

Admissions Policy

Mission Statement: Every child an achiever

Safa Community School strives to ensure that every child achieves to their full potential in every aspect of school life.

School Aims:

Safa Community School aims to provide an education of the highest quality for every child. The school is committed to maximizing the earning potential of every child and through a range of creative, imaginative and challenging learning experiences, children develop lifelong learning skills.

We instill in all children, a sense of responsibility and an understanding of the need for tolerance, empathy, courtesy and consideration to others.

Our aims are embedded within the Every Child Matters agenda from the UK;

Be Healthy Stay Safe Enjoy and
Achieve Make a Positive
Contribution Achieve Economic
Well-being

Revised: June 2019

Review Date: Term 3 2019-2020

At Safa Community School, our assessments take into consideration the whole child. We observe communication skills, social development, behaviour, attitude, manners, and physical development – both large and small motor control and academic levels. We are also interested in specific talents in any field – musical, sporting or artistic, as well as academic.

Assessments for Foundation 1 are not required although a recent Nursery report is requested, all new starters are also invited for playdates, where our staff make observations to inform class placements.

Foundation 2 assessments are based primarily on observation of the child at play, engaging her/him in conversation. We observe children at play looking at physical development and body awareness.

Assessments for Year 1 to 6 involve basic mathematics, reading and writing. The child is also asked to tell the assessor about him/herself and to engage in general conversation appropriate to his/her age. Any documents such as previous reports, awards, or other indications of a special interest or talent will be welcomed by the assessor to assist in forming a more complete picture of your child.

In Secondary, students are baselined at admissions prior to entry into the school and will sit a computerized assessment.

We take our time to allow us to get to know your child and assessments will normally take 30-60 minutes. All assessments are conducted either individually or in the form of a small group to ensure that it is a relaxed, stress-free experience.

Children with a range of complex needs, who are unable to access their year group assessments, will spend some time in a classroom to ensure the environment can be adapted to suit their needs. Accessible assessments, and/or observations will determine the level of support required. Parents will also be invited to speak to the Inclusion and Pastoral Heads to paint a full picture of the child's needs. A bespoke transition plan will be available, where it is deemed necessary.

All assessment documents, results and assessor's comments remain the property of Safa Community School. After the assessment, you will be contacted within a week by the Registrar who will inform you whether Safa Community School are able to offer a place. Once offered, parents are requested to pay security deposits within 7 days, as per KHDA guidelines.

Safa Community School admits pupils in line with the Dubai Ministry regulations and the Safa Community School's admission policy.

The school welcomes students of determination and ensures that students are not refused admission based only on their experience of SEND. Our specialist Inclusion team ensures that each child achieves their true potential. For further information please see our Inclusion Policy.

Enquiries regarding the school can be made via the on line enquiry form which can be accessed via this web site or by contacting the school directly. The Registrar is available to answer any individual queries regarding admissions.

The Registrar will be able to assist parents with the completion of all paperwork concerning registration. Providing that the registration process is complete and within Ministry cut off dates, places are offered immediately.

Safa Community School's admission's policy considers all children. Families are welcome to apply to Safa Community School regardless of nationality, ethnicity, gender or religion. Safa Community School is a truly inclusive, National Curriculum school.

Whenever possible we aim to interview every child and their parents prior to entry and each child must take an age related placement test to ensure that they are ready for the high quality education on offer at Safa Community School.

When considering placing a child within Safa Community School we consider the information provided by the child, parents, evidence from the previous school (school reports), the placement test and any other information that has been provided.

Documents required for registration are as follows:

- A copy of your child's passport plus UAE entry stamp and/or residency page;
- A copy of Emirates ID for child and both parents;
- 3 recent passport photographs (on photographic paper on white background please);
- Copies of your child's last 2 school reports for all children entering Year 1 and above;
- Transfer certificate: see below;
- Full details of any special educational needs, individual education plans (IEPs) and any Educational Psychologist's or other therapist's reports available. It is essential that all educational history is presented to Safa Community School prior to a place being offered;
- 1 copy of your child's birth certificate or birth certificate (residents of some countries must produce an attested copy);
- Registration fee of AED 500 (non-refundable).

An application form is available to download via this website. This then needs to be submitted with the appropriate supporting documents as itemised above. Alternatively application forms are available via the School Reception.

Please note that registration does not guarantee your child a place. Applicants to Safa Community School are advised to regularly contact the Registrar to discuss the status of their application.

Receiving an offer of a place at Safa Community School, Dubai will give you priority placement for Year 7 at Safa Community School. Registration fees to these schools will still need to be paid, however, your child will not need to take any assessments.

Transfer Certificate

Every student is required by UAE Ministry of Education Law to produce a transfer certificate from their last school. This is strictly enforced and failure to produce a properly completed certificate, or a legally binding undertaking to produce all the necessary documentation, will result in your child's place being withdrawn.

Please discuss your child's transfer certificate requirements with the Registrar as your country of origin and last school is taken into consideration.

The Certificate must be on official school letterhead and must contain the following information:

- Full name of the child
- Date of enrolment in the school
- Child's date of birth
- Date the child left the school
- Grade / Class on leaving the school
- School stamp and signature of the Principal
- Curriculum used

NB: Children coming from countries other than the United Kingdom and Ireland should have the original Transfer Certificate (TC) attested by:

- Ministry of Education (from country of TC origin)
- Ministry of Foreign Affairs (from the country of TC origin)
- UAE Embassy (from the country of TC origin)