Educational Observations are undertaken by senior members of staff in the school.

A child will be asked to complete tasks and join in with learning activities. The Educational Observation may take up to 1 ½ hours.

- 3.4. If the child observed is identified as meeting the criteria required the family will receive confirmation of an offer of placement in the school via ADEK. The same process will be followed if your child is deemed not suitable for the school.
- 3.5. Decisions on suitability of placement are made dependent of a child's presentation and ability to learn in a school environment.
- 3.6. ADEK may request assessment of a student in the child's current educational provision. In this case the same process of reporting back will happen.
- 3.7. Students are placed in the school according to key stage and ability.
- 3.8. Parents to provide any assessments regarding diagnosis, presentation, academic achievement, social and emotional development, medical history and the views of medical professionals, reports from previous schools, therapy reports and any other information which may aid in the understanding of a student's presentation. These will be reviewed and assist in the observational process.
- 3.9. Visits to the school prior to student admission are encouraged so that parents and students can familiarize themselves with the environment. This usually happens after placement is agreed.

#### **4. ROLES AND RESPONSIBILITIES**

- 4.1. Should a student be unsuccessful at securing placement a brief report (appendix 1) will be shared with ADEK so that more suitable option can be explored.
- 4.2. An Assessment may suggest that a student has needs which are above or additional to the ratios of staff provided in the school. This could be due to a medical or behavioural need. If this is the case the school will inform ADEK of the additional requirement and the likely time scale for review. The requirement for additional staff may impact on admission to the school due to the requirement to recruitment of new staff
- 4.3. The school discourages the use of Shadow Teachers and Nannies.\*
- 4.4. Should a student's needs change and the school is no longer able to support a student a discussion will be held with ADEK and if it is considered alternative provision will be sought.
- 4.5. Student absence is closely monitored and failure to attend on a regular basis may result in a placement being closed.
- 4.6. The final decision to admit a student will fall to The Principal or The Vice Principal of the school.

#### **5. MONITORING AND REVIEW**

- 5.1 Admissions and transitions will be monitored on a termly basis by governors of the school and monitored by ADEK at Oversight Committee on a termly basis.
- 5.1. This policy and procedure will be reviewed on an annual basis.

\*Exhemptions may apply