



مدرسة ام.اس.بي.الخاصه
MSB PRIVATE SCHOOL

P.O. Box 94550, Dubai, UAE

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1. Objective

MSB Private School is an inclusive school that admits both girls and boys for foundation stages 1 and 2, and from years 1-11. We welcome applications regardless of nationality or gender; this is reflected in the value and culture of the whole school community so that learners feel welcomed, accepted, safe and valued.

The procedures laid down by the Knowledge and Human Development Authority (KHDA) are strictly adhered to for all admissions including those of students of determination. The Admission Policy of the school is clear and transparent to all parents and students. The aim of this policy is to inform prospective parents of the admission criteria and process and to ensure fairness in the admission process.

2. Placement by age

Year group placements are made according to the age norms that operate in the British education system, and only very rarely will places be offered outside these ranges based on requirements of the government regulator. Government regulation also requires a transfer certificate for all children from the child's current school in order to facilitate the correct placement. In order to meet the age criteria for admission, a student must have turned the age listed next to the grade level by 31st December of the academic year. Placements are made according to the table shown.

Year group	Age (years)	Year group	Age (years)	Year group	Age (years)
FS 1	3	Year 4	8	Year 9	13
FS 2	4	Year 5	9	Year 10	14
Year 1	5	Year 6	10	Year 11	15
Year 2	6	Year 7	11		
Year 3	7	Year 8	12		

3. Preference

Preference is given to siblings of existing students. In the month of January/February a circular is sent to the parents of the school stating the admission procedure.

4. Procedure

- Online registration is done at the school website www.msbdubai.com.
- Upon registering, parents receive an acknowledgment email mentioning specific details.
- Upon completion of the online registration and depending on the number of seats available, parents will be contacted to submit the following:
 - Completed application for admission and medical form
 - Photocopy of birth certificate
 - Passport size colour photographs
 - Copy of most recent school report card
 - Passport copy with valid UAE residence visa of the student and parents
 - Emirates ID copy of the student and parents
 - School transfer certificate attested after admission confirmation (applicable from FS2 onwards)
 - Recent medical record (if any) and copy of child(ren)'s vaccination card
- Any psychological diagnostic assessment reports or screening forms for any learning difficulties.
- The documents will be reviewed and shortlisted students will be required to pay a non-refundable fee of AED 350/- for the assessment test.
- Assessment guidelines:
 - Students seeking admissions in FS do not appear for an assessment. They are invited to a group assessment designed to determine school readiness followed by parent and child interview.
 - All students from years 1 to 8 are required to complete written assessments in English and mathematics.
 - All students from years 9 and 10 are administered as per the internal policy of the school.
- Admissions are confirmed subject to the student's assessment results. Priority to appear for an entrance test will be given to siblings of students already in MSB Private School. However, they have to fulfill the entrance criteria to secure admission.
- Parents are notified of the results via email within two weeks of the assessment test.
- Those who have been confirmed a seat will have to complete the registration process.
 - For registration of new admissions with KHDA, original Emirates ID of parents and student are required to be scanned on the KHDA reader.
 - All parents are also required to sign the KHDA Parent School Contract for their children in their respective year group.

Note: Admission to the required year groups are based on merit and on confirmation of the student's credentials. It is subject to availability of seats and at the sole discretion of the school management.

5. Inclusion (admission of students of determination)

- In compliance with Dubai's vision of becoming fully inclusive by 2020, we at MSB Private School, Dubai promote a highly inclusive ethos. In accordance with the Dubai Inclusive Education Policy Framework (2017), we actively seek to empower and foster education within a regular classroom.
- MSB Private School is an inclusive school and admits students of determination keeping in mind their individual needs. The same is extended while giving priority to the siblings of the students of determination.
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- Any students with special educational needs as per section 4.1 of the UAE School Inspection Framework (2015-16) are given admission.
- Safety and security of the students are given top priority at all times.
- A copy of the Inclusion Policy and a detailed inclusion process chart is provided on request. Parents are briefed on levels of support available by the inclusion department.
- Support and provision is given to said students as per the rules outlined by the KHDA and the Inclusion Policy.
- On confirmation of admission, parents are guided through an Internal Referral Policy.
- If the child is seeking admission from another school, the Head of Inclusion assesses the following in order to enable the inclusion department to plan the interventions required for the student:
 - Review of the IEP
 - Standardised assessments results
 - External clinical reports (if available)
 - School report from the child's current school
 - Previous school report (progress report)
 - Recommendation from the inclusion department
- In order to extend support to the student, we proceed to meet the student and parents to understand their requirements and expectations.
- GL assessments are conducted to know the current level of the child.
- The school follows the KHDA's legislative guidance and procedures for scenarios where it may not be in the best interest of the child or the situation.

Note: Admission of a student of determination is not conditional on a medical diagnosis.

6. Waiting list

The admissions pool applicants are reviewed on an ongoing basis as soon as they are received and are placed in the appropriate class or into the admissions pool, if for the next academic year.

When applications exceed the maximum class number, prospective students are placed on a waiting list. The admissions team may recommend making offers in excess of the maximum number of places in the year group. The decision to do so can only be made by the Principal, and only in circumstances when it is judged likely that the numbers who have registered or re-registered may decline. Once this has been authorised, the admissions team must monitor the situation and allow the numbers to get regulated, while keeping the Principal informed.

7. Orientation

New families are introduced to the school by the Senior Leadership Team (SLT). All families will have the opportunity to meet senior members of the academic staff. The school will hold an orientation day for new students to ensure they settle into the school as quickly as possible. There is close liaison between the Principal, SLT and parents.

8. Re-registration

In order to secure a student's continued place at MSB Private School for the following academic year, a re-enrolment registration must be completed by the stipulated date. Places are reserved for the students based on this confirmation. In the event that the re-registration process is not completed, school reserves the right to offer the student(s) place(s) to external applicants.

9. Withdrawal

Should you wish to withdraw your child from MSB Private School, please submit the TC application form to the school office. A maximum of two months' fees are payable in lieu of notice.

The TC application form can be collected from the School Secretary or can be downloaded from the school website (www.msbdubai.com).