



# AL ADHWA PRIVATE SCHOOL

APS Policy # 01  
REVIEWED  
Oct. 12, 2022

## ADMISSION & ENROLMENT POLICY with Inclusion

EDUCATION'S PURPOSE IS TO  
REPLACE AN  
EMPTY MIND  
WITH AN  
OPEN ONE.

At Al Adhwa Private School, admission and enrolment is non-discriminatory and open to all students without regard to race, sex, religion, physical ability, or national ethnic origin. All students are accepted according to the seat availability and academic performance.

This policy is in accordance with the existing rules and regulations of the Abu Dhabi Department of Education and Knowledge and from time to time reviewed and updated.

### A. Requirements for students From G1 to Grade 12 applying for the first time.

Students are admitted according to the approved admission policy of the school in line with Articles 49 -53 of ADEK Private Schools regulation and as per eSIS registration requirements.

- ❖ Registration is in accordance with ADEK's disseminated circulars.
- ❖ Call the Admission Office for inquiry.
- ❖ Placement Test (English, Math, Arabic) starts on February.
- ❖ Results will be available after two working days from the exam's date.
- ❖ School will contact parents.
- ❖ Grade 10 to 12, candidates who passed the exam will be called for personal interview.
- ❖ Final acceptance depends upon the decision of the interview committee.
- ❖ If the candidate passed, see the Admission and Accounting Office for registration and payment of fees.

### B. Entry into the KG 1 & KG 2 the ADEK law requires:

- ❖ KG1 - the child must be 4 years on or before September 1.
- ❖ KG 2 - the child must be 5 years old by September 1.

KG1 & KG2 are admitted without going through interview or any form of assessment.

**C. Required Documents must be submitted through email/MS Teams or Whats App**

- ❖ Photocopy of passport - student with valid visa (expatriate)
- ❖ Photocopy of passport - father & mother with valid visa (expatriate)
- ❖ Photocopy of birth certificate
- ❖ Photocopy of vaccination card
- ❖ 1 copy of ID picture
- ❖ Photocopy of Kholasat al Khaied (UAE Nationals only)
- ❖ Photocopy of Report Card from Previous School (for Grade 1 to 12)
- ❖ Emirates ID Card

All overseas students are required to present **ATTESTED COPIES** from the Ministry of Foreign Affairs of their country and the UAE Embassy in Abu Dhabi the following documents:

- ❖ Report Card
- ❖ Birth Certificate
- ❖ Vaccination Certificate
- ❖ Certificate of Transfer

**D. INCLUSION:**

**a. Enrolment of Emiratis**

- ❖ Slots for Emiratis will be a priority.

**b. Enrolment for SEN (Students with particular disabilities or problems relating to education).**

**IMPORTANT**

**They have to pass through with the SEN specialist for assessment.  
Clinic report is also required.**

<p style="text-align: center;"><b>Payment Terms</b> <b>Refer to our Fees and Collection Policy</b></p>
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**For Inquiry:**

School Contact Number 03 782 88 70  
From Sunday to Thursday - 7:30am to 2:30pm

**Concluding Clause:** This policy shall be reviewed and up dated yearly.

**For Implementation.**

MS. AMIRA GAFER GORAISH  
APS Principal

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Oct. 12, 2022