

Al Ittihad National Private School Khalifa



Student Admission and Registration Policy AY 2025-2026

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I. Admission

For the purposes of this policy, **admission** covers the requirements of and procedures for admitting students to School.

II. Registration

Registration is the process whereby Schools offer students a place and then enter them on the school admissions roll.

III. 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.

IV. Purpose(s)

To provide assurance that all Schools operate fairly and appropriately in their decisions about admission, registration and placement of students.

V. Policy

This policy is to outline the requirements of the admission, registration and placement of the students in INPS- AD and the procedures for admission.

VI. Admission Requirements

The school complies with the admission requirements below and take them into account in their admission, registration and placement of students' policies:

6.1. 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-AD admits students with mild to moderate special educational needs and offer additional appropriate learning support as required or needed. As per ADEK's guidelines, the school has the right to charge additional fees for the provision of extra support as per their individual needs and the external report. The additional fees must not exceed 50% of the approved tuition fees for other students. For more details, please check the INPS-AD Inclusion Policy.
- The school will not refuse or withholds 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.

6.2. Interviews and Placement Tests

- INPS -AD admits students into the 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.

6.3. 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 an update 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 ended. 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.

- INPS - AD ensures that all newly admitted students (including the students transferred from other schools in Abu Dhabi, from other Emirates, or from schools abroad) submit their vaccination cards and medical records as an integral part of the admission and registration procedure for such students.
- 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.
- Students that have been admitted to Grades 2 to 12 must submit a vaccination card that fulfils the “Childhood Immunization Schedule” and the “School Immunization Schedule” according to Grade of the current DOH immunization schedule. The school does not refuse or withhold admission of students who do not have vaccination cards or do not meet all the requirements on their vaccination cards but should accept them on the condition they complete the necessary vaccinations and provide a vaccination card that meets all requirements within the school year. This shall be considered a condition for re-registration for the next school year.
- 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.

6.4. Student Capacity and Admission Priorities

- INPS-AD 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-AD 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 is more requests for places than available places as follows:
 - Students who attended the school in the previous year or period.
 - Students with siblings already in the school.
 - Children of School staff.
 - Students who live near the school.
 - 5- Priority is given to Emirati students as per ADEC requirements.

VII. Registration

- The INPS-AD officially registers a student once the student meets the admission requirements and conditions.
- The INPS-AD 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-AD registers students at any time of the year at their discretion after receiving approval from ADEK in case the specified registration time is 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 the middle of October and taking into account the curriculum and equivalency requirements of the high school certificate in the UAE.
- The INPS-AD will follow ADEK’s guidelines when students transfer from the British system to our school (American System).

VIII. Placement of Students

- Students will be placed in school according to their age and grade progression (if the student has had a repeat 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 below table for each grade level by the 31st of August from the year of admission at INPS- AD.

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

IX. Disclaimer

Disclaimer

This policy was developed by Al Ittihad National Private School- Khalifa. 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: