Admission Policy

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Entry Criteria

The American School of Creative Science Dubai prides itself on having an admission policy that does not discriminate against any child or family. All children are welcome to apply to ASCS Dubai, regardless of nationality, ethnicity or religion.

The American School of Creative Science Dubai seeks to have a diverse student body and has a non-discriminatory policy as to students. The school does not discriminate against applicants or students on the basis of race, color, national or ethnic origin, religion, ancestry, or gender. The school admits all students to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate in administering its educational policies, admission policies, scholarship program, and other school-administered programs.

Admissions to the American School of Creative Science will be conducted on a first come first served basis in a fair manner. Admission will also be based on entrance test for each grade and stage level.

All prospective parents need to complete a registration form, which constitutes the basis of the application to the American School of Creative Science. If a child has an additional need, then an immediate meeting with his/her parents has to be held in order to develop an IEP / BIP or both of them based on the RTI Tier (Response to Intervention), and this must be presented and addressed as a clear part of the admission application.

All students must meet the age level requirements, meet academic grade level requirements, listen to and follow directions, and display classroom readiness.

KG 1 & KG 2 Admission

For KG1 admission, in non-Covid conditions, children are assessed and observed in small groups. Five main criteria are considered for successful entrance into the program:

- Children must be age appropriate for requested grade level;
- Be able to separate from their caregiver and demonstrate a readiness to participate in the classroom;
- Be bathroom independent;
- Be able to engage in an activity following direction;
- Be able to demonstrate fine and gross motor skill development at age appropriate level.

For KG2 admission, the children are assessed individually. The following are the main criteria for consideration into the KG2 program:

- Be age appropriate for requested grade level
- Be able to engage in an activity following directions
- Be able to demonstrate fine and gross motor skill development at age appropriate level
- Be able to identify colors
- Be able to identify numbers one to twenty and write one to twenty
- Demonstrate early reading skills
- Recognize letters of the alphabet with appropriate sounds

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Grades 1-9

American School of Creative Science Dubai employs a holistic approach to the process of evaluating students for entrance into the elementary and middle school. The evaluation process includes a review of the student's application, past school records, and ASCS entrance assessments.

The entrance exams consist of the following:
    a. English exam (as per the grade level CCSS standards).
    b. Mathematics exam (as per the grade level CCSS standards).
    c. Arabic exam
    d. Cognitive Abilities Test (CAT) as per the student's age.

Registration procedures for new admissions

Telephone enquiries regarding admissions should take 5 to max of 10 minutes only. **In non-Covid conditions**, parents are invited to come to school to have a look around and complete application form and submit the required documents. **In Covid conditions**, parents are asked to complete an online application form and upload required documents.

The Admission Officer will then send the new student applicant's reports (from his/her previous school) to the Head of Section to go over the new application forms and get approval for assessments and schedule the required interview.

After the approved date of assessments has been booked, the admission officer needs to confirm with the Head of Section to check his/her availability for invigilating the online exams. Once the appointment is set for each application form, parents should be informed by telephone and appointment confirmation email for assessment/interview. The e-mail needs to remind the parent of assessment time/date, missing documents and a non-refundable application fee of AED/- 500

The Admission Officer needs to update the registration system accordingly.

For Online Exams, the Head of Section will update the live sheet shared with him/her which contains student's details (Name, date of birth, grade parent contact details, appointment details, etc.) and outcome (Accepted or Rejected). For the interviews, the Head of Section should inform the Admission Officer if the student is accepted or rejected.

Admission officer should download the exam result and attach it with student's application form to attach it later with student's file.

If the student is accepted, then an "Admission Offer Letter" should be sent to the parent asking them to proceed to the registration office to register their child making sure that all the required documents have been provided. The registration officer will register the student in our school system (iCampus) and then will give the parent their Family Number. Upon receipt of the family number, the parent can proceed to accounts to pay 5% of the tuition fee and the non -refundable registration fee.

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Upon acceptance and payment, the parent will receive User ID and Password for the online access.

In case of rejection, the admission officer should meet with the Head of Section/Principal to get the approval for RETEST.

Admission Documents

To facilitate the admission process of the student with KHDA, we require that the parent has to submit the following documents at the time of admission to accompany the completed application form:

1. Copy of your child's most recent report card or 'to whom it may concern' letter from your child's current school.
2. Copy of child's, father's & mother's passports with valid residence visa (for Expats).
3. Original child's Emirates ID card & copy of it.
4. Copy of each parent's Emirates ID.
5. Copy of child's birth certificate.
6. Copy of family register (for UAE applicants only).
7. Copy of child's vaccination certificate.
8. Two recent passport sized photographs of student.
9. A clear copy of the attested original end of year school report. If the student studied out of Dubai (to be submitted to KHDA officer before September 1st)
10. Attested original end of year school report.
11. A non-refundable Admission Fee (5% of the tuition fees) is required to be paid at the time of registration.

All relevant information must be declared including details of disciplinary, social, physical, medical or psychological problems and any possible learning support needs. If we learn that relevant information has not been revealed, any offer of a place may be withdrawn, even if your child has already begun to attend school.

Guidelines when completing application:

- Ensure all information needed is supplied on the application form.
- Dates, telephone numbers and email addresses are readable; ensure all pages are signed by the parent's especially the Fee Regulations and Parent/Guardian Declaration pages.

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Transferring from another school or country

If the Transfer certificate is issued in:

1.	Students from private school in Dubai:	✓ If the student transferred from a private school in Dubai that follows the KHDA system, the parents have to contact the KHDA secretary to request a transfer / leaving certificate for the student and submit it to the school. ✓ Copy of last report card.
2.	Students from Government school or Private school out of Dubai (Sharjah, Abu Dhabi, RAK…)	✓ Copy of final Report card (Attested from Education Zone). ✓ Transfer Certificate between UAE to a private school (Attested from Education Zone) and a leaving certificate of a government schools (Attested from Education Zone).
3.	Students from Out of UAE:	The following requirements must be completed in these countries before moving to UAE: ✓ For final school report issued from GCC, USA, Western Europe, Australia and Canada do not need attestation. Only signed and stamped from the school and ministry of education will be accepted. ✓ For Final School report issued from Africa, Asia, Eastern Europe or South America, gain attestation from Ministry of education in the country where the student studied and from Ministry of foreign Affairs also from the UAE Embassy.
4.	In all cases, the school certificates and other documentation should be in either Arabic or English. If another language is used, it must be legally translated and authenticated as with other documentation.	
5.	Please Note: It is the responsibility of the parent to provide the documents listed above, including the copies of the resident visa. By completing and signing the registration form, the parent accepts this responsibility. The school will not be held responsible if the ministry refuses to register a child for any reason including missing documentation listed above.	

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The following must be created by Admission department

Filing

- Admission officer should start arranging students' files according to their family numbers separating parents' documents from student's documents.
- Admission officer should give the vaccination documents to the nurse making sure to write the family number and the grade of student on "School Health Form".
- Admission officer will give students' documents received from parents to KHDA Secretary for registration in KHDA System.

Frequently Asked Questions

What if the child doesn't have valid UAE Residence visa yet, can the child enroll?

- We can accept the application form (attached all other necessary docs), book a child for assessment / interview and register for him with a non-refundable registration fee 5% of total tuition fee but ask the parent to sign an undertaking of completing missing documents before September.

What if the mother doesn't have RV yet can we still process the application?

- Yes, as long as the father and the child have valid RV and EID, we can proceed with the application and ensure that the mother's RV will be submitted as soon as it is available.

Can we proceed with the application even though documents are incomplete?

- Yes, as long as RV and Emirates ID of parent and child are supplied, other documents can be emailed.

Admissions of students with SEND (Students of Determination)

The American School of Creative Science we believe passionately in the importance of inclusion for all our children and adults, and we strive to make sure these values are at the heart of our inclusion practices and ethos. We are strongly committed to becoming a fully inclusive school and we set high expectations and ambitions for all our children and expect them to participate in every part of school life. With a key focus on their wellbeing and progress. All potential students are not refused admission based on their SEND diagnosis.

ASCS by promoting an inclusive ethos aims to support children by removing barriers to their inclusion whether for individual or groups of children and respond to a spectrum of diverse needs by setting suitable challenges that are best placed to bring out the full potential from our children.

We recognize the need to implement our ethos in the classroom and beyond to meet the needs of our children. We want them to be safe, achieve well, be healthy, enjoy life and grow up to be successful adults who will make a positive contribution to the society in which they live.

We firmly believe that all children have an entitlement to be educated alongside their peers as much as possible and very few exceptions are made. As an inclusive school we are committed to developing inclusive cultures, policies and practices. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual students, or groups of students by seeking the voices of all within the school community. We believe an effective school is an inclusive school.

The school is committed to the Dubai Inclusion Framework and commits to providing adequate physical and human resources to meet the needs of students with additional needs. Students will be supported from the point of registration by following the ELP admissions process to identify their needs and match with the appropriate support (see ELP admissions flow chart for more information).

ELP Flowchart
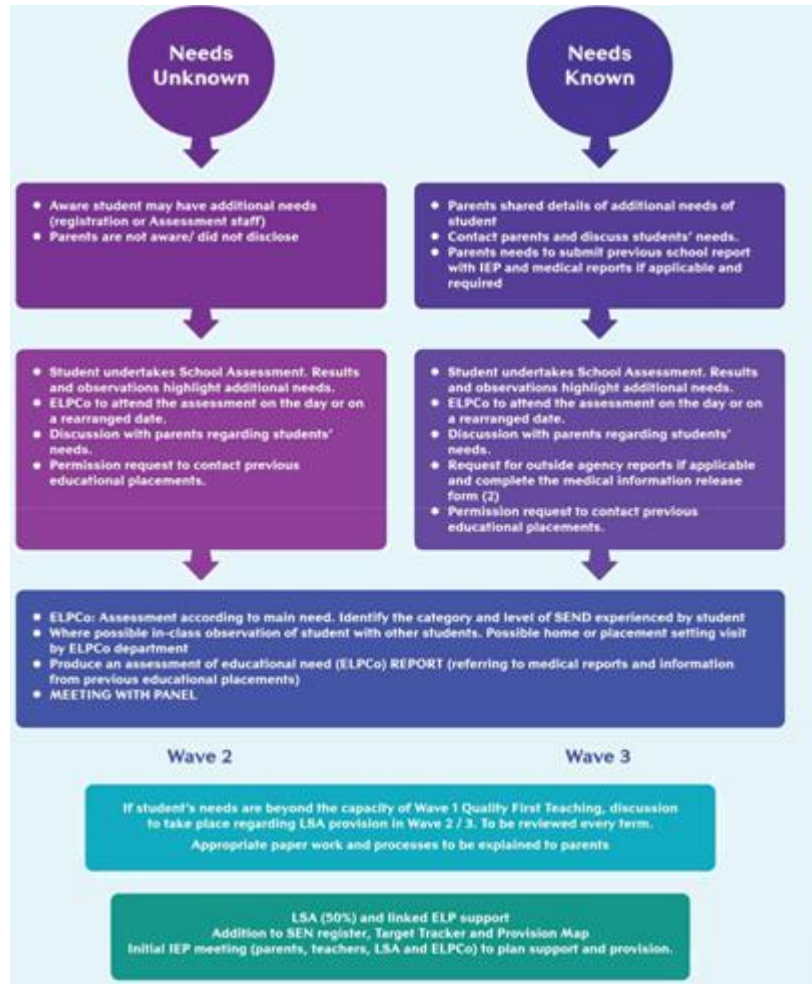
Special Education Program in American School of Creative Science

Based on the Inclusion Department's decision and the Parents' and Principal's approval, the student with SEND is subjected to either a "Push In" program, "Pull Out" program or both of them. In the "Push In" program, the student with SEND gets the required support inside the mainstream classroom with his/her peers where the teacher uses the strategies that suit his/her type of disability in addition to the most suitable accommodations. In the "Pull Out" program, the student with SEND is being withdrawn from the mainstream classroom to receive individual support in the school resources room with a support teacher through one to one teaching approach. The second program is often used when the student with SEND has a full modified curriculum that is designed especially for him/her in order to suit the individual need(s) of the students of determination.

Please refer to the Inclusion Policy for further information.

Parent Role

The American School of Creative Science works hand in hand with the parent. The parent has to submit any records, reports … etc. related to the student before joining the school in order to help the concerned staff to provide high standard of provision for the student who is identified with special educational needs. If the student has a history and already diagnosed from an attested medical or psychological authority, then the student gets a code number. This code is to be given for the parent in order to access the school online system in order to follow up the academic progress reports, IEP, BIP and any related reports.

Acceptance of Policies

Parents/guardians who accept places at ASCS agree to acceptance of all school rules, policies and expectations in force at the school, especially in regard to behavior, respect for others, attendance, use of school equipment, field trips and academic matters. Proven and intentional breaches of the school's policies including behavior, anti-bullying and social media use may result in sanctions including suspension from the school.

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