



Ash Mount
School

*Learn with Purpose,
Live with Compassion,
Lead with Courage*

Admissions Policy

2026/27 Academic Year



Policy Owner:	Principal, ELT
Approved by:	Principal and Board of Governors
Approved by:	Annual
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Ash Mount School Admissions Policy

1.0 Purpose

Ash Mount School is committed to providing an inclusive, welcoming and student-centred admissions process that reflects the values of the International Baccalaureate, the requirements of the Knowledge and Human Development Authority (KHDA), and the vision of the school: "Learn with Purpose, Live with Compassion, Lead with Courage"

The aims of this policy are to:

- Ensure a fair, transparent and equitable admissions process.
- Welcome students from diverse cultural, linguistic and educational backgrounds.
- Support access to education for Students of Determination.
- Ensure that students are appropriately placed to maximise academic, social and emotional success.
- Comply with KHDA regulations and UAE legislation.
- Reflect the inclusive philosophy of the International Baccalaureate.

2.0 Philosophy

Ash Mount School welcomes students of all nationalities, cultures, religions and backgrounds. We believe that diversity enriches our learning community and strengthens international mindedness.

Admissions decisions are guided by the principle that every student should have equitable access to educational opportunities and should be supported to achieve their full potential. The school does not discriminate on the basis of:

- Nationality
- Ethnicity
- Religion
- Gender
- Language
- Additional learning needs
- Disability

Admission is subject to:

- Availability of places
- Completion of the admissions process
- Ability of the school to meet the educational needs of the student within available resources and reasonable accommodations

3.0 Admissions Process

	Early Years	Primary and Secondary
Step 1: Application	Parents complete the online application form and submit: • Passport copy • Emirates ID copy (where available) • Visa copy (where available) • Birth certificate	



	• Previous school reports • Medical information • Any inclusion-related documentation		
Step 2: Review of Application	• The Admissions Team and ELT reviews all documentation. • Additional information may be requested where necessary.		
Step 3: Assessment and Placement	Assessments are used to determine: • Current attainment • Learning profile • Language proficiency • Support requirements • Appropriate year placement <i>Assessments are not used to exclude students unnecessarily but to ensure appropriate support and placement.</i> <table border="1"> <tr> <td> Early Years children participate in a play-based observation session. The school considers: • Communication skills • Social interaction • Readiness for school • Developmental milestones </td><td> Primary and Secondary students may complete: • CAT4 assessment • English language assessment • Mathematics assessment • Discussion with a member of staff • Review of previous school records • Additional assessments may be conducted where required. </td></tr> </table>	Early Years children participate in a play-based observation session. The school considers: • Communication skills • Social interaction • Readiness for school • Developmental milestones	Primary and Secondary students may complete: • CAT4 assessment • English language assessment • Mathematics assessment • Discussion with a member of staff • Review of previous school records • Additional assessments may be conducted where required.
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Step 4: Offer of Place	Following assessment, families will receive: • Offer of Place • Conditional Offer • Waitlist Placement • Non-Offer (where needs cannot reasonably be met) <i>Offers are made in accordance with KHDA regulations.</i>		
Step 5: Registration	To secure a place, parents must: • Accept the offer in writing. • Pay the KHDA-approved registration fee. • Submit any remaining documentation.		

4.0 Inclusion and Students of Determination

Ash Mount School is committed to the Dubai Inclusive Education Policy Framework. The school welcomes Students of Determination and aims to provide an inclusive learning environment that promotes participation, achievement and wellbeing.

Admission decisions are never based solely upon a diagnosis. Parents are expected to disclose:

- Educational assessments



- Psychological reports
- Medical reports
- Therapy reports
- Individual Education Plans (IEPs)
- Learning support information

Applications will be reviewed by:

- Head of Inclusion
- School Counsellor
- Admissions Team
- School Leadership

The school will identify reasonable accommodations and support measures to facilitate successful inclusion. Where needs significantly exceed available provision, the school may advise parents regarding alternative educational settings better suited to the student's needs. The best interests of the student remain paramount.

5.0 English Language Learners (ELL)

Ash Mount School welcomes students whose first language is not English. As an international school community, multilingualism is recognised as an asset. Students may receive:

- English language assessment (NGRT)
- EAL support
- Language intervention programmes
- Classroom language scaffolding

Admission is not restricted on the basis of English language proficiency alone

6.0 Year Group Placement

Students are placed according to KHDA age requirements. Placement decisions may consider:

- Previous schooling
- Academic history
- Social and emotional development
- Language proficiency
- Educational needs

Final placement decisions rest with the Principal.

7.0 Waiting Lists

When year groups reach capacity, applicants may be placed on a waiting list. Placement on a waiting list does not guarantee future admission. Waiting lists are reviewed regularly

8.0 Data Protection and Confidentiality

All admissions information is treated confidentially and managed in accordance with:



- UAE data protection requirements
- KHDA regulations
- School safeguarding procedures

Information is only shared with relevant personnel involved in supporting the student.