

## Policy

<b>Policy</b>	<b>Admissions</b>
<b>Service Pillar</b>	Operations   Admissions
<b>Effective Date</b>	12 September 2023
<b>Assessment Cycle</b>	Annual or as required

## Implementation and Exemptions

Yas American Academy is required to observe and implement this policy.

Exceptions will only be granted for legal (contravention of local and / or federal legislation), technological, cultural, or physical reasons. Sufficient supporting documentation is required in order to obtain an exemption.

## Objective and/or Scope

This policy defines and determines the school's aims to ensure compliance with regulatory requirements when registering students at Aldar Schools and as such is aligned with Abu Dhabi's Department of Education and Knowledge (ADEK) corresponding to Article (44) of the Organising Regulations 'Student Admission, Registration and Distribution' which covers the requirements of and procedures for admitting students to school.

## Policy / Process

### 1. School Tours

Parents are welcome to visit the school prior to applying so that they may familiarise themselves with the facilities, location and the quality of education offered in Yas American Academy. School Representative and/or a member from the school's leadership team, for any questions relating to admissions. Tours can be booked via the Yas American Academy website and are held in person and/or virtually.

### 2. Applications

Applications for Admissions are accepted via the on-line form hosted on the school website. The School Registrar is required to sort applications according to the admissions criteria below:

- 2.1 Applications are dealt with on a first-come-first-served basis. Principals may use information from admission tests (MAP tests) or assessment visits to priorities the application of individual cases to ensure an appropriate balance of gender, nationalities, English as an Additional Language (EAL), medical or additional support needs across a phase of the school.
- 2.2 Where a grade is oversubscribed, we may have to decide between two or more candidates who meet our admission criteria. In such circumstances, priority placement will be given to those students with:
  - 2.2.1 A sibling already in the school.
  - 2.2.2 A student whose parent is a current member of our staff.
  - 2.2.3 A student who wishes to transfer within Aldar Education network.
  - 2.2.4 A student whose parent is a current member of the Aldar group.
  - 2.2.5 A student whose parent is a stakeholder agreement employee.
  - 2.2.6 A child with a particular skill, talent, or aptitude.
- 2.3 It is the responsibility of the parent to update the school on any changes that may lead to a misinformed decision on a child's application, or changes to personal contact details or personal status.

### **3. Entry Assessment Process and Requirements**

Admissions considers the current capacity at the recommended grade level for shortlisting applications for the school to consider. The school will give special attention to an applicant's prior academic and non-academic records (as measured by grades, previous school reports and attendance) and may decide to:

- 3.1 Offer a place without an assessment on the strength of a previous school report.
- 3.2 Offer a place on the strength of a previous school report when transferring within Aldar Education.
- 3.3 Invite a student to the school for an assessment. The purpose of the assessment is to evaluate the skills of each student and, in the case of younger children, assess school readiness and levels of maturity. The assessment will provide a basis for the school to identify any support or intervention judged necessary to support admission.
  - 3.3.1 Applicants for Pre-KG, KG1, KG2, Grade 1, Grade 2 will be invited to attend an observational playdate.
  - 3.3.2 Applicants for Grade 3 and above may be required to sit a test in the form of an on-line computer assessment.
  - 3.3.3 The school reserves the right to refuse requests for repeating assessments.
- 3.4 Applicants for Grade 11 moving from British Curriculum school; The minimum entry requirements to enroll are:
  - 3.4.1 Five (5) I/GCSE subjects, including Mathematics, English and Science with a Grade C (or Grade 5) or above.
  - 3.4.2 With Grade B (or Grade 6) or above I/GCSE in the subject(s) to be studied at either A-Level.
  - 3.4.3 All applicants, both new students and existing Aldar Schools' students, are required to complete an application form.
  - 3.4.4 In addition to previous school reports, applicants are required to submit their predicted I/GCSE grades and attend an interview at the school. At this stage, successful applicants will receive a 'Conditional Offer' which will be confirmed only upon achieving the required grades (see point 8 for further details regarding conditional offers).
- 3.5 Applicants in the second year of an I/GCSE (Year 11/ Grade 10), A-Level (Year 13/ Grade 12) are expected to have studied the first year of the qualification in the current/previous school. Exam boards and topics much correlate with the school's offering. Acceptance into these year groups is at the principal's discretion.

### **4. Waiting list**

- 4.1 Yas American Academy has a rigorous set of waiting list management procedures. Following a successful on-line registration, playdate, or assessment, if the school is unable to offer a place, the child's name will automatically be placed on the Aldar Schools waiting list database, giving more options for transferring the application within the Aldar Education network.
- 4.2 The waiting list is reviewed as and when places become available, where the priority terms in point 2.2 and 2.3 apply.
- 4.3 It must be noted that being on the waiting list is not a guarantee of admission or acceptance.

### **5. Rejection of Applications**

- 5.1 Yas American Academy maintains the right to decline applications where it is deemed that it would not be in the best interests of the child to be placed at the school. Such circumstances may include:
  - 5.1.1 Students for Kindergarten who are not fully independent and confident in using the toilet.
  - 5.1.2 Students in Grade 1 and below who have low levels of communication and low social and emotional skills who may struggle in a school environment.

- 5.1.3 Students for Grade 2 to Grade 5 with insufficient knowledge, numeracy, and literacy skills to successfully access the curriculum.
- 5.1.4 Students for Grade 6 or above who do not have the language level proficiency, age related expectations, or the academic skills and knowledge to access the curriculum
- 5.1.5 Grade 11 & Grade 12 who have failed to achieve the minimum I/GCSE qualifications required (as per point 3.4).
- 5.1.6 Children applying for a place in Nursery, FS2, Year 1 or KG1, KG2 and Grade 1 will not be rejected due to a lack of English. Similarly, at later stages of the school, a student's lack of age-appropriate English skills should not prohibit admission but could provide the basis for planning additional support or additional staffing requirements.

## 6. Grade Placement

6.1 Yas American Academy requires children to be a minimum of:

- 6.1.1 3 years old on or before 31st August for Pre-KG and 4 years old on or before the 31st of August of the current school year for KG1 for American Curriculum Schools.

6.2 Children will be placed in grades in accordance with ADEK regulations. Where practical, a child will be placed into the grade according to their age from Pre-KG to Grade 1 and according to grade progression from Grade 2 and above. For example, when a child completes Grade 1 they will be enrolled in Grade 2 and when a student completes Grade 2 they will be enrolled Grade 3.

Grade	Minimum age on 31 <sup>st</sup> August
Pre-KG	3 years
KG1	4 years
KG2	5 years
Grade 1	6 years
Grade 2	7 years
Grade 3	8 years
Grade 4	9 years
Grade 5	10 years
Grade 6	11 years
Grade 7	12 years
Grade 8	13 years
Grade 9	14 years
Grade 10	15 years
Grade 11	16 years
Grade 12	17 years

6.3 The requirements for equivalency and the national high school certificate will be taken into consideration when placing a student in the appropriate Grade. Students must complete 12 Years of continuous schooling, successive Grade must follow, and they must graduate in Grade 12. In the case of students who receive additional educational support, the educational goals and purposes stipulated in their Individual Education Plan (IEP) will be adjusted to accommodate the promotion. Any exceptions are subject to pre-approval by ADEK on a case-by-case basis.

6.4 In rare cases, new and current Yas American Academy students may be required to repeat a Year/Grade subject to availability of comprehensive information on school attendance, academic performance and/or student maturity and/or age appropriateness. In these circumstances the following will apply:

- 6.4.1 A decision to retain a child and not promote to the following year group must be made with the approval of parents and the agreement of ADEK.
- 6.4.2 The parent shall be requested to sign an acknowledgment confirming that they are aware of the implications listed below and that the request is accepted at their discretion with no liability on the school or ADEK:
  - 6.4.2.1 Continuity and loss of retention opportunities as a student cannot repeat a Year/Grade more than twice in their school career.
  - 6.4.2.2 Equivalency requirements.

#### 6.4.2.3 Military service for male students.

### 7. Offers

- 7.1 The offer of a place is at the discretion of the principal as guided by this policy and ADEK regulations.
- 7.2 Upon receipt of confirmation from the School, Admissions will issue an 'Offer Letter' confirming a place at the School and the Grade the student will be placed in, including the registration fees pro-forma invoice.

### 8. Conditional offers

Following assessment and in consultation with the parents, schools may offer a conditional place within a particular school setting, at the discretion of the individual Principal, and subject to appropriate support arrangements to enable the child to fully access the curriculum at the appropriate age level. Conditional Offers will be made in the following circumstances:

- 8.1 To for Grade 11 moving from British Curriculum entry depends on the student's examination results in Grade 10. (See point 3.4).
- 8.2 At the Principal's discretion to students who require assisted learning support with parental agreement.
- 8.3 For some Pre-KG and KG1 students, conditional offers may be subject to enrolling children in a nursery before they join the school, particularly where the observations made by the school indicate that a child requires further support and/or pre-school experience to successfully access the early years' curriculum.
- 8.4 For Aldar academies internal transfers, offer is conditional subject to current school finance clearance, failure to get finance clearance from your current school by June 1<sup>st</sup> the offer will be withdrawn.
- 8.5 When students change their curriculum in Year 11/Grade 10, as they must provide the MOE equivalency certificate and the board exams pass results at the end of the academic year.
- 8.6 In all cases, the school reserves the right to withdraw the offer if the terms of the conditional offer are not met.

### 9. Acceptance of offer

- 9.1 7 calendar days to complete the offer acceptance form, accept the terms and conditions. If the acceptance form is not received by Yas American Academy after the deadline stated in the offer letter, the school has the right to withdraw the offer.
- 9.2 Once the parent accepts the offer's terms and conditions, they are requested to submit the registration fees payment proof as per the proforma invoice included in the offer. The Finance department will issue receipt once the amount reflects on the school bank account and confirm the seat. This fee is deducted from the tuition fees for the initial year of admission. However, the registration fee is non-refundable if the place is not taken up at that School, though it can be transferred if the child takes a place at another Aldar School.
- 9.3 Registration fees for school places for the following academic year stated on the offer letter.
- 9.4 Parents must submit their child's documents to be registered in ADEK's student registration database, eSIS. This is including but not limited to previous school transfer certificates and reports, medical books, vaccination cards, Emirates Identity cards, birth certificates. Admissions will provide the parents with 'Essential Documents and Forms Pack' with the offer of a school place.
- 9.5 Registration can take place at any time of the academic year but will be dependent upon ADEK approval in case the registration is received outside the specified registration window indicated by the relevant authorities.
- 9.6 Once a child is registered, parents are not permitted to request a grade change without justification
- 9.7 Parents will not hold the school responsible, if their child does not make minimum required academic progress and/or abide by the school's behavioral expectations as out lined in the 'Student Home School Agreement'.

## **10. People of Determination**

- 10.1 If any declaration of additional support needs is made within the application, then the school will seek to meet the child and parent/s in person to assess needs and support. The Head of Inclusion/Senior Leadership Team and/or Head of Grade may be involved in these meetings and further assessments may be required e.g., WRAT or BPV tests.
- 10.2 Students with additional support needs will be offered the support appropriate to their needs as long as it is determined that the school is able to fully accommodate their needs and that the school is the correct educational placement for them.
- 10.3 Medical, chronic health conditions and/or English as an Additional Language (EAL) where additional support is required at school, shall not limit access to the school as long as the needed support is within the scope of the school.
- 10.4 Should parents fail to disclose any relevant information about their child's mental, psychological, physical or behavioral needs, the offer of a place may be withdrawn if the School is unable to cater to the educational needs of the student.

## **11. Adult Education**

- 11.1 Parents are required to sponsor 18-year-old males if in full-time education. To facilitate the visa process, parents are required to request a letter from the school confirming enrolment, until the end of the specific academic year and giving the males date of birth.

## **12. Reasons for not offering a place and re-applications**

Yas American Academy has the right to withdraw an offer of a place:

- 12.1 For any family who has failed to pay their registration fee and/or Term 1 tuition fees or provide the necessary documents prior to the start of school.
- 12.2 Should parents fail to disclose any relevant information about their child's mental, psychological, physical, or behavioral needs, if the school is unable to cater to the educational needs of the student.
- 12.3.1 For the following academic year for any family who has failed to settle any outstanding invoices, despite a series of documented reminders and communications.
- 12.4 For the following academic year should the student fail to comply with school's academic standards.
- 12.5 For the following academic year should the student fail to comply with school's behavioral standards as outlined in Aldar Academies' Management of Student Behavior Policy.

## **13. Year 6/Grade 5 Progression to Year 7/Grade 6**

- 13.1 Transfers between Aldar schools may be subject to appropriate support arrangements and/or parental undertakings as required, at the discretion of the principal.
- 13.2 The Principal reserves the right, in exceptional cases, not to offer a place to a child who has attended another Aldar school if:
  - 13.2.1 The student has repeatedly breached and / or seriously violated the Aldar Schools Behavior Policy. This includes violent conduct and other Level 3 violations as indicated within Aldar School Behavior Policy and ADEK Private Schools Policy Guidance information.
  - 13.2.2 The family has not engaged with the school to support the child with their behavior.
  - 13.2.3 The student does not have the language level proficiency, age-related expectations, or the academic skills and knowledge to access the curriculum.
  - 13.2.4 School fees remain outstanding despite several reminders and suspension in line with ADEK guidelines.

## 14. Intention and Re-registration

- 14.1 Parents of current students are required to confirm their intentions for the following academic year before the deadline given by the school within term 2.
- 14.2 The Parent Relations Executive will send an Intention and Re-registration communication to current parents in January with a link to the leavers survey and a leavers form. The Re-registration fees invoice will be sent in April.
- 14.3 To secure their place for the following academic year, parents are required to pay a registration fee of 5% and no more than 2000 AED of the annual tuition fees. This fee will be deducted from the tuition fees for following academic year. Failure to pay the Re-registration fee may result in their place being withdrawn.

## References

- This policy follows ADEK Policy 44 of The Private Schools Policy and Guidance Manual
- This policy corresponds to Article (49) of the Organising Regulations.
- Student Behaviour Policy, Article 55 of ADEK Organising Regulations Student Behaviour Policy
- Ministerial Resolution No. (883) in 2019 Regarding the System of Equivalency of Private Schools
- 19. MOE Decree (5) 2021 regarding the cut-off date for calculating the age of acceptance for students

## Responsibility / Definitions

### Definitions

- Students Admissions, Registration, and distribution - For the purposes of Admissions policy, 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.

### Responsibilities

- School Owners and Board of Trustees – Review and approve the School’s Admission, Registration and Placement of Students Policy.
- School Principal – Prepare an Admission, Registration and Placement of Students Policy, and ensure its compliance with the Council’s requirements - Submit the Admission, Registration and Placement of Students Policy to the Board of Trustees for confirmation and to the Council for approval- Ensure the implementation of the Admission, Registration and Placement of Students Policy.
- The Responsibilities set as per ADEK private schools’ policy