


Policy

Policy	Inclusion – Students of Determination	
Service Pillar	Education I Inclusion	
Policy Number	Policy – ED – INC 001	
Effective Date	August 2024	
Assessment Cycle	Annual	
Author Modified	Aldar Education/ 11 March 2025- HG, JT, DR	

Implementation and Exemptions

All schools are required to observe and implement this policy as a minimum expected service level.

Exemptions will only be granted for legal (contravention of local and / or federal legislation), technological, cultural, or physical reasons. Sufficient supporting documentation is required in order to obtain an exemption Charter-ESE). ADNOC align with Private Schools.

Objective and/or Scope

The purpose of the policy is to ensure that our schools are inclusive and have systems and provisions in place to meet the needs of Students of Determination. It provides staff and employees with the guidance they need to ensure that inclusive practices are upheld and informs parents and guardians how we will create inclusive school communities and meet the needs of students who require additional support for learning.

The scope of this policy covers all Aldar Education schools, including those on a managed and operated basis.

This policy reflects the transition to the 2024 ADEK Inclusion Policy, and schools have until September 2025 to fully align to the policy requirements as outlined below. In the interim, schools will be transitioning at a pace and with priorities that best serve their individual school community and ensure they are well prepared for full compliance in September 2025.

Guidelines

1. Mission

Aldar Education encourages all students to be aspirational, to be inspired and to flourish. We provide high quality learning opportunities in a safe, creative and stimulating environment. Aldar Education acknowledges the right of all children to access a broad and balanced curriculum in a manner which promotes school connectedness, wellbeing, resilience and raises self-esteem.

2. Vision

Aldar Education is committed to inclusivity, an all-encompassing practice of ensuring that Students of differing abilities are engaged and are connected to the goals and objectives of the whole and wider society. Aldar Education seeks to offer a nurturing and personalised approach to education which is flexible and innovative enough to meet the diverse needs of individuals, values the contributions of all and which enables every member of the school community to reach their full potential.

3. Strategy

The aim of our inclusion strategy, policy and procedures are to promote the welfare and well-being of all students and ensure individuals are appropriately accommodated, by acting in the following ways:

- To identify Students with Additional Learning Needs (ALN) - formerly known as Special Educational Need or Disability (ALN) as early and accurately as possible through a variety of means and in consultation with appropriate personnel.

- To ensure full entitlement and access for all pupils to equitable high-quality education within a broad, balanced, meaningful and differentiated curriculum so that they can reach their full potential.
- To ensure that all children, feel valued and have a positive self-image.
- To offer curricular, pastoral and extra-curricular experiences and opportunities which allow pupils to develop their knowledge, understanding and skills, ensuring progress, promoting success and self-confidence.
- To encourage parental and pupil involvement in the identification, assessment and support of all children and to strive for close co-operation between all agencies concerned in a multi-disciplinary approach.
- To educate all students wherever possible, alongside their peers in the classroom after giving due consideration to the students' needs in consultation with their parents and the necessity to meet individual needs.
- To maintain high expectations, stimulate and/or maintain pupil interest and enjoyment in their own education.
- To encourage the use of a range of pedagogical approaches which incorporate different learning needs and ensure effective learning.
- To implement dynamic assessments at any point during the academic year to support any raising concerns.

4. Key Targets

Inclusivity provides all students, equitable opportunities to receive effective educational services, with the needed supplementary aids and support, where appropriate in age-appropriate classrooms, in order to prepare students for productive lives as full members of society.

- Inclusion should be evident across all aspects of school life, and meeting the needs of all students is the responsibility of all staff in partnership with the Inclusion Team, family and students.
- Inclusivity practices provide all students with equitable access to all opportunities.
- Student voice to be valued, considered and acted upon where possible and appropriate.
- To create and promote positive communities of practice and community engagement.

5. Admission of Students with Additional Learning Needs

In line with ADEK Inclusion Policy, 2024, the principles of Federal Law No. (29) of 2006 Concerning the Rights of People with Disabilities and its amendments, students with additional learning needs shall, under no circumstances, be denied a place at a preferred school, provided the school has the capacity to admit them in the appropriate grade/year, as per ADEK Policy 44 (Student Admission, Registration, and Distribution).

5.1 Admissions of SOD approach in Aldar Education schools:

- Prioritise the attendance of students with additional learning needs and their siblings in the same school (Admissions list to be reviewed termly in line with criteria).
- Request original clinical assessments reports from parents completed by any relevant specialists such as a therapist, psychologist, or pediatrician.
- Support the transition process for all students with additional learning needs. In particular, targeted transition support shall be provided to students starting school for the first time or coming from alternative early education settings, students transferring from specialised provision, homeschooling, or any other type of educational provision.
- Provide any accommodations required by the student to complete the admissions assessment, and utilising such assessments as a means to inform the provision of learning support, and not used to deny admission to the school.
- Using all information provided to ensure equitable and safe access to the learning and physical environment of the school for students with additional learning needs, making reasonable adjustments where necessary.

Where a new admission provides specialist assessment confirming them as a Student with Additional Learning Needs, the school is required to upload their assessment and identify the student as a SOD on eSIS. Where a diagnosis is obtained following admission, the HoI will identify the student on eSIS (unless parents opt out) and inform parents.

	Teacher	Class IA	IA-1:1	Number of children on Tier 2/3	Number of children on Tier 1	AG+T
FS per class	1	1	1	1	3	3
Primary yr 1+2 per class	1	1	1	1	3	3
Primary yr 3 up per class	1	1 shared between 2	1	1	3	3
Secondary per class	1	0	1	1	3	3

5.2 Transition

Transition refers to the movement of students from one year group, phase or environment to the next. Key transitions include Nursery-Foundation Stage/Kindergarten, Foundation Stage/Kindergarten-Primary/Elementary, Primary/Elementary-Secondary/High School and Secondary-Post 16/Further Education/Workforce, however, also includes transitions between schools (internationally and nationally) or from a specialist setting to one of our schools.

Central to ensuring a successful transition is the sharing of information to allow time and opportunity to prepare appropriate accommodations and support in advance. Sharing of information occurs through the transfer of documents relating to a child (within Aldar Education), sharing of specialist reports (with parental consent) and through observations and meetings with the family. A successful transition contributes to how well a student settles into their new environment and as such it is critical that students receive emotional and social support throughout this time to facilitate a successful transition. Transition may occur as a gradual and supported move between settings – depending on the needs of the student.

When a student is transitioning within Aldar Education, be it from one school to another or from primary to secondary, the HoI from both schools will meet and complete a thorough handover of documents and information pertaining to a child. An additional meeting will be held with parents and HoI to clarify expectations and needs, explore support and intervention required and recommend strategies for home to ease the transition. In the interim, an Aldar provided template may be utilised.

5.3 Inability to Accommodate

Children of all abilities are accepted into Aldar Education schools, and families interested in having their child attend will be given an equal opportunity for admission. The placement of students identified as ALN are carefully considered, with regards to the needs of the individual and the capacity of the class, teachers and year team.

It is the responsibility of the school HoI and school leadership team to ensure an appropriate distribution of students and staff with learning support needs across classes, year groups and the school to ensure that the needs of staff and students are appropriately considered.

In the event that the school considers they are unable to meet the needs of any student with additional learning needs, the ADEK Inclusion Policy (released Sept 24) states that school shall submit an 'Inability to Accommodate' notification to ADEK and the parents within 7 days of the admission decision. HoI will prepare documentation to provide the rationale for the decline in readiness for submission to ADEK for their review. ADEK will distribute more information and the template in due course and once received schools are required to follow policy.

5.4 Waiting Lists

For schools without vacancies or at capacity for ALN in a particular grade, a waiting list will be maintained, and children will be invited from the list on a first come first served basis. When a place becomes available the needs of a student with additional learning needs will be fully evaluated to establish if it is possible for the school to accommodate their needs, and if so, with what level of required support and intervention. Review of all diagnostic and evaluative reports, observations of the child in their current setting and meetings with specialists working with the child will be necessary to ensure the correct placement and a successful transition. Parents are required to provide all information and assessments to support our evaluation of their child's needs.

6. Standard Inclusive Provision

6.1 Inclusion Staff Requirements

Specialist staffing is required to ensure that there is qualified and experienced teachers and assistants working with students. Inclusion Teams are led by a Head of Inclusion and supported by a team of specialist teachers and assistants based on the needs within the school. In line with the ADEK Inclusion Policy (2024) the school shall appoint:

1 x Head of Inclusion (HoI)

- Should be a member of the School Leadership Team, must not work more than 10% of their timetabled workload outside of their role as Head of Inclusion, and meet the qualification and experience requirements as per the ADEK Staff Eligibility Policy and in line with the ADEK Inclusion Policy (2024).

1 x Inclusion Teacher (per cycle/phase)

- No more than 10% of their timetabled workload outside of their role of teaching students with additional learning needs, and meet the qualification and experience requirements as per the ADEK Staff Eligibility Policy and in line with the ADEK Inclusion Policy (2024).

Inclusion Assistants

- May be appointed by the school (as school staff) to provide additional support to teachers for students with additional learning needs (for example whole class support where there are a high number of students with additional learning needs targeted pull out and push in support to small groups, dedicated 1:1 support if required) and meet the qualification and experience requirements as per the ADEK Staff Eligibility Policy and in line with the ADEK Inclusion Policy (2024).

Individual Assistants (IA-1:1)

- Previously referred to as 'shadow teachers', they can be appointed (parent funded) for additional individualised assistance for personal care or other non-teaching related support. Hoi should hold a copy of the employment agreement between IA and family, the parental no objection, IA code of conduct and wherever possible be involved in the interview process to confirm suitability to work with the child and support their needs. IA needs to obtain PASS approval and related documents uploaded on eSIS on the student's file. IA will be available outside the classroom and is authorised to enter the classroom to support the student only upon request by the teacher. It is an expectation of these post holders to undergo any relevant/necessary CPD that the schools deems appropriate for the role. A full comprehensive onboarding process should be follow. See flow chart- Annex 1

Professional Development is available to all staff at Aldar Education, some of which relates specifically to inclusion and special education. In addition, training and support is provided to ensure all staff are comfortable, confident and competent to meet the developmental and educational needs of all children. All staff receive annual child protection training and an orientation to inclusion policies and practices, and attend training focused on effective inclusion and/or other disability or learning difficulty topics as appropriate.

6.2 Physical Accessibility

6.2.1 General Accessibility

School will ensure that school building and learning spaces provide equitable access to education to all students and reflect a Universal Design for Learning (UDL) approach as per Policy 66 Construction Standards.

An environmental accessibility audit will be undertaken to facilitate the development of a School Accessibility plan, considering:

- Parking spaces, pathways, buildings, and playgrounds are accessible to all.
- All entry points to buildings have ramps that conform to regulatory standards for wheelchair accessibility.
- Stairs are equipped with handrails, contrast colour bands, and tactile indicators on the edge of each step.
- Signage uses symbols to accompany text and considers colour contrast for ease of visibility.
- Evacuation alarms are accompanied by flashing lights to indicate the alarm for those with hearing impairment.
- School buildings are accessible on the ground floor, at a minimum, to all students.
- Accessible bathrooms are equipped with appropriate sanitary provision for people with physical disability as per the applicable codes.
- A hoist or lift is available to enable access to the swimming pool, operated by a trained member of staff.
- Evacuation chairs are available to ensure safe exit from buildings in cases of emergency where the lift is not in operation and there are people who cannot mobilise independently down the stairs.
- All teaching staff receive training in the safe operation of evacuation chairs and that specific members of staff have been identified to assist students and staff requiring evacuation chairs during emergencies.
- Personal Emergency Evacuation Plans (PEEP) are developed for each student and staff member who may require additional support or guidance to evacuate safely for any long- or short-term needs, and that any identified staff providing assistance for evacuation have received relevant training.
- Coordination with school transportation providers to enable students with additional learning needs access to school buses making any appropriate and approved adjustments necessary, as per the requirements of the Integrated Transport Centre (ITC).

6.2.2 Accessibility of learning Spaces

Educators at Aldar Education use developmentally appropriate practices and consider the unique needs of all students when planning. Teachers will make every attempt to make any adaptations, accommodations or modifications necessary to meet the needs of the students and remove barriers to learning.

Based on the needs of students in the school, specialised teaching spaces are accessible, and a range of learning resources are available to offer choice and ease of use for students. In order to provide specialist pull-out intervention or targeted specialist therapy in line with the *ADEK In-school Specialist Services Policy*, the school will allocate at least 1 appropriate room where specialists can deliver interventions during their visits.

Consideration will be given to classroom acoustics and lighting, and sensory requirements and reflect a Universal Design for Learning approach.

Educators will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child. Teachers will use an adaptive teaching approach to ensure the needs of all learners are catered for and all students have access to in-class learning.

6.3 Inclusive Teaching and Learning Support

Schools incorporate inclusive learning pedagogy into their lesson planning and provision for students, taking a personalised approach to delivery of teaching content aligning with a tiered model of support and achievement of Documented Learning Plan (DLP) targets.

6.3.1 Identification and Referral

It is vitally important that ALN students are identified as early as possible and that an awareness of their possible difficulties or enrichment needs is clearly communicated between all the professionals involved with their education.

At Aldar Education, students with additional educational needs are identified by making a judgement based on an analysis of various sources of information including:

- Initial assessments prior to starting school (observations face to face where possible)
- Information from transferring school
- Discussions with parents and pupils
- Teacher nomination through assessments and classroom observations
- Whole school tracking system
- Screening and play based assessments
- Diagnostic assessment
- Psychological reports
- Specialist consultation
- Medical advice

Decisions relating to appropriate provision for the child occur within the context of a collaborative team of professionals. This professionals meeting would be held to establish current functioning, areas of strength and/or difficulty and to decide upon appropriate targets for DLP and intervention strategies and support needs. This team would include, but not be limited to:

- Student
- Parent
- Principal
- Head of Inclusion
- Teacher/s
- Inclusion Assistants
- Specialists (OT, SaLT, Psychologist)
- Specialist Consultants (ASD, Behaviour, medical)
- School Counsellor

6.3.2 Cause for Concern Process

- Students are raised as a cause for concern (Through CPOMS click Inclusion referral- triage and begin case management) by the class or form teacher, if they become aware that a student is experiencing academic, social, emotional, behavioural and/or physical difficulties.
- Class/ subject teacher informs Head of Inclusion (HoI) by submitting a Cause for Concern as per the school-based process. (From September 2025, this will be held within the CPOMS system) unless the school has a robust alternative system.
- HoI provides recommendations and strategies for support and monitors response to intervention, conducts student observations and works with Class/ subject teacher to ensure UDL and Tier 1 support is already in place.
- An agreed plan for class based additional support or use of additional resources is developed and reviewed for effectiveness after a specified time.
- Class/ subject teacher organises class groupings/resources/CA support/behavioural interventions in order to help the child achieve the targets set.
- Class/ subject teacher will monitor and review progress and report back to HoI
- Student is monitored as a Cause for Concern.

6.3.3 Documented Learning Plan (Individual Education Plan, Advanced Education Plan & Behaviour Intervention Plan)

DLPs are developed in consultation with Class/ subject teachers, specialist, parent and with the student. These collaborative documents identify a small number of SMART (Specific, Measurable, Attainable, Realistic and Timely) targets. Students will work towards these targets in both class and support lessons, and they represent the next small steps in a child's learning but are by no means exclusive. DLP are shared with parents who need to sign the document.

DLP will be written, progress data reviewed on a termly basis, and an annual review (at minimum) will be conducted for all students receiving Tier 3 support and may be individualised or group DLP for students at Tier 2.

In Charter Schools all DLP (IEP) must be uploaded onto the eSIS portal and reflect any MAP assessment accommodations which will be administered (according to the ADEK eligibility rubric).

In ESE Schools all DLP (IEP) must be uploaded onto the AI Manhal System.

In Private Schools DLP (IEP) must be uploaded and reviewed on a termly basis, with annotations and evidence of examination or physical accommodations including where they are supported by an Individual Assistant. The annual review and any other relevant documentation must also be uploaded.

Students may be part of a DLP (Group Intervention Plan (GIP)

- When they are received Tier 2 support
- As part of the Response to Intervention (RTI) process
- Reviewed at the conclusion of each intervention

Students receive a DLP – Learning Support (Individual Education Plan (IEP)

- When they have a diagnosis or are receiving therapy provided by a specialist and require individualised targets to maintain or maximise progress and attainment.
- When they are categorised as Tier 3 and require individualised targets to maintain or maximise progress and attainment.
- When they have the support of an Individual Assistant.
- Progress towards targets is reviewed in line with whole school policies.

A Documented Learning Plan (Individual Education Plan (IEP) is a tool by which schools can plan for pupils with Additional Learning or learning support needs. They will include information including:

- short-term SMART (Specific, Measurable, Achievable, Realistic, Timely), set for or by the student;
- the teaching strategies to be used;
- accommodations and modifications required;
- success and/or outcome criteria; and
- outcomes (to be recorded when the IEP is reviewed).
- Parental signature/acknowledgement

The Class/ subject teacher and HoI will discuss the DLP or other arrangements to plan individually for the student's progress. Parents will then be consulted, student voice integrated and a final DLP will be developed. Wherever possible, the student should be involved in the review process and setting of new targets, or at a minimum have their views considered.

Students receive a DLP – Enrichment (Advanced Learning Plan (ALP))

When they have been identified as twice exceptional or being gifted and talented **and** require individualised targets to maximise progress and attainment.

Students receive a DLP – Behaviour (Behavioural Intervention Plan (BIP))

- When students experience persistent difficulties behaving in appropriate ways within the school or classroom.
- When they require a behavioural intervention plan that outlines individual targets to address specific behaviours.
- When they have a diagnosed Behaviour Disorder and do not have an IEP.
- When a Risk Audit and Risk Management Plan are developed for the child and where no IEP exists.

HoI should also provide a clear and concise Student Profile (available to all staff) communicating essential needs of SOD. Some students may require a Risk Assessment to maintain their safety and welfare when in school or transition to and from. Information from the risk assessment should be integrated into the students **Personal Emergency Evacuation Plan (PEEP)** where appropriate.

6.3.4 Tiered Model of Support

Students with additional learning needs are identified at varying levels of support need and impact of barriers to learning. The tiered model of provision is used by Inclusion teams to identify the level of support. Most needs can be met by quality first teaching at Tier 1 (universal), some students may require Tier 2 (targeted) provision and other students may require a high degree of personalisation and possibly external support by specialists (Tier 3 - intensive and individualised).

Tier 1

Quality First Teaching and discussions with specialist teachers, previous teachers, parents and students requiring adaptations and support.

Tier 2

A student is identified as being at Tier 2 when there is evidence that they are not making progress despite in-class interventions and adaptations, monitored over a period of time. Tier 2 may indicate that a student has a diagnosis but requires very little support. Tier 2 can include the involvement of extra teachers and may also require the use of different learning materials, special equipment, or a different teaching strategy. This may look different from school to school. A child at Tier 2 would continue to receive targeted intervention until the response to intervention indicates it is no longer needed, or if insufficient progress is achieved, the student would be referred for further evaluation.

Tier 3

A student is identified as being at Tier 3 where Tier 2 interventions have not sufficiently met the student's needs. At Tier 3 the school may seek external advice from the specialist support services. For example, this may be advice from a Speech and Language Therapist (SaLT), an Occupational Therapist (OT) or Specialist Advisory Services dealing with Autism, Behavioural Needs etc. Tier 3 may also include the involvement of an Educational Psychologist. Tier 3 requires more detailed planning of targeted and time limited interventions. An IEP is written to detail the student's individual targets and monitors progress, accommodations and modifications. Tier 3 is likely to continue, to varying degrees, for

the duration of their education.

(student with 1:1)

Students identified as Tier 3 meet the criteria for Tier 3 but have the assistance of an Individual Assistant (parent provide). This Assistant may provide support for personal care and other non-teaching related support.

6.3.5 Curriculum

Students are provided an appropriate curriculum pathway that enables student to achieve appropriate outcomes, based on their individual strengths and support needs.

- Ensuring all students have access to a broad and balanced school curriculum that includes access to the full range of extracurricular activities, which shall be adapted to meet their needs, where appropriate.
- Ensuring Technical and Vocational Education (TVET) pathways are aligned with UAE MoE guidance on pathways to equivalency, where appropriate.
- Ensuring that where any agreed modified curriculum pathway may not fulfil equivalency requirements, parents are made aware of this and sign an undertaking of acknowledgment.
- Ensuring that eSIS is updated to indicate when the student is following a modified curriculum.
- Ensuring parents sign agreement to a personalised or alternate curriculum.

6.3.6 Collaboration and Other Professionals.

Many students with ALN are supported by developmental and educational professionals such as therapists, teachers and others. Aldar Education welcomes those professionals and works with them to assure the child's success. The service provider is encouraged to provide services to the child in the context of the school and classroom environment and the Hol, child's teacher and the service provider work collaboratively to determine the best strategies to support the student.

There is the opportunity for students to receive SALT/OT and or psychology sessions in school through In School Services, preapproved by ADEK. This needs to be updated on the ISS dashboard needs updating by the end of each month. Please refer to the Service Guideline Specialist Services in Schools for further guidance.

6.3.6 Assessment Accommodations

The school will ensure that students with additional learning needs are not disadvantaged during any form of assessment. Access arrangements, modifications and accommodations are pre-examination adjustments for candidates based on evidence of need and normal way of working. They allow candidates/learners with Additional Learning needs, disabilities or temporary injuries to access assessments without changing the demands of the test, for example readers, scribes and enlarged or braille question papers. Reasonable adjustments can be made where a student with ALN would be at a substantial disadvantage in undertaking an assessment.

Schools have an Assessment Accommodations Service Guideline which outlines eligible and suitable accommodations and modifications based on the assessment type, nature of needs and in line with any external assessment providers.

Testing accommodations apply to all subjects including MOE.

In Charter Schools which follow the American curriculum and assess using MAP, only students who are registered on eSIS as ALN can be allocated testing accommodations, these accommodations must be noted on the student's IEP.

6.3.7 Tracking

Response to Intervention

Response to Intervention (RTI) is a cyclical process of designing, implementing and monitoring the impact of any accommodations, modifications and/or intervention provided for a student with ALN, at their identified level. This cycle includes assessment, design, implementation and review of individual and small group interventions. Provision should be time bound, and impact driven with clear evidence of development and academic attainment. Details of accommodations, modifications and/or interventions are recorded on the group intervention plan and/or provision map

Provision Mapping

Aldar Education schools use a range of templates and formats to maintain Provision Maps of accommodations, modifications and/or interventions provided for students with ALN. Provision Mapping at Aldar Education manages record keeping of IEP/ALP's, provision, progress and attainment data for students receiving support and interventions delivered by the Inclusion team. The Provision Map should be maintained regularly. The Provision Map acts as an important summary of provisions, their impact, and monitoring that a student is responding to interventions in place.

Data contained within the Provision Map includes:

- start and end date
- the nature and frequency
- who delivers the provision
- start and end levels – summary of impact
- students allocated

The data and information from the Provision Map is used to inform an impact portfolio collated at the end of the Academic Year but updated Termly. The purpose is to ensure students with ALN are consistently receiving the most appropriate and impactful provisions to meet their needs and achieve their full potential.

Progress and Attainment Data

The needs, progress and attainment of students identified with ALN will be maintained using school-based programmes such as Classroom Monitor, iSAMS, Power Schools, MAP, and the centralised Aldar Education Data Collation Spreadsheet. Furthermore, Hol will use information generated from baseline assessments, standardised assessments including MAP, CAT, NGRT, Woodcock Johnson and WRAT tests to monitor progress over time and progress as compared to peers.

All interventions provided in schools, irrespective of focus area or targeted skill (eg fine motor, social, language, behaviour) require a data recording the baseline entry point at start of intervention and a comparative exit assessment to enable impact to be measured. This allows Hol to justify and evidence the impact and make informed decisions about the deployment of people and resources in an effective and accountable manner.

It is expected that the school Hol will prepare a presentation and report on students with ALN attainment and progress data, and the impact of interventions in line with school and group expectations. This will enable overall Aldar Education data for SoD for specific school groups to be maintained to support schools during inspections and to enable strategic planning for Inclusion.

Attainment and Progress Reports

Termly, and end of year attainment and progress reports should be personalised with reference to the student's starting point and celebrating their progress.

Impact Portfolio

The Impact Portfolio is a summary document of Inclusion infrastructure, provision and impact across the school and academic year and is aligned to the Inclusion Policy / ADEK Inspection Framework. It allows schools and Aldar Education to compare and contrast provision and impact, identifying action points, centralised support needs, strategic priorities, common and outstanding practice and assists in inspection preparation, school reviews and departmental action planning. Key features of the Impact Portfolio are:

- School summary of student cohort and community
- Inclusion team structure and staffing
- Students with ALN statistics – number / need type / level of need
- Attendance
- Progress, attainment and achievement data
- Impact of Interventions
- IEP impact and target monitoring

- Inspection summary and priority areas
- CPD delivered and undertaken

7. Additional Fees

Schools shall follow the principle of inclusion which states that equitable access to education is the right of all students and efforts are made to meet the needs of any students with additional learning needs within the school's fee structure.

Where the exceptional need of a student requires specialist intervention and support beyond the school's standard inclusive provision, and as stipulated in the student's Clinical Assessment Report, schools may request additional school fees.

Where additional school fees are necessary, schools shall:

- Justify, with evidence, the requirements and costs for additional provision which extend beyond the standard inclusive provision.
- Itemise all additional individually chargeable fees and update the student records on the eSIS database with the itemised charges. Schools shall also provide financial statements to parents itemising the allocation of additional funds charged on a termly basis.
- Limit additional charges to parents so that they do not exceed 50% of the tuition fee and that any optional administration charge for in-school specialists does not exceed 10% of cost, as per the ADEK In-School Specialist Services Policy.
- Review all additional charges on a termly basis and evaluate impact and ongoing applicability if specialist services or additional resourcing.

Should an individual student's need exceed the 50% additional charge, school shall seek approval with ADEK for any extra charges.

8. Leadership of Inclusion

Roles and responsibilities of stakeholders involved in providing Inclusive Provision ensure that Inclusion is fundamental to school culture and educational provision.

All members of the school community contribute by:

- Sharing a commitment to inclusion;
- Respecting the right of all children and young adults to receive an education;
- Promoting equality; and
- Recognising the value of diversity.

Aldar Education Board and Executive Management Team

- Support inclusion, equity and opportunity at all levels within Aldar Education
- Ensure school facilities are accessible and accommodate the needs of Students with ALN.
- Lead strategic development of Inclusion within Aldar Education
- Monitor and maintain quality provision for students with ALN
- Ensure appropriate CPD is provided to Aldar Education Staff.

School Principal

- Include inclusive provision as part of the School Development Plan;
- Ensure a senior leader has direct oversight of Inclusive Provision;
- Devolve responsibility to a separate member of staff responsible for ELL/EAL;
- Devolve responsibility to a separate member of staff responsible for G&T;
- Ensures data on identification of students is submitted to ADEK as per requests;
- Safe evacuation and risk assessment procedures are in place for students who require support in emergency situations
- Ensure access for staff to CPD which supports provision for students with learning support needs, gifts or talents;
- Maintain an inclusive educational philosophy within the school
- Ensure inclusion team staffing is sufficient to meet the needs of the students in their school. See above ratios and expectations for compliance from September 2025

School Head of Inclusion

- Coordinate all aspects of educational, behavioral, social, and emotional provision for students with additional learning needs through liaison with other teachers and professionals.
- Collaborate with all teachers on the teaching and learning needs of students with additional learning needs and track their progress and attainment in relation to curriculum expectations.
- Ensure all documentation pertaining to students with additional learning needs is securely stored, evaluated, and disseminated as appropriate.
- Maintain, review, quality assure, and update the school-based register of students with additional learning needs, including their DLPs and PEEPs.
- Develop PEEPs for each student in coordination with the designated Health and Safety Officer in preparation for emergency evacuation situations, as per Policy 64 (Health, Safety, and Environment). This should be reviewed on a termly basis or where the needs of the individual or setting changes.eg. Evaluate, together with the school's Health and Safety Officer, the school's accessibility for students with additional learning needs, including ensuring an emergency evacuation procedure is in place.
- Ensure all data requirements and eSIS information on students with additional learning needs is reviewed and updated.
- Engage in reviews of teaching and learning for quality assurance purposes on inclusive teaching approaches and the provision for students with additional learning needs.
- Meet with parents to discuss the provision for students with additional learning needs throughout the school year and the support which can be provided in the home setting.
- Ensure all specialist push-in and pull-out interventions are coordinated and evaluated for positive impact on attainment.
- Coordinate with in-school specialists to facilitate the delivery of specialist services in the school setting where required, through the in-school services system, as per the ADEK In-School Specialist Services Policy.
- Contribute to Senior Leadership strategic planning and lead the Inclusion Team.
- Provide professional support and guidance to teachers
- Ensure that appropriate funds and resources delegated to ALN department are used for appropriate provision
- Coordinate the monitoring of progress using a response to intervention approach
- Collate data to demonstrate effectiveness of quality first teaching and intervention strategies
- Responsible for the progress and attainment of Students with ALN and impact of provisions
- Provide professional development.

In addition, the Head of Inclusion should:

- Co-ordinate the day-to-day implementation of the school's Inclusion Policy;
- Liaise with and delegate responsibility to Learning Support team;
- Maintain the school's Students with ALN register;
- Oversee the records of all students with ALN
- Organise necessary reviews and referrals;
- Liaise with parents and external agencies; and
- Coordinate with external therapy providers to facilitate the delivery of therapy services in the school setting where required, in line with the *ADEK In-School Specialist Services Policy*.

9. Confidentiality

Confidentiality applies to all verbal and written information about current, potential enrolling and previously enrolled children and their families. All staff will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the Principal, HoI and the student's teacher. No information will be released about a child and the parent/legal guardian during enrolment or transition to another receiving program or school (external to Aldar Academes) without first receiving the written permission of the parent/guardian. This excludes the responsibility held by all members of our school community as mandated reporters of suspected child abuse and neglect.

10. Classification of Need

Student with Additional Learning Needs &/or Disability (ALN) means a child or young adult who, by reason of any of the following, needs special education and related services. The National Unified Classification for Disabilities (SoD) in the UAE (2018) includes 13 categories, as follows: Autism Spectrum Disorder, Complex Sensory Disorder, Hearing Disability, Visual Disability, Mental Disability, Physical Disability, Multiple/Complex Disabilities, Communication Disabilities (language and speaking), Acquired Brain Injuries, Behavioural and Emotional Disabilities, Learning Difficulties, Health Disabilities, Attention Deficit Hyperactivity Disorder, Specific Learning Disability/Difficulty.

The ADEK eSIS categories of eligibility are:

- Autistic spectrum disorder
- Speech or language impairment
- Health impairment
- Attention deficit/hyperactivity disorder.
- Emotional/Behavioural disability
- Deafness
- Visual impairment
- Intellectual disability
- Orthopedic impairment
- Learning disability

We will refer to all above as Students with Additional Learning Needs

11. Electronic Student Information System – eSIS (Al Manhal in Northern Emirates)

eSIS is the centralised web-based electronic student information system which contains all students records and data. It enables the collection and collation of information from a range of stakeholders - school and local authorities and administrators, office staff, counsellors, teachers, nurses, special education personnel, parents, and students. It is the ADEK centralised information management system and as such, access is controlled within our schools. ADEK request that evidence of need (specialist reports, IEP's) for students with ALN are registered on eSIS.

Private Schools

We encourage parents to give consent for the child's details to be uploaded and ask them to sign a letter of permission before any information is shared. To ensure that our Students with ALN records are as accurate as possible we:

- List as SoD on ALN on eSIS when an inclusion assistant is required, the student has a significant lifelong condition, a student is Tier 3 and where there has been a formal diagnosis (with parent permission)
- Upload the specialist report (with parent permission)
- Maintain for compliance / inspection reporting purposes the figures of Tier 3 where permission not granted to be on eSIS
- Maintain for compliance / inspection reporting purposes the figures of Tier 3 with internal identification
- School Action are always quoted for data purposes – but are not required on eSIS.

These updates are required on an annual basis.

Charter Schools

All students identified as having a Additional Learning need, diagnosis or disorder are identified on eSIS as SoD. Parental consent is gained when any external specialist report is shared with the school. All records and identification on eSIS remain on the student's file as they transition through phases or schools.

To ensure that our SoD records are as accurate as possible we:

- Work closely with ADEK Charter POD Team to review all applications and specialist reports submitted during admissions. If a parent/guardian highlights that their child is a SoD the ALN box must be checked on application. The case is then reviewed by ADEK before a place is offered.
- List as SoD on eSIS when identified as Tier 3 SoD - as confirmed upon receipt of the specialist report.
- Upload the specialist report.
- Ensure that the correct eligibility is checked.
- Tier 2 SoD are quoted for data purposes – but are not required on eSIS.

These are updated throughout the academic year and admission cycle.

12. Our policy is informed by:

- ADEK Inclusion Policy (2024)
- ADEK Student of Determination Directory (ADEK 2016).
- School for All, General Rules for the provision of Special Education Programs and Services (Public and Private Schools), Ministry of Education (MoE, 2012).
- Organising Regulations of Private Schools in the Emirate of Abu Dhabi, Abu Dhabi Education Council (ADEC, 2013).
- Federal Law 29, Article (12) Equal Opportunities for Education, (UAE Government, 2006).

13. Definitions from ADEK Policy

- **Students of Determination (SoD)** Students of Determination (SoD), previously identified as Additional Learning Needs (ALN) students, include children experience learning difficulties or possess abilities and/or talents, which call for special educational provision to be made for them. Special education provision means educational provision, which is different from, or additional to, the provision made generally for children of comparable age (School for All –UAE MOE, 2013). Abu Dhabi Education & Knowledge previously defined ALN as “any disability, disorder, difficulty, impairment, exceptionality or any other factor that may affect a student’s access to learning and educational performance” (ADEK, 2013).
- **Gifted and Talented (G&T)** Gifted students are those whose potential is distinctly above average in one or more of the following domains of human ability: intellectual, creative, social and physical. Talented students are those whose skills are distinctly above average in one or more areas of human performance.
- **Dual or Multiple Exceptionality (DME)** The term DME describes educationally vulnerable pupils who belong to both the ALN and G&T groups, with the features of ALN dominant and the other gifts, talents and exceptional abilities may be hidden or partially hidden.
- **Assistive Technology** Assistive technology means any item, piece of equipment, product or system that is used to increase, maintain or improve the functional capabilities of a child with a disability. The term does not include a medical device that is surgically implanted, or the replacement of that device.
- **Disability** Someone who has a physical or mental impairment which has a substantial and long-term effect on his or her ability to carry out normal day to day activities is considered as having a disability.
- **Provision Map** All accommodations, modifications and/or interventions are recorded on a school Provision Map managed by the school Head of Inclusion, which details start and end date, the nature and frequency, who delivers the provision, start and end levels and the students allocated.
- **Push in intervention** – an intervention to identify any cognitive, behavioural, social or emotional need delivered by a specialist inside the mainstream classroom to enable learning to continue alongside a student’s peer group.
- **Pull out intervention** – an intervention to identify any cognitive, behavioural, social or emotional need delivered by a specialist outside the student’s classroom.
- **Tiered model of support** an approach to meeting the needs of students which acknowledges that most needs can be met by the teacher (Tier 1: Universal support), whilst some may require specific intervention (Tier 2: Targeted), and a few may require a high degree of personalisation and possibly external support by specialists (Tier 3: Intensive and individualised).
- **Accommodations and modifications of teaching** any adjustments to the way teaching is delivered so that it is suitable to meet the needs of different learners.
- **Accommodations and modifications of assessments** any adjustments to the way assessments are conducted to enable access, without changing the demand of the assessment. All accommodations and modifications must be in line with the guidelines of assessment providers and/or examination boards.
- **Adaptive teaching is** an approach to supporting the abilities of all students with additional learning needs by their teachers using a range of teaching strategies, resources and levels of differentiation to meet the needs of all learners in the class.
- **Annual review** an annual review meeting includes a range of stakeholders, including external therapists who provide services, that meet to discuss progress and provision for any students who require a highly personalised approach to learning.
- **Clinical assessment report** - a report arising from an assessment of a student conducted by an educational psychologist.
- **Modified curriculum** enables alternative or multiple routes for engaging in learning, including means of achieving educational qualifications alongside formal schooling. This may be appropriate for some students with additional needs but may not be equivalent to the qualifications obtained through the regular curriculum.
- **Multi-lingual learners’** learners who are acquiring the language of instruction and required additional support to address any language barrier to access and attainment.
- **Personal Emergency Evacuation Plan (PEEP)** is a plan, for any students who require it, to support a short or long term need, which specifies the type of assistance required to support their safe evacuation and continuous safety from the point of raising an alarm to exiting the school building.

Responsibility

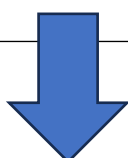
School Principal	Implementation & Review
School Head of Inclusion	Implementation & Review
School Staff	Implementation
HQ Head of Inclusion	Development, Implementation, Compliance & Review

Annex 1: IA Onboarding Process

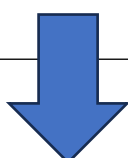
List of documents required from IA- ADEK Requirements and safer recruitment
Including x2 references from previous employers or contact details for a
verification telephone call to previous school.
ADEK Pass application submitted by GRE- wait for approvals



In school induction
-OSH policy & H&S Induction PowerPoint- sign off
-Safeguarding and Child Protection PowerPoint- sign off
-Data protection and Code of Conduct- sign off
-'The role of an IA' conversation with Inclusion Teacher regarding expectations,
accountabilities and departmental routines.
-Meeting with class teacher handover of documentation- DLP, Behaviour plan,
therapy notes, previous school reports.



Inclusion teacher and IA meeting- discussion of DLP targets, in class support, visual
timetables, required manipulatives.
Meet the student- relationship building for first week. Access to playground, shared
areas, sensory room and Inclusion rooms to support the transition.



Ongoing training- Internal and external opportunities. Using SEN descriptors,
social stories, Zones of Regulation, Introduction to Lego therapy, Sensory
processing.