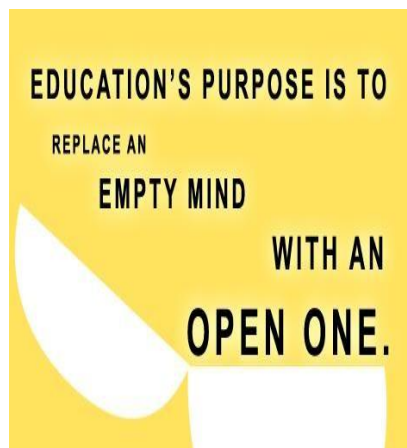




AL ADHWA PRIVATE SCHOOL

APS Policy
Updated:
Sept, 2024

ADMISSION & ENROLMENT POLICY with Inclusion



At Al Adhwa private school is committed to a fair and transparent admissions process. At APS, admission and enrolment is non-discriminatory and open to all students without regard to race, gender, 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.

We encourage prospective parents and students to visit our school's premises. We have established protocols for such visits to ensure that families can make informed decisions. Please contact our admissions office to schedule a visit.

In our admissions process, assessments are used to support student placement and learning support, but they are not a determining factor for admission decisions.

KG Assessments: Students may be assessed through observation, interviews, and/or placement tests.

Exceptional Circumstances:

- **Curriculum Change:** For students transitioning to Cycle 3 (Grades 9-12), formal assessments can be used to determine appropriate grade placement due to differences in curricula.
- **Alternative Educational Provision:** Students coming from alternative educational settings (e.g., homeschooling) or from countries where grade/year equivalency is unclear may undergo formal assessments to determine the appropriate grade placement.

- Our primary goal is to ensure that every student is placed in a learning environment that best meets their educational needs.

Placement Policy for Students with Additional Learning Needs at APS: Schools will evaluate the placement of students with additional learning needs based on their medical reports, in accordance with the ADEK Inclusion Policy.

Waiting List Policy: We use a clear and fair process to prioritize applicants on the waiting list. Criteria for prioritization may include, but are not limited to: Sibling status (priority for siblings of current students), Proximity to the school, Special educational needs or medical conditions, Date of application.

The waiting list remains open throughout the academic year, but it is refreshed every term, at a minimum.

Offer Letter: When the application is approved, the school communicates with the students to complete the documents for enrolment. A deadline is given to the students to complete the required documents.

A. Enrolment Procedure

1. Requirements for students From KG to Grade 12 applying for the first time.

- ❖ Child's contact information.
- ❖ Copy of birth certificate.
- ❖ Copy of passport.
- ❖ Copy of Emirates ID or diplomatic card.
- ❖ Copies of parent passports and UAE residency or diplomatic cards.
- ❖ Medical Records: Submit medical records as per Department of Health (DOH) requirements, including a DOH-compliant medical file for students from both inside and outside the UAE.
- ❖ Vaccination Card/Certificate
- ❖ Transfer Certificate: For transfers to Grade 2/Year 3 or above, a performance report and Transfer Certificate (attested if required) from the previous school are needed if coming from another emirate.
- ❖ Documented Learning Plan (DLP): For students with additional learning needs, a personalized learning plan must be created as per ADEK Inclusion Policy.

- ❖ **Clinical Assessment Report:** If applicable, a clinical assessment report by a qualified professional is required.
- ❖ **Leaving Certificate:** For transfers from government to private/charter schools, a Leaving Certificate and student performance report from the government school are required.
- ❖ **Other Documents:** ADEK may request additional documents if needed.

Students are admitted according to the approved admission policy of the school in line with ADEK Private Schools "Student Administrative Affairs Policy" registration requirements.

Placement of New Students

New students will be placed in the appropriate grade based on their age, following ADEK's Age Cut-Offs for Grades. Any exceptions require ADEK's approval.

Age Cut-Offs for Grades

The age cut-off date (in the school year wherein the student is registered)	Schools whose academic year starts in September	Schools whose academic year starts in January	Schools whose academic year starts in April*
	31 August	30 April	31 March
KG 1	4 years		
KG 2	5 years		
Grade 1	6 to 8 years		

Grade Placement for Transferring Students

- ❖ Transferring students will be placed based on their last completed grade as stated in the Transfer Certificate.
- ❖ Students who have been out of school for more than two years will not be placed more than two grades behind their age-appropriate level.
- ❖ For students with additional learning needs, placement will consider their Documented Learning Plans (DLPs) in line with ADEK's Inclusion Policy.

Admission Procedure

- ❖ 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 6 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.
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- **Exceptions for Non-UAE Transfer Students:** Emirates ID may be temporarily exempted if not available; parents must sign an undertaking to submit it by the end of the term.
 - **Update Student Profile:** Update the student profile in eSIS with the new Emirates ID (except for diplomatic cardholders).
 - **Record Maintenance:** Maintain and store student admission files in accordance with ADEK Records Policy.
 - **Enrollment and Re-enrollment at APS:** We accept student enrollments at any time, provided there is available space and all admissions requirements are met, up until the enrollment cut-off date specified by ADEK. Existing students will be automatically re-enrolled for the next academic year, subject to meeting all ADEK-defined re-enrollment conditions. We will publish a clear re-enrollment procedure, including prerequisites and deadlines'-enrollment depends on meeting fee payment requirements as outlined in the ADEK Fee Policy. Parents must actively withdraw their child if they choose not to continue.

2. 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. However, the school may conduct an interview or assessment to better understand the child's needs, which will not be used as a basis for

rejection.

3. Required Documents must be submitted through email/MS Teams or What's 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

4. REGISTRATION AND RE-REGISTRATION:

Our school may collect registration or re-registration fees up to four months before the school year begins, with the amount deducted from the approved tuition fees and not exceeding 5%. These fees are only charged once the student is officially enrolled, not during the application process.

If a student attends any part of week 1 or does not show up without prior written notice from the parent/guardian, the school may retain the fees. However, if we are unable to enroll the student due to capacity limits, the full fee will be refunded. No financial guarantees, deposits, or application fees will be required for registration.

5. Student Admission and Placement:

Student admission, placement, and distribution into grades and sections shall be determined at the sole discretion of the school, based on students' educational

needs and the best interests of all students. The school may consider academic readiness, age, support needs, gender balance, class size, language proficiency, behavior, social considerations, and overall class composition. The School reserves the right to review, adjust, and make final decisions regarding student placement each academic year according to its educational and operational requirements.

6. ATTENDANCE:

At the beginning of each academic year, Al Adhwa School will develop, implement, monitor, and regularly review its Attendance Policy. The policy will be communicated to parents and published on the school's website, MS Teams and is shared with the parents through email. The policy will include the following elements:

Attendance and Punctuality:

The student should be in the school on or before 7:45am, for the morning assembly. Gate will be closed at 8:00am.

- **Follow-Up:** Procedure to follow up on unreported absences within 2 hours after the attendance register closes.
- **Notification System:** Notify parents of unaccompanied students' arrivals and departure, in accordance with the ADEK Safeguarding Policy.
- **Monitoring and Addressing Absences:** Compulsory Grades (Grade 1/Year 2 and above) Identify students with unauthorized absences exceeding 5% of total calendar days as a "cause for concern."
- **Educational Risk:** Determine if the student is at educational risk per the ADEK Educational Risk Policy.
- The school will collaborate with students and their parents to develop and implement an intervention plan if needed, in accordance with the ADEK Educational Risk Policy.
- If the absences lead to reasonable suspicions of maltreatment (neglect), the school will report this in line with the ADEK Student Protection Policy.

KG Cycle: Identify students whose overall absence rates (both authorized and unauthorized) exceed 10% of the total calendar days outlined by ADEK as a "cause for

concern."

Students with additional learning needs:

- **Attendance Requirements:** Students with additional learning needs must adhere to the school's attendance requirements.
- **Medical or Therapeutic Leaves:** The school will accommodate leaves requested for medical or therapeutic reasons.

Al Aldhwa Private School will notify parents if their child's absences are frequent, informing them that persistent absences may negatively impact their child's learning and progression.

At Al Adhwa Private School, authorized absences include:

- Illness
- Death of a first- or second-degree relative.
- Medical appointment scheduled prior to the absence.
- Official community task
- Mandatory appearance before an official body.
- Essential urgent family travel for matters such as medical care, escort leave, or a death in the family.
- Attendance of conferences, competitions, and events, with the permission of the Principal (e.g., Model United Nations, sports events, Olympiads).
- Work in the entertainment industry.
- Observation of religious holidays that are not defined as public holidays in the UAE.
- Examination leave (for board and pre-collegiate examinations only, when approved by ADEK).
- Study leave (up to 4 weeks annually for board and pre-collegiate examinations only, when approved by ADEK). - Schools shall remain open for learning during study leave and shall ensure that adequate support is provided to students who are not taking leave.
- Leave for medical or therapeutic reasons for students with additional learning needs.
- Government-approved school closures due to extreme weather conditions.
- Where an absence is authorized, schools shall inform the student of work to be caught up and shall allow the student to complete any assignments or tests that they have missed.

- The school will ensure students make up missed work and assignments.

Student may be excused from lateness due to adverse weather or other exceptional reasons. And requiring a late pass from reception/social worker.

Payment Terms
Refer to our Fees and Collection Policy

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

