



مدرسة الوحدة الدولية الخاصة.

Alwahda International Private School

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### Student Admission and Registration Policy

#### DEFINITION(S):

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

**Registration** 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(S):

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

#### POLICY:

This policy sets out the Council's minimum requirements for the admission, registration and placement of students. The School must prepare admission, registration and placement of students' policies and submit these to the Council for approval along with the Temporary License application, for a new School, or any other category of licensing. The policy shall set out the School's proposed procedures for admission, enrolment and placement.

The School's admission, registration and placement of students policies takes into account the School's obligations as defined in Federal Law No. (29) Of 2006 on the Rights of Persons with Special Needs and in the Council's related regulations and policies. It sets out the School's order of priority for the admission of students if there are more requests than places available. The Council reviews the proposed admission, registration and placement of students' policies and may require the School to make changes to it as a condition of granting and/or renewing the Council License.

#### Admission

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

##### ***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.



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- The School allows prospective Parents/Guardians 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/Guardians wish so, as long as there are no behaviour issues that justify refusal of the student re-registration.
- The School admits students with mild to moderate special education needs and offer additional appropriate learning support as required or needed (see Policy (48)).
- The School refuses 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.

#### **Interviews and Placement Tests**

The School admits students into their kindergarten stage (KG1 or KG2) which precedes the mandatory education stage without requiring the students to sit for any form of tests or interviews.

The School conducts an interview with a student during the mandatory education stage 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 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.

#### **Admission Information, Documents, and Records**

The School requires Parents/Guardians to complete a registration form giving full contact details for the student's Parents / Guardians, and details of the student's:

- Basic details (full name in both Arabic and English, date and place of birth, nationality, address, information about Parents/Guardians, etc.).
- Official documents (identity card issued by the UAE, 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.
- Documents pertaining to 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).
- Any other relevant information deemed necessary by the School.

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.

The School ensures that all newly admitted students (including the students transferred from other schools in the same education zone , from other Emirates, or from schools aboard) submit their vaccination cards and medical records as an integral part of the admission and registration procedure for such students:



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- 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 (Year 13) must submit a vaccination card that fulfils the “Childhood immunization Schedule” and the “School immunization Schedule According to Grade” of the current HAAD 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.
- The School nurse 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.

#### **Student Capacity and Admission Priorities**

The School has a maximum number of twenty five students for each kindergarten class (KG1 and KG2).  
The School has a maximum number of thirty students for each class of Grades 1 to 12 (Year 13).

follows:

1. Students who attended the School in the previous year or period.
2. Students with siblings already in the School.
3. Children of School staff.
4. Students who live near the School.

#### **Registration**

The School officially registers a student once the student meets the admission requirements and conditions.

The School registers the student on the Council’s ESIS system in accordance with the dates determined by the Council each year by the UAE ID in order to complete the registration proses.

The School registers students at any time of the year at their discretion, subject to space availability and provided that the school satisfies itself that the student is capable of keeping up with those in the same peer group and can successfully pass the academic year. Refer to Policy (39) regarding registration and re-registration fees.

A student may transfer between Schools in the Emirate (taking into account the curriculum and equivalency requirements of the high school certificate in the UAE). In such cases, the school will follow the circular number 16081707 dated in 17<sup>th</sup> of August 2016



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**Placement of Students**

Students will be placed in school years or grades according to their age and grade progression (if a student has had to repeat any grade).

Name of Parent \_\_\_\_\_ : إسم ولي الامر:  
Student full name: \_\_\_\_\_ : إسم الطالب الرباعي:  
Date / / : التاريخ:  
Signature \_\_\_\_\_ : التوقيع