

Al Ittihad Private School Jumeirah



Admissions Policy AY 2024-2025

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Vision Statement

“A generation of heritage guardians and global thinkers.”

Mission Statement

IPS-Jumeirah provides a nurturing learning environment which motivates students to develop and exercise essential leadership skills for the 21st century. Our programs promote lifelong learners who display self-discipline, the ability to work effectively and respectfully with diverse teams, display tolerance and acceptance of others, while encouraging them to become global citizens who stay true to their heritage.

Core Values

- Tolerance
- Compassion
- Resilience
- Innovation
- Honesty
- Respect
- Collaboration

Al Ittihad Private School–Jumeirah is one of the five Al Ittihad Private School branches and opened its doors in 1998. IPS-J is serving a community of over 2,500 students and has become one of the premier schools in Dubai offering an American Curriculum. The school follows a standards-based US curricular program (California and MOE standards) from Pre-K to Grade 12 designed to prepare students for post-secondary education. IPS-J is an inclusive school offering a learning support program, which enables the admissions of a managed number of students requiring learning support at each grade level.

I. Admissions Procedures

1.1 Step 1: Online Application Form

To begin the application process, please complete the Al Ittihad Private School – Jumeirah online Application on our schools' website at: www.ipsjumeira.com.

1.2 Step 2: Submission of Documents

To complete the application process, please remit an application fee of AED 500 plus VAT. This fee is non-refundable, non-transferrable and non-deductible and is due at time of application along with the following documents (a refund may be granted if the school is not able to offer a seat to the applicant):

- (3) Recent colored passport size photographs
- Copy of student's birth certificate
- Copy of student's vaccination card
- Copy of student's passport with valid residence visa (for non-UAE citizens only)
- Copy of student's UAE ID card
- Copy of parent's UAE ID card
- Copy of school reports for the last 2 years to include most current report
- For Grades 9-12, the report card must clearly show the credit hours of each subject. The school will decide on accepting the student upon fulfilling the Credit hours requirements.
- Copy of recent Standardized Assessment if available (MAP, CAT4, etc.)
- Reports of any previously identified special education needs including Individual Education Plans (IEP/LP's), educational psychologist or other therapist reports
- Recommendation Form to be completed from previous school (Form for KG, Form for Gr. 1-5, Form for Gr. 6-12)
- High school students (Grades 9-12 or equivalent), who are transferring



from a different curriculum school must seek UAE Ministry of Education approval. Students are required to apply for an Equivalency of their Grades 9-11 reports from the Ministry of Education through the below link. You can also view the steps and the required documents for the Equivalency via the same link:

<https://www.moe.gov.ae/Ar/EServices/ServiceCard/pages/CertEquivalentMove.aspx>

- The registration process will be put on hold until receiving the equivalence letter
- Transfer Certificate from previous school

The Transfer Certificate (TC) is a document required by the UAE Ministry of Education to register a student in any school in Dubai.

- Students currently attending a school in Dubai will request a Transfer Certificate (KHDA) from their current school.
- Students transferring from USA, Canada, Western Europe or New Zealand require a
- Transfer Certificate with Stamp from current school and Principal signature (see sample of TC)
- Students transferring from Gulf Cooperation Council (GCC) countries require a Transfer
- Certificate Stamp from School, Principal signature, and stamp from Ministry of Education of the GCC country.
- Students transferring from all other countries require a Transfer Certificate with School Stamp, Principal Signature, and Stamps from the country's Ministry of Education and UAE Ministry of Foreign Affairs or the UAE Embassy in that country.

1.3 Step 3: Interview and Exam

An interview and Exam will be scheduled upon completion of Application (Arabic, Math, and English). The purpose of the assessment is to determine the students' readiness to attend Al Ittihad Private School-Jumeirah and to determine additional Learning Support if required by the student.

Pre-K, KG1 and KG2 students will undergo an interview with our Early Childhood team to determine eligibility.

1.4 Step 4: Feedback from Admissions Committee

Once the assessment has been completed, the students' files will be sent to our admissions committee for review and communication will be communicated to the parents within a week.

Students who are granted a seat will receive an Offer Letter or a Waitlist Letter (should a seat not be available at the time). Waitlisted students will be notified as soon as a seat becomes available.

Students who wish to accept the seat will be required to submit a New Student Registration Fee (10% of annual tuition fee) to secure their seat. The New Student Registration fee is deductible from the annual tuition and not refundable except for special circumstances such as family relocating out of the country/Emirate or other unforeseen circumstances.

II. Age Requirement and Grade Placement

Al Ittihad Private School Jumeirah will place students in age- appropriate grade levels in accordance with the Ministry of Education /KHDA regulations.

Please note that regardless of birth date, students currently attending another school in Grades 1 to 12 will normally be admitted into the Grade level immediately following the Grade they are completing or have completed.

Age as of August 31st	Al Ittihad Private School/ 12 Grade school	British Curriculum Schools/ 13 Year school
3	Pre-KG	FS1 (Nursery)
4	KG1	FS2 Reception
5	KG2	1
6	1	2
7	2	3
8	3	4
9	4	5
10	5	6
11	6	7
12	7	8
13	8	9
14	9	10
15	10	11
16	11	12
17	12	13

III. Student Withdrawal

Students withdrawing from the school must submit written notification of their withdrawal to the Admissions Office. A 30-day notification period is required to ensure all necessary existing documents are ready at departure (Please see School Financial Policies related to Parents for Withdrawal refunds).

For those students moving to another school in Dubai, KHDA guidelines require all students to move to another school within the UAE to obtain a Transfer Certificate from their current school to complete the registration at their new school. Students will be required to remit AED 120 administrative fee (this fee is collected on behalf of KHDA) to obtain the Transfer Certificate.

IV. Disclaimer

Disclaimer

This policy was developed by Al Ittihad Private School-Jumeirah. 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.

Admissions Policy

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