

POLICY TITLE:	Admission Arrangements Policy
Policy Number:	66
Applies to:	Al Karamah School and Training Institute - Abu Dhabi
Version Number:	02
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Author:	Senior Leadership Team
Ratified by:	Governing Body
Responsible signatory:	Principal
Cross Reference:	Absence and Attendance Placement Suitability Attendance Process Annual Review Process

1. INTRODUCTION AND PURPOSE

- 1.1. Al Karamah School and Training Institute is owned and governed by ADEK. It is operated by Aspris in partnership with ADEK.
- 1.2. Students of Determination (SoD) with a diagnosis of autism are referred to us by ADEK for placement and are observed by us.
- 1.3. Students will be considered on an equal basis regardless of gender, race or presentation provided that there is a good prospect of meeting their individual needs without impacting on the education and welfare of other students. The school will admit students who have associated difficulties, where the primary diagnosis is autism on an individual basis.

2. DEFINITIONS

- 2.1. The Principal is responsible for ensuring that the admissions policy and procedures are clear, implemented and monitored.
- 2.2. Admissions to AKS/AKTI take place throughout the year where places are available.
- 2.3. We will closely monitor the impact of transitions into a phase so that the education of existing students is not impacted.
- 2.4. A child can be admitted to the school the day following their third birthday.
- 2.5. Students attending AKS/AKTI will have an annual review each year with parents, teachers, and therapists to discuss progress, next steps and where appropriate, transitions.
- 2.6. Students attending AKS will not automatically transfer to the Training institute.
- 2.7. The school and ADEK are committed to working together with families to determine the placement which is best for the student.

3. PROCEDURE AND PRACTICE

- 3.1. Parents are required to liaise with ADEK regarding admission to AKS/ AKTI.
- 3.2. ADEK will contact the school and request that an observation is undertaken of a student. The outcome of each observation will be shared with ADEK.
- 3.3. Educational observations usually take place in the school with parents present and are undertaken by senior members of staff in the school.
- 3.4. Following the observation, the school will make ADEK aware whether it can or cannot meet the need and whether the student can be accommodated at that time.
- 3.5. Decisions on suitability rest with the school Principal.
- 3.6. ADEK may request an observation of a student in the child's current educational provision. In this case the same process of reporting back will happen.
- 3.7. Students are placed in the school according to their age and stages of development.
- 3.8. Parents will be asked to provide assessments related to their child's diagnosis, academic skills, therapy, medical and any relevant educational reports. These will be reviewed to assist in the observation process.
- 3.9. Visits to the school prior to student admission are encouraged so that parents and students can familiarise themselves with the environment. This usually happens after placement is agreed.

4. ROLES AND RESPONSIBILITIES

- 4.1. Should the placement be judged as not suitable to meet the student's special educational need, a brief report will be shared with ADEK so that more suitable options can be explored.
- 4.2. The AKS/AKTI have a team of experienced and well qualified teachers, teaching assistants and therapists. Therefore, we discourage the use of external shadow teachers and nannies.
- 4.3. Should a student's needs change and AKS/ AKTI is judged to no longer be able to support their special educational needs, a discussion will be held with ADEK. If considered and agreed, alternative provision may be sought. Parents will be involved and supported through this process to ensure the best possible provision to support their child's needs.
- 4.4. Student absence is closely monitored and failure to attend on a regular basis may result in a placement being withdrawn.
- 4.5. The final decision to admit a student will fall to the Principal of the school.

5. MONITORING AND REVIEW

- 5.1 Admissions and transitions will be monitored on a termly basis by governors of the school and by ADEK at the Oversight Committee on a termly basis.
- 5.1. This policy and procedure will be reviewed on an annual basis.

*Exemptions may apply