

	 AL NOOR TRAINING CENTRE FOR PEOPLE OF DETERMINATION  النور مركز النور لتدريب وتأهيل أصحاب الهمم		
	POLICY		
	STUDENT ADMISSIONS		
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A. PURPOSE

The purpose of the Student Admission Policy is to facilitate the fair and appropriate placement of People of Determination into suitable programs, units, and classrooms through a structured admission process based on established eligibility criteria. The Centre is committed to providing People of Determination, regardless of the severity of their disability, nationality, socio-economic background, with equitable access to educational and support services that meet their individual needs and promote their development, participation, and inclusion.

B. SCOPE

1. Individuals with developmental/intellectual disabilities and families of individuals with developmental/intellectual disabilities seeking placement for educational and rehabilitative services within the Centre's scope.
2. Staff members involved in the admission process

C. DOCUMENTS

- Students/parents are required to submit a valid disability card, passport copy, visa copy, and/or Emirates ID during the admission process at registration.

D. DIAGNOSIS TYPE: Admissions will be considered for individuals with three specified types of disabilities, as identified on their People of Determination Card, in compliance with the guidelines set by the regulatory authority

1. Autism
2. Intellectual
3. Multiple

E. AGE

1. Students up to 35 years will be considered for placement in the classrooms.
2. Students aged 18 years and above will be placed in skills training classrooms.

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F. STUDENTS WITH AUTISM SPECTRUM DISORDER (ASD)

1. All students aged up to 14 years with a primary diagnosis of Autism Spectrum Disorder will be enrolled in the Parent and Child Training program.
2. Students with Autism Spectrum Disorder, aged 14 to 35 years, will be considered for direct admission

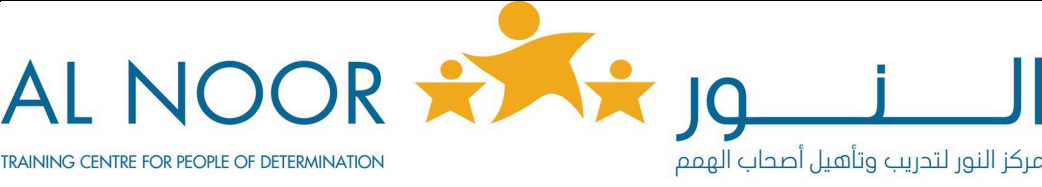
G. STUDENTS REQUIRING MEDICAL AND BEHAVIORAL ATTENTION IN THE CLASSROOM

1. Students who may need continuous attention in the classroom due to severe medical/health conditions must undergo a medical evaluation by physicians recommended by the Centre. Admission will be considered based on the medical report.
2. Students who may need continuous attention in the classroom due to severe behavioral conditions will undergo assessment by the Behavior Intervention Team, and recommendations will be provided for follow-up by the parents.
3. Students whose parents wish to accompany them in the classroom will not be considered eligible for admission. Special permission for paid caregivers can be granted according to the Centre's policy for shadows or learning assistants accompanying students.
4. Direct admission to the Unified Support Program is reserved for students with severe medical or fragile health conditions. Placement will be recommended by the Program leaders- Special Education and Admission and Placement based on entry criteria for Unified Support Program. The recommendation for the placement will be approved by the Director.

H. ADMISSION PROCESS:

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1. **Admission Enquiry:** The process involves assisting parents and families seeking information or making inquiries about admission procedures, requirements, and related details for enrolling a student.
 2. **Parent Tour:** This provides parents and families with the opportunity to visit the premises and facilities before deciding to enroll their child. The tour is arranged as part of the admission process to offer parents a first-hand look at the Centre's environment, infrastructure, and service provision, providing clarity on essential information to facilitate the application process.
 3. **Registration and Case Intake:**
 - a. The registration process involves collecting and recording essential information about students and their families as a prerequisite for enrollment at the Centre.
 - b. Case intake refers to the process of receiving and documenting information related to individual students for support or intervention. This process is administered to identify developmental and related needs, facilitating the enrollment and intervention of the student.
 4. **Admission/Waiting List:** Admission is provided to students who meet the criteria based on eligibility and the availability of seats at the Centre. In the event of non-availability of seats, the student will be placed on waiting list
- I. **FEE PAYMENT:** Parents are required to make full payment of the registration fee, assessment, tuition, and transportation fees (if applicable) before admission and within one week of being notified of the seat's availability at the Centre
- J. **RE-REGISTRATION:**
1. Students enrolled at the Centre are required to re-register for each new academic year according to the timelines specified by the Centre.
 2. Parent contracts with the necessary documentation must be submitted at the beginning of each new academic year according to the timelines specified by the Centre.

			
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K. ASSESSMENTS AND REPORTS

1. Case intake will be conducted by a team of professionals designated by the respective departments to consider class placement or waiting list
2. Neurological, Pediatric, Ophthalmological, Audiological, and Psychological assessments are required to be done and can be conducted at medical centers recommended by the Centre for the Transdisciplinary Assessment to generate an Individualized Education Plan.
3. The internal assessments will be administered to all students, those who are admitted at the Centre.
4. For readmission, all above-mentioned assessments must be conducted anew if the gap duration exceeds one year.
5. Fees for all assessments will be set by the Management and must be paid at the Accounts department after student registration and before admission to the Centre.
6. An original copy of the assessment reports will be provided to parents, while a copy will be retained in the student file in the office.
7. Assessment reports will be considered valid for a maximum period of one year. Parents seeking admission or Readmission with reports older than a year will need new assessments to be conducted.
8. Recommendations for safe seating will be determined by the Senior Physical Therapist from the Centre to meet the seating needs of the newly admitted student in the classroom as well as on the bus. Recommended adaptations will be provided by parents. Students will not be permitted to travel on the school bus until such recommendations are implemented.
9. Recommendations related to behavioral/medical needs will be determined by the designated team members for newly admitted students in the classroom as well as in the bus. The recommendations should be implemented by the parents, which may include the provision of learning support assistants.

L. TRANSPORT FACILITY

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1. The Centre will provide bus transport facilities to students residing in Dubai, Sharjah, and Ajman (refer to the Transport Policy) based on the availability of seats on established routes only.
2. The transport facility will be provided only when the recommended special seating and safety measures for the student on the bus have been implemented by the parents.
3. The Centre reserves the right to withhold the transport facility for students with uncontrolled medical conditions, such as epilepsy or seizure disorders, hygiene concerns, and behaviors that are unsafe for themselves and other students on the bus.

M. GENERAL:

1. The Centre reserves the right to withhold admission of a student at any time if the policies, procedures or rules of the Centre are not adhered.
2. Student Admissions to the Centre may take place without following any or all of the steps outlined in the student admissions procedure, under exceptional circumstances and with the prior approval of the Director only.
3. Any related regulatory requirements and/or government laws will supersede this policy document until the time that this policy is revised in conjunction with orders from the regulatory authorities and/or government laws.

			
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Appendix – Amendment History & Authorisation

Revision No	Description of Change	Issue Date	Authorised By
00	First Issue	15 April 2012	Director
01	Include a clause for special recommendations for placement	24 Oct 2012	Director
02	-Pact policy -WP admission -inclusion of security cheque In fee payment section -inclusion of transport facility offered on the basis of students' medical condition of epilepsy	9 th Oct 2013	Director
03	New Al Noor logo	1 st Feb 2016	Director
04	a. Addition of screening test for Autism Spectrum Disorder b. Transport facility: Addition of 'The student has to be free from episode epilepsy for at least 6 months'	16 May 2018	Director
05	1. Submission of disability card: Students/ parents to submit a valid disability card, passport copy, Visa copy and Emirates ID for admission process at registration 2. Autism Screening: All students seeking admission will undergo a screening for autism by the psychologist during the case intake and recommendation from the screening will be considered for placement in PACT programme.	04 Nov 2018	Director
06	Replace the Centre's logo in all QMS documents and revision of document codes	12 Aug 2020	Director
07	Replace the Centre's logo in All QMS documents Except HR, Accounts and SCR Documents.	16 March 2021	Director
08	- Amendment in sections -Scope, age, registration and fee payment, re-registration, assessment and report, transport, general section - Addition of sections- Documents, Diagnosis Type, Admission Process - Formatting	23 January 2024	Director
09	- Removing the lower limit of age for admission - Replacing the Ministry with regulatory requirements	03 September 2024	Director
10	Replace the Centre's logo in All QMS documents Except HR, Accounts, SCR, FM and IT Documents.	16 September 2024	Director
11	Replacing the Ministry with regulatory authority Replacing the designation of Coordinator with the program leader	28 November 2024	Director

			
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	Addition of Hygiene concerns to " the right to withhold the transport facility"		
12	- Adding the name- Unified Support Program - Registration fee, placement and waiting list, amends to reflect the current practices	03 February 2026	Director
13	Purpose statement amendment	05 October 2026	