



# Admissions Policy

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Dwight is a co-curricular, non-denominational international IB school. It serves the educational needs of the national and global community in Dubai.

Dwight is dedicated to igniting the spark of genius in every child. Kindling their interests, we develop inquisitive, knowledgeable, self-aware, and ethical citizens who will build a better world.

## 1. Policy Statement

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Through an educational model that places importance on global vision, personalised learning and community Dwight has a strong commitment to developing globally aware, compassionate, and motivated students who will contribute positively to our diverse school community. Our goal is to nurture and develop student leaders who show the courage to take intellectual risks using the skills to communicate and work effectively with others. We seek dynamic, open-minded, and responsible students whose desire to learn is heightened by their engagement with peers and our dedicated faculty.

## 2. Eligibility

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Admissions to Dwight School Dubai is open to students of all nationalities who demonstrate the ability to access and benefit from the challenging International Baccalaureate (IB) programmes offered by the School.

## 3. Grade Placement

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The majority of students at Dwight are placed according to age; this is to ensure the most appropriate learning environment for each child. Placements are based on the age cut off of September 1st for the anticipated entry of the applicant's academic year.

Dwight School Dubai’s admissions policy requires PreK applicants to turn 3 by September 1st and KG1 applicants to turn 4 by September 1st; however, per KHDA regulations the School may accept applications for PreK and KG1 who will turn 3 or 4 respectively on or before December 31st. The students will be assessed and must demonstrate developmental, emotional and academic readiness in their assessment in order to be considered for these grades. Our Admissions Committee will determine the student’s readiness for the PreK and KG1 programs.

For students coming from different curriculums the Admissions Office will determine the equivalent grade level placement.

Each new student from ages 3 through 18 will be asked to complete/submit appropriate assessments and may be asked to return for additional testing or interviewing.

<b>Entering Grade</b>	<b>Age by 1 September</b>
<b>PreK</b>	<b>3</b>
<b>KG1</b>	<b>4</b>
<b>KG2</b>	<b>5</b>
<b>Grade 1</b>	<b>6</b>
<b>Grade 2</b>	<b>7</b>
<b>Grade 3</b>	<b>8</b>
<b>Grade 4</b>	<b>9</b>
<b>Grade 5</b>	<b>10</b>
<b>Grade 6</b>	<b>11</b>
<b>Grade 7</b>	<b>12</b>
<b>Grade 8</b>	<b>13</b>
<b>Grade 9</b>	<b>14</b>
<b>Grade 10</b>	<b>15</b>
<b>Grade 11</b>	<b>16</b>
<b>Grade 12</b>	<b>17</b>

## **4. English Language Proficiency Requirements**

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As per the School's admissions philosophy, admission is open to students of all nationalities who demonstrate the ability to access and benefit from the challenging international curriculum offered by the School.

We deem English language proficiency a necessity for any student to successfully access our curriculum.

Students applying to Dwight School Dubai for grades 4 to 12 must meet an English language proficiency level in order to participate and access the curriculum. Students are assessed in the Admissions office using the WIDA model tests which indicate the students English language proficiency and scores them on four areas: speaking, listening, writing and reading.

All students currently enrolled in a school where English is not the primary language of instruction will be assessed for their English language proficiency with the WIDA model tests in the Admissions office.

Students applying to the following grades must meet the following English language proficiency level or students will be recommended to participate in the Quest learning support program for English as an additional language for 2 or 4 lessons a week of 40 minutes each. In an exceptional case where a student's English language proficiency is below the required level, students may be required to take additional periods which is outlined in our Quest Handbook.

## **5. Admissions into the next grade**

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Students in Lower School are promoted according to age, except in exceptional cases usually related to determination needs. These cases are usually discussed at the time of enrollment and are reviewed regularly.

Students in grades 6 through 10 are promoted to the next grade provided they obtain a mean grade of 3 in eight subjects on their End-of-Year Report. Subject marks on the End-of-Year Report represent a holistic grade based on student achievement throughout the year including, but not limited to: formative and summative work completed in class and independently, internal assessments, presentations, projects and summative assessments. Parents will be notified if the student falls below a grade 3 in three or more subjects on the End-of-Year Report. A meeting will be held with the Head of Upper School to discuss a plan moving forward and students may be recommended to enroll in the Quest program for additional support.

All students in Grade 11 are promoted into Grade 12, although it is sometimes recommended that students might like to consider resitting Grade 11.

## 6. Students of Determination

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Dwight School Dubai is an inclusive school and is able to admit and serve students of determination with mild learning difficulties who demonstrate the ability to access and benefit from our regular curriculum and programs with limited assistance (up to four lessons per week) from our Quest department. Students of determination will be admitted on the basis of the Admissions Committee’s review of previous school records and placement, assessments of current intellectual and achievement levels, an existing Individual Educational Plan (IEP) and/or psycho-educational evaluation (if available).

Dwight School Dubai does not offer modified grades or alternative diplomas, unless otherwise mentioned in the Admissions Policy, and does not provide physical or occupational therapy services.

Dwight School Dubai does not admit students with:

- Low cognitive functioning
- Conduct disabilities
- Both learning disabilities and limited English language proficiency (applicable as from Grade 4)

## 7. Admission into Grade 11 and 12

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It is the intent of Dwight that, where possible, all Grade 11 students will begin the full IB Diploma Programme. Policies for specific circumstances under which students may apply to Grade 11 and 12 are outlined below. All applications are assessed individually and each student will be considered from a holistic perspective to create a programme that provides the greatest opportunity for success in their final years of high school. Alternative tracks exist for those who do not wish to pursue the full IB Diploma.

### Dwight School Dubai Graduation Diploma Tracks

- Track 1: Full IB Diploma Track - The International Baccalaureate Diploma  
 Track 2: Dwight High School Diploma Track, which may include IB courses giving IB Certificates, AP (Advanced Placement) courses and electives  
 Track 3: Rahhal Track - Dwight High School Diploma (no IB exams required)

	Track 1	Track 2	Track 3
Name	The Diploma of the International Baccalaureate - the full IB Diploma	International Baccalaureate Diploma Courses - selected IB courses aiming to write	Dwight High School Diploma (no IB exams required)

		selected IB exams AP courses and locally offered electives	
Entrance Requirements from an MYP school	MYP Certificate or equivalent. At least 4s in courses to be studied at HL At least 3s in courses to be studied at SL At least a 4 on the Personal Project	At least 4s in courses to be studied at HL At least 3s in courses to be studied at SL	Demonstrate attributes to the IB learner profile
Entrance from a non-MYP school	Good grades in courses to be studied in the DP (particularly at HL level) Demonstrate attributes to the IB learner profile	Good grades in courses to be studied in the DP (particularly at HL level) Demonstrate attributes to the IB learner profile	Demonstrate attributes to the IB learner profile
Graduate Dwight with	Dwight School Dubai High School Diploma	Dwight School Dubai High School Diploma	Dwight School Dubai High School Diploma
Graduate IB with	IB Diploma (if achieved)	IB Diploma Course Certificate and/or AP certificates	N/A
Students recommended to this track	Applying to highly competitive universities & colleges, that require the completed IB Diploma	Highly specialized interest area Applying to a college/university that does not require the IB Diploma	Looking at tertiary institutions that have their own entrance requirements

For **internal applicants** to the Diploma the process starts in November of Grade 10. Initially the DP Coordinator meets with the grade and talks them through how DP is different from MYP with a particular focus on the subjects Dwight offers. To follow this up each subject/subject group gives a 20-30 mins presentation during a lesson regarding how their MYP subject feeds into DP subjects.

In January parents (along with G10 students) are invited to a presentation where the DP Coordinator and HoD explain the DP subject choices. All students with their parents are invited to attend an individual meeting with the MYP/DP Coordinator to discuss progress towards the MYP Certificate and their initial thoughts on what DP subjects they wish to study and which track they wish to be on. Immediately after this meeting the parent and child will meet with the University College Counsellor to ensure they are not closing any doors to aspects of further education which they are interested in.

The DP Subject Choices form is returned mid-March. Following this parents (and students) will be invited to a follow-up meeting if their current MYP grades indicate that their DP subject choices may be an

issue. These meetings will continue as needed throughout Grade 10 with the aim of encouraging the students to achieve their aims.

Final decision for entry into a particular Track and/or particular subject will only be made after the final report card in Grade 10.

Subject change deadline is mid-September of Grade 11.

For **external applicants**, each will be taken on a case by case basis. If a student is applying from an MYP school then we apply the same criteria as for internal applicants. In the more common case of a student coming from a non-MYP school we look for strengths in the courses they wish to study at Higher Level. Due to Dwight the heavy course load in Track 1, there is limited language support, so it must be felt that the student has the appropriate level of English to access the curriculum.

Entry into Grade 11 (after October) and Grade 12 will only be considered if the applicant is coming from a compatible DP school.

## 8. Waiting List

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Admission is rolling and students can enter the school throughout the year, based on availability and in compliance with KHDA regulations.

Waiting lists will be maintained by the School and is administered by the Admissions Office. Should a place become available, students who have completed the initial admissions requirements will be prioritized - first by siblings, then the date of application. The Head of School will close the waiting lists once they reach a maximum, which will be determined annually, based on demand.

## 9. Graduation

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Students in Grade 12 graduate from Dwight School Dubai if they meet the School based Graduation Requirements in Grade 9 to 12. Grade 11 and 12 students who follow the full IB Diploma and meet the criteria to pass additionally receive an International Baccalaureate Diploma awarded by the IBO.

## Annex

### 1. Dwight School Dubai Policies and Guidelines

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Dwight School Dubai policies are developed collaboratively by the School's faculty and leadership, with input and guidance from the community and the Dwight network of schools. Policies reflect current best practice.

At the time of writing, the School's policies align with the following:

- KHDA Guidance and Guidelines for Private Schools
- MOE United Arab Emirates School Inspection Framework
- DSIB School Inspection Supplement
- The School's Academic Plan written for KHDA approval
- Standards for IB Schools
- Bloom Education and Bloom Holding policies where applicable

School policies are reviewed bi-annually by a review committee consisting of various school stakeholders. In the event any external regulations change outside of the School's review cycle, the policies will be reviewed to ensure continued alignment.

Policies will show the date of writing and reviews. Should there be an error or inaccurate facts in any policy, an SLT member should be notified.

Policies will continue to be developed as strategic priorities are set.

These guidelines are interim to the overall policy being ratified by the Board of Governors.

### 2. Admissions Procedure

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#### STEP 1

To begin the application process, please complete the Dwight School Dubai online Application.

#### STEP 2

To complete the application process, an application fee of AED 1000 (non-refundable, non-transferable and non-deductible) along with the documentation listed below. Application fee may be remitted by bank transfer (bank transfer information) or in person to our Accounts Department by debit/credit card, cheque, or cash.

Documents to be submitted at the initial registration stage:

- Copy of the student's passport
- One passport size photo
- Confidential Recommendation Form for applicants to PreK to KG2
- Confidential Recommendation Form for applicants to Grade 1 to Grade 5
- Confidential Recommendation Form for applicants to Grade 6 to Grade 12
- Progress reports from the last two years including most current semester report (nursery reports for PreK – KG2 applicants). Progress reports must be in English. Reports requiring translation must be stamped and signed as official translation.
- Copy of recent Standardized Assessments (if available).
- Reports of any previously identified special educational needs including individual education plans (IEP/ILPs), educational psychologist or other therapist reports.

Documents to be submitted once a student has been accepted and enrolled:

- Copy of student's Emirates ID card (both sides)
- Copy of student's UAE Visa
- Copy of student's Birth Certificate
- Copy of father/mother Emirates ID cards (both sides)
- Copy of father/mother UAE Visa and Passport
- Copy of father/mother UAE Visa
- One photo of father/mother/guardian
- Copy of Family Card (Emirates Students only)
- Copy of Student's immunization record/card
- Transfer Certificate

### **Transfer Certificate**

The Transfer Certificate (TC) is a document required by the UAE Ministry of Education to register a student in any school in Dubai. The form should be completed on your child's current school's letterhead and signed and stamped by the school. This is done close to the withdrawal date to reflect your child's last day of school.

Note: Depending on the school's location (not curriculum), the TC needs the following attestation:

- United States, Canada, Western Europe, Australia or New Zealand: only the stamp and signature of the school
- Gulf Cooperation Council (GCC) countries: stamp and signature of the school and Ministry of Education of the GCC country
- All other countries: stamp and signature of the school, the country's Ministry of Education and Foreign Affairs, and the UAE Embassy in that country.

Please note that a completed Application does not guarantee admission to Dwight School Dubai.

### **STEP 3**

An assessment will be scheduled upon Application submission. The purpose of the assessment is to determine the student's readiness to attend Dwight School Dubai and to determine the possible need for additional English Language support or additional Learning Support required by the student.



If a student is out of the country and unable to attend an assessment in person, a conditional acceptance based on previous reports and previous school recommendation may be provided. However, the student will be required to complete the assessment once they have relocated to the UAE.

#### **STEP 4**

Once the assessment has been completed, the student's file is sent to the Admissions Committee for review and a decision will be communicated to the family within a week.

Students granted a seat at Dwight School Dubai will be required to remit an admission registration fee of AED 5,000 payable within 14 days of the date on the offer letter to secure their seat. This fee is not refundable and is adjustable against the first term's tuition fees. The first term tuition is due prior to the student's first day of school.

#### **Admissions Decisions**

Offers of admission are the discretion of the Head of School and the Associate Head of School, and in their absence; the Heads of Division. When considering an application, a holistic view of the child is taken including review of academic records, behavior records, recommendations from previous schools, involvement in extracurricular activities, community service work and attitudes towards learning.

Admission is offered to students who:

- Have potential to achieve academic success in the curriculum of Dwight School Dubai;
- Embody the attributes of the Learner Profile;
- Will contribute positively to the Dwight School Dubai Community;
- Have parents with an understanding or a desire to be part of an international education; and
- Have parents who are supportive of the School's mission and philosophy and agree to the Parent Code of Conduct.