

## 2025-26

**OUR MISSION:**

*To become a truly inclusive group which values quality learning for **all** students in a sustainable, healthy and safe education environment*

**Introduction:**

At Athena Education we believe that all children should have access to quality educational provision, an equal opportunity, caring and supportive environment.

**Purpose, Aims and Objectives:**

1. To have clearly stated admissions policy
2. To have detailed procedures and routines
3. To ensure an inclusive ethos is maintained
4. To comply with regulations in line with the National Agenda

'Admission' relates to the process by which places are allocated to applicants.

'Date of Application' is defined as when the application form is complete, and the school has received the application fee.

'Siblings' include brothers and sister, step-brothers and step-sisters, half-brothers and half-sisters.

1. A sibling qualifies for the preferential treatment under the terms of the Athena Admissions policy only if he or she is a sibling of a *current* Athena student and thus the two siblings will be at the school at the same time.

2. 'Emirati' includes all children who are UAE passport holders as well as children born to Emirati mothers holding a UAE family book.
3. Article 10 b of Federal Law no 17 of 1972, as amended by Federal Law no 10 of 1975 and Decree Law No. 16 of 2017, stipulates that children of UAE national mothers can receive full Emirati citizenship when they are 6 years old [provided their mother had the UAE nationality at the time of the child's birth].
4. Applications from children born to Emirati mothers will be required to show their mother's UAE family book to fall under this category.

## Rationale

Athena follows the Curriculum of XXX.

The School year runs from September to July; children can be admitted to Athena during the School year if a place becomes available (subject to KHDA guidelines).

The School's admissions policy is guided by the stipulations of the ***Dubai Inclusive Education Framework (DIEPF)*** (Published November 2017).

The School's admission policy adheres to the stipulations of the UAE Federal Law No 29 of 2006 concerning the Rights of People of Determination.

The School's admission policy adheres to the stipulations of the Dubai Law No 2 of 2014 concerning the Protection of the Rights of Persons with Disabilities in the Emirate of Dubai.

The School's admission policy adheres to the stipulations of the ***UAE Executive Council Resolution No. (2) of 2017 Regulating Private Schools in the Emirate of Dubai*** (especially Article 4 clause 14; Article 13, clauses, 16, 17 and 19; Article 23 clause 4)

Article 4 Clause 14: to establish the conditions, rules, and standards that are required to facilitate the enrolment

**Athena Inclusion Inclusive Admissions  
Policy**



and

integration of Students with disabilities in  
Private Schools.

Article 13 Clause 16: To treat its Students equitably and not discriminate against them on grounds of nationality, race, gender, religion, social class, or special educational needs of Students with disabilities.

Article 13 Clause 17: To admit Students with disabilities in accordance with the terms of its Educational Permit, the rules adopted by the KHDA, and the relevant legislation in force.

Article 13 Clause 19: To provide all supplies required for conducting the Educational activity, including devices, equipment, furniture, and other supplies which the KHDA deems necessary, such as the supplies required by Students with disabilities.

Article 23 Clause 4: To provide a special needs friendly environment and academic programmes appropriate for Students with disabilities in accordance with the rules and conditions determined by the KHDA and the concerned Government Entities in this respect.

**Equal treatment:** We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our School Community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents' religion, belief, sect, faith, creed, race, colour or ethnic origin.

### **Inclusion and Special Educational Needs:**

Athena welcomes students of determination and prides itself on being an inclusive school.

The School is committed to:

- a) ensuring that admission to the School is not conditional upon the submission of a medical diagnosis; (*DIEPF* Standard 1.1)
- b) ensuring students are not refused admission based only on their experience of SEND; (*DIEPF* Standard 2.1)
- c) ensuring students who experience SEND will receive "sibling priority" for admission (*DIEPF* Standard 2.2)
- d) ensuring that students who experience SEND will be guaranteed the right to receive quality education and training in all types and phases of schooling across Dubai; (*DIEPF* Standard 2.3)
- e) ensuring that students who experience SEND will be actively supported to participate in the process of learning as they develop their potential, and build relationships with their peers, through social interactions in age appropriate common learning environments; (*DIEPF* Standard 2.4)
- f) providing, within its capacity, access to appropriate provision, resources and curricular options for students of determination.

- g) ensuring that students who experience SEND will be provided with the support, accommodations and curricular modifications required to enable equitable access to educational opportunities; (*DIEPF* Standard 2.5)
- h) ensure they promote the principle of equity for students who experience SEND. (*DIEPF* Standard 2.6)

The School will comply with its legal and moral responsibilities under UAE law, in order to accommodate the needs of applicants.

The School is committed to making its admissions procedures accessible to students who experience SEND. For this reason, the School needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure, so that it can make adjustments to its standard admissions procedures to accommodate applicants who experience SEND and that the School can cater adequately for the student should an offer of a place be made.

Parents of a child who experiences SEND should provide the School with full details *prior* to the admissions procedure, at registration, or subsequently before accepting the offer of a place.

The School will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary. For example, the School may be able to provide an examination paper in large font for a visually impaired student.

## **THE ADMISSIONS CRITERIA**

Places are considered on a 'case by case' basis, guided by the principle that we are able to meet a child's learning needs to the best of our capacity in light of what is best for the child.

1. The School will give careful consideration to applications from students who are not yet working at age appropriate levels developmentally or socially or

- those who have a cognitive ability and/or aptitude which may restrict their access to all areas of the curriculum.
2. The School maintains the prerogative to evaluate reasonable adaptations to ensure an equitable and effective use of knowledge and resources, which will allow all students to make progress.
  3. A 'Case Study' may be developed (prior to admission); forming an agreement between parents and the School, in order to make best use of the curriculum materials and approaches available to it as it differentiates to serve the diverse needs of its students.
  4. The School ensures that students are not refused admission based only on their experience of SEND (DIPF Standard 2.1).
  5. Students are expected to be fully toilet trained on entry.

#### **ADMISSIONS CRITERIA: SIBLING APPLICATIONS**

Siblings are given priority for entry into Athena.

Children with SEND who are siblings are given further priority for entry into Athena Schools.

All siblings must fulfil the School admissions criteria.

#### **ADMISSIONS CRITERIA: EMIRATI APPLICATIONS**

Emirati applications are given priority for entry. Emirati siblings are given priority into all entry year groups.

All applicants claiming Emirati priority will be required to Study for Arabic as a first language ('Arabic A') and, if Muslim, required to study Islamic Education ('Islamic A') unless granted otherwise by the KHDA.

All Emirati applicants must fulfil the School admissions criteria.

#### **ADMISSION PROCESS: HOW PARENTS APPLY**

**To be completed as per school's individual procedures.**

The following documentation is required at the time of the application  
A copy of the child's birth certificate;

A copy of the child's passport;

A copy of the school report for the previous school year (if applying to Year 1 or above).

A copy of an interim or current school report (if applying for a mid- year place in Year 1 or above).

Copies of written medical, psychological or educational assessment reports relating to learning difficulties

**ADMISSION PROCESS - PRIMARY - HOW AND WHEN WE OFFER PLACES**

1. Once a child's application is received, it is forwarded to the academic staff at the school..
2. A letter of invite will be sent to parents.
3. Reports and a reference will be requested initially and the child may be invited to spend time within the year group to which they are applying if successful in moving to final appraisal of the Assessment Process.
4. Athena academic staff may speak to staff at the child's current school.
5. Athena reserves the right to insist on meeting each child before a place is offered.

Signed.....Date..  
.....

**School Principal**

**Please note that all policies are reviewed on an annual basis.**

## Terms and Conditions of Admission

1. Accuracy of information provided. All information provided to Athena Education and must be true, complete and not misleading. The parents/guardians of the student ("Parents") must promptly update the School should any of the submitted details change.
2. Supporting documentation. All supporting documents during the admissions process must be provided to the School at least 28 days prior to commencement of the relevant academic term. The School reserves the right to withdraw the offer of place, if all supporting documents are not provided within this timeframe.
3. School policies. The parents and student must abide by all School policies, as may be amended from time to time. A current copy of the School's policies is available upon request.
4. Fee payment, registration and withdrawal.
  - The admission fee is non-refundable and non-transferable. School fees must be paid on or before the first day of the relevant School term to secure the student's place at the School.
  - Failure to pay any School fees may result in exclusion of the Student from the school.
  - School fees, including but not limited to tuition, admission, registration, reregistration fees (if applicable) and may increase at any time in accordance with applicable law.
  - The Parents must give written notice to the Registrar thirty (30) days prior to the last day of attendance if the student is withdrawing from the School. In the event of withdrawal, School fees will be refunded in accordance with the School's fee refund policy.

- The School may coordinate with a third-party transport services provider in order provide transport services to students at the School. However, such services are not included in the School fees, and the terms and conditions of such services are to be agreed directly between the parents/guardians and the Transport Service Provider.

5. Parent instructions to School. The School may rely solely on instructions from either Parent. In the event that the School becomes aware of a dispute between the Parents or in the event that the School receives conflicting instructions from the Parents, the School is entitled to rely upon the instructions of the person selected as the Primary Contact in the admissions application. The School will only deviate from this policy if the School is provided with a valid court order, which, if issued by a foreign court, is attested by the UAE courts (a "Court Order").

6. Provision of information to parents. The School will provide information about the student, including report cards, attendance records, and other items in the student's file, either to the student or to a Parent. In the event that the School becomes aware of a dispute between the Parents, and in order to protect privacy of communications, the Schools will not share communications between the School and either Parent with other Parent, unless required to do so by the Court Order.

7. Medical liability. Neither the School nor any of its affiliates, shareholders, directors, employees, consultants or agents will be liable for injury to the student resulting from improper treatment of their medical conditions if the Parents fail to inform the School of such medical conditions in writing or comply with the School's medical policy or other instructions provided by the School or the Health Office Staff.

8. Waiver and indemnity. The school or any teachers or officials or voluntary helpers of the school, shall have no responsibility of whatsoever nature in respect of bodily injury to the above child:

- Prior to actual delivery of the said child into the custody of the said teachers or officials inside the school grounds, or after the child has

been collected from

the school grounds by a person authorized by parents to do so, on a normal school day.

- Whilst on school grounds outside the official opening times.

At any other time, unless the said child is in the direct custody or control of one of the said teachers whilst on a recognized outing or function arranged by the school. Unless the injury is caused by or resulting from:

- The negligence of any employee, teacher or other person or persons authorised to act for or on behalf of the said school. Any defect on the premises of the said school.

In addition, I agree

- To indemnify and keep indemnified the said school in respect of any amounts which the said school may pay, in respect of medical or other expenses arising from accidental bodily injury to the said child.
- To indemnify and keep indemnified the said school in respect of any loss or damage to property belonging to or in the custody or control of the said school caused by the said child.

9. I understand and accept that the Student's admission and continued enrollment at the School is conditional upon the Parents agreeing to and complying with these Terms and Conditions.

#### **To be completed by the Parent**

I Parent/Legal Guardian of {...} confirm that I have read and accept these Terms and Conditions in full.

Parent / Guardian's Name:

**Athena Inclusion Inclusive Admissions  
Policy**



Signature:

Date: