

Al Ittihad National Private School Al Ain



Student Admission and Registration Policy AY 2024-2025

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I. Definitions

- **Admission:** For the purposes of this policy, admission covers the requirements of and procedures for admitting students to School.
- **Registration:** It is the process whereby Schools offer students a place and then enter them on the school admissions roll.
- **Placement of students** refers to the normal expectation that students be placed with their peer group in terms of age, whose birthdays fall within the defined dates of the school year.
- **Purpose:** To provide assurance that all Schools operate fairly and appropriately in their decisions about admission, registration and placement of students.
- **Policy:** This policy is to outline the requirements of the admission, registration and placement of the students in INPS- Al Ain and the procedures for admission.
- **Admission Requirements:** The school complies with the admission requirements below and takes them into account in their admission, registration and placement of students' policies.

II. Fair, Non-Discriminatory and Transparent Approach

- The school adopts an open approach to accepting students from different races and ethnicities to achieve fairness, equality and transparency.
- The school allows prospective Parents and their children to visit the school prior to registration so that they may familiarize themselves with it.
- The school is required to re-register its students in the next grade, if the parents wish so, as long as there are no behavior issues that justify refusal of the student re-registration.
- The INPS- Al Ain admits students with mild to moderate special educational needs and offers additional appropriate learning support as required or needed. As per ADEK's guidelines, for more details, please check the INPS- Al Ain Inclusion Policy.
- The school will not refuse or withhold admission of students with chronic health conditions (e.g., diabetes, asthma, congenital heart diseases, epilepsy and obesity)

and must offer appropriate support as per the student's needs.

III. Interviews and Placement Tests

- INPS - Al Ain admits students into kindergarten (KG1 or KG2) which precedes the mandatory education stage without requiring the students to sit for any form of tests. Interviews are conducted to screen for SEN cases in order to provide proper support.
- The school conducts an interview with a student during the mandatory education stage (Grade 1-12) and may require the student to take certain placement tests in English and Math (based on the common core standards) and Arabic (based on MOE standards). The purpose of the placement test is to give an indication of students' performance level(s) to be able to provide proper learning support and not for the purpose of accepting or rejecting a student.
- The school conducts an interview with a student with mild to moderate special needs and may require the student to take certain placement tests to give an indication of their performance level(s) to be able to provide proper learning and psychological support and not for the purpose of accepting or rejecting a student.

IV. Admission Information, Documents, and Records

The school requires parents to complete a registration form and submit the required documents:

- Basic details (full name in Arabic and English, date and place of birth, nationality, address, information about parents etc.).
- Official documents (Emirates ID, vaccination card, etc.).
- School records for the previous year, if the student has previously attended a school in another Emirate or outside of the UAE.
- School maintains updated records of official documents, school records from previous year as well as documents pertaining students with special educational needs such as previous individual education plans and relevant assessments, as well

as evidence pertaining to gifted and talented students such as advanced learning plans and provisions (if needed).

- It is permissible for students to transfer to other schools between the Emirates after receiving ADEK's approval in case the time permitted for transfers ends. If a student is transferring from one school to another in a different Emirate, a transfer certificate to the other Emirate is needed. If no transfer certificate exists, a report card or equivalent document from the previous School shall be sufficient for the purposes of the new school.
- Students that have been admitted to Kindergarten (KG1 or KG2) or Grade one must submit a vaccination card that fulfils the "Childhood Immunization Schedule" of the current HAAD Immunization schedule.
- The school nurse creates new medical records for students registered in kindergarten or grade 1. The school nurse obtains the medical records of transferred students from other schools within the UAE and creates new medical records of transferred students from schools outside the UAE.
- The school keeps records of all student admission files including required information and documents.
- Any other relevant information deemed necessary by the school.

V. Student Capacity and Admission Priorities

- INPS- Al Ain has a maximum number of twenty-five students for each kindergarten class (KG1 and KG2) with a space of no less than 1.5m squared per student
- INPS- Al Ain has a maximum number of thirty students for each class of Grades 1 to 12 with a space of no less than 1.5m squared per student
- School will apply admission priority if there are more requests for places than available places as follows:
 - Students who attended the school in the previous year or period.
 - Students with siblings are already in school.
 - Children of School staff.

VI. Registration

- The INPS-Al Ain officially registers a student once the student meets the admission requirements and conditions.
- The INPS- Al Ain registers the student on eSIS system in accordance with the dates determined by the ADEK each year using the UAE ID reader or “Tasjeel” Student Information system in order to complete the registration process.
- The INPS- Al Ain registers students at any time of the year at their discretion after receiving approval from ADEK in case the specified registration time finished subject to space availability and provided that the school satisfies itself that the student is capable of meeting the curriculum and equivalency requirements, keeping up with those in the same peer group and can successfully pass the academic year.
- A student may transfer between Schools in Abu Dhabi until mid of October and taking into account the curriculum and equivalency requirements of the high school certificate in the UAE.
- The INPS- Al Ain will follow ADEK’s guidelines when students transferred from the British system to our school (American System).

VII. Placement of Studies

- Students will be placed in school according to their age and grade progression (if the student has had repeated any year).
- Students are placed according to their age and the grade level that they have been promoted to.
- Students must reach the age specified in the table below for each grade level by 31st of August from the year of admission at INPS- Al Ain.

Age	Grade level
4	KG. 1
5	KG.2
6	Gr. 1
7	Gr. 2
8	Gr. 3
9	Gr. 4
10	Gr. 5
11	Gr. 6
12	Gr. 7
13	Gr. 8
14	Gr. 9
15	Gr. 10
16	Gr. 11
17	Gr. 12

VIII. Disclaimer

Disclaimer

This policy was developed by Al Ittihad National Private School-Al Ain. It is intended for use exclusively by school staff and students. Any external use, whether in whole or in part, requires management approval. Any exceptions to this policy must also be approved in advance by the school management.

Student Admission and Registration Policy

Date created:

Date reviewed: