

Al Ittihad National Private School Shakbout



Admission Policy AY 2025-2026



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I. Introduction

For the purposes of this policy, admission refers to the requirements and procedures for admitting students to INPS-Shakhbout. Registration is the process whereby the school offers a student a place and enters them into the school's records. Grade placement refers to assigning the student to the age-appropriate grade in alignment with ADEK requirements.

II. Purpose

To ensure that INPS-Shakhbout follows fair, inclusive, and transparent practices in admission, registration, and placement, in alignment with ADEK Student Administrative Affairs Policy v1.2, and to ensure that all procedures support student wellbeing and smooth transition into the school.

I. Admission Principles

INPS-Shakhbout adopts a fair, non-discriminatory approach to admissions and does not discriminate on the basis of race, gender, special educational needs, disabilities, religion, language, or medical conditions.

The school allows prospective parents and students to visit the campus prior to registration.

The school admits students with mild to moderate additional learning needs and provides appropriate support in alignment with the ADEK School Inclusion Policy. Parents are required to disclose all known information and provide any relevant documentation such as clinical assessment reports or documented learning plans.

The school does not refuse or withhold admission for students with chronic medical conditions (e.g., diabetes, asthma, congenital heart disease, epilepsy, obesity) and provides support as needed.

In exceptional cases where the school determines it is unable to accommodate the needs of a student with additional learning needs, the school will submit an "Inability to Accommodate" notification to ADEK, as required.



II. Admission Requirements

Parents/Guardians must submit a complete registration form along with the required documents, including:

- Student's birth certificate
- Student and parents' passports
- Student's Emirates ID or diplomatic card
- Vaccination card and medical records in accordance with DoH requirements
- Previous school records (if applicable)
- Transfer Certificate attested where required for students transferring from other Emirates or countries
- Clinical assessment reports and documented learning plans when applicable

For new students entering Abu Dhabi with no previous eSIS record, the original Emirates ID is required.

Non-UAE transfer students may be temporarily exempt from submitting Emirates ID; however, parents must provide it by the end of the term of enrollment.

The school maintains all admission records in accordance with ADEK School Records Policy.

III. Student Capacity and Admission Priorities

The maximum capacity per class is:

- **KG1–KG2:** 25 students
- **Grades 1–12:** 30 students

Admission priorities are applied when demand exceeds availability as follows:

1. Current students
2. Siblings of enrolled students
3. Children of school staff
4. School staff reference
5. Website applications by date of submission

A waiting list may be established with a maximum of 100 students per grade. Waiting lists remain active until October.



IV. Interviews and Assessments

KG students attend a short interview to assess kindergarten readiness and screen for additional learning needs.

Grades 1–12 students sit for placement tests in English, Arabic, and Math to determine performance levels for support purposes only.

Placement tests and assessments are not used to determine admission eligibility, in alignment with ADEK requirements. They are used solely to inform learning support.

Formal assessments may be used only under the following ADEK-approved exceptional circumstances:

- Students transferring into Cycle 3 while changing curricula
- Students coming from homeschooling or alternative educational provisions where equivalency cannot be determined
- Students who have been out of school for more than two years

V. Admission Process

- Parents apply through the school's website.
- The registration team reviews the application and contacts parents for interviews, placement tests, or waiting list status.
- Upon acceptance, parents must confirm enrollment within one week.
- A registration fee of 5 percent of the tuition fees is required to reserve the seat.
- A student is considered officially registered once all requirements and payments have been completed.
- The school registers students on ADEK's eSIS system within the timelines set by ADEK.

VI. Re-Enrollment

The school re-enrolls existing students annually, provided all ADEK requirements and fee payments have been met, unless parents choose to withdraw their child.

Procedures and timelines for re-enrollment are communicated clearly to parents each year.



VII. Grade Placement

Students are placed in age-appropriate grades according to ADEK's age cut-off date of **31 August** for schools operating a September academic year.

Students are placed according to their last completed grade as per the Transfer Certificate.

Students who have been out of school for over two years cannot be placed more than two grade levels below their age-appropriate grade.

For students with additional learning needs, documented learning plans are reviewed when determining placement.

a. Age Requirements:

- KG1: 4 years
- KG2: 5 years
- Grade 1: 6 years

and so on in sequential order in alignment with ADEK Table of Age Cut-Offs.

The school promotes all students sequentially unless a Cycle 2 or 3 student does not meet promotion requirements and has not demonstrated progress following interventions as per ADEK's Educational Risk Policy.

Parents may request voluntary grade repetition only when it is in the best interest of the student and with ADEK approval.

VIII. Transfer Students

The school accepts transfers according to ADEK timelines and guidelines.

Students may transfer within Abu Dhabi until mid-October, subject to availability and curriculum equivalency.

The school updates eSIS and maintains all student records as required.

When a student transfers from another curriculum, the school informs parents of potential implications related to curriculum differences, especially for equivalency requirements.

IX. Medical Requirements

All newly admitted students must submit vaccination cards and medical records in alignment with DoH schedules.



The school nurse creates medical files for new KG and Grade 1 students and for transfer students from outside the UAE.

X. Record Keeping

The school maintains, stores, and updates admission and registration files in accordance with ADEK's School Records Policy.