

4. ADMISSION, REGISTRATION AND TRANSFER POLICY

New admissions are generally accepted in the beginning of the academic year up to 30th of April or as guided by the Council from time to time.

4.1 Admission policy:

Following procedure is adopted to facilitate the parents/guardian seeking admission for their wards. The Model School's admission and registration policy includes:

- 1) The School has adopted an approach to accept students from different races and ethnicities to achieve fairness, equality and transparency.
- 2) The School offers sibling preference for both older and younger siblings. However admission to a sibling is not a matter of right and will be considered upon the availability of seats.
- 3) The School will admit the students with mild to moderate special education needs and offer additional appropriate learning support as required or needed. Sometimes they will be admitted to one class lower than the one to which they applied for, if found not compatible for the grade they applied for and as per the report of the School Counselor or SoD Coordinator.
- 4) 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 will offer appropriate support as per the student's need. But in case of severe disabilities or difficulties, shadow teachers / nannies have to be appointed and the parents are bound to bear the expenses as long as such support is extended.
- 5) The School will admit students into kindergarten stage (KG1 or KG2) which precedes the mandatory education stage without requiring the students to sit for any form of test or interviews.

6) The School may conduct an interview with a student during the mandatory education stage and the student may be required to take certain placement tests to give an indication of their performance level(s) and to provide proper learning and psychological support.

7) The School will apply priorities if requests exceeds the availability:

- Students who attend the school in the previous year or period.
- Students with siblings already in the school.
- Children of staff in the school.
- Children of parents who have shifted to Abu Dhabi from the other Emirates/Countries.
- Students who live near the school.

8) The School shall have a maximum of 25 students for each kindergarten class (KG1 and KG2) and shall have a maximum of 30 students for each class of grades 1 to 12.

9) The School shall register all students on the Council's eSIS system in accordance with the dates determined by the Council each year.

10) The School shall register students at any time of the year at discretion or as directed by the Council, subject to the space availability and provided the school is confident that the student is capable of showing up with those in the same peer group and can successfully pass the academic year.

11) The School will ensure that newly enrolled and transfer students submit their vaccination cards and medical records as an integral part of the admission and registration procedure.

12) The School shall maintain and update the official documents, school records from previous year, and individual education plans with relative assessment for all students including

students with special education needs and gifted and talented students.

- 13) Parents have to submit applications for registering their wards at the office on/before the due dates published in the School website / circular. Mere registration does not guarantee admission.
- 14) Under-aged/ over-aged children will not be admitted on any account.
- 15) Admissions for students from other countries following different syllabi are granted admission within the time stipulated by ADEK, on the basis of admission tests and subject to the approval by the Council.
- 16) Students coming from any medium of instruction other than English are permitted to opt one grade lower than the one for which the Transfer Certificate is produced, if found not suitable for the class which they have applied for.
- 17) Students coming from other syllabus will be admitted till 15th June only or as directed by ADEK.
- 18) Since the school has limited seats in Grade 11, admission to Grade 11 is based on the student's score in the Model Exam conducted in the month of February. This information is conveyed to the Parent/Guardian of Grade 10 students and their consents are recorded by the school
 - Direct admissions without Transfer Certificates will be granted only to K.G1, K.G 2 and Grade 1 till 15th June.
 - Admissions to Grades 2 to 9 and Grade 11 will be given on the basis of the transfer certificate.
 - Assessment test is conducted for admissions for Grade 1 and above.

4.2. Age criteria for admission:

§ KG 1: 4 years and above on 31st **March** of the current year expected admission.

§ KG 2: 5 years and above on 31st **March** of the current year expected admission.

§ Grade 1: 6 years on 31st **March** of the current year expected admission.

4.3. Documents required for admission:

- 1) Transfer certificate from the previous institution.
- 2) Emirates ID of the child and the parent (original and photocopy).
- 3) Passport copy of the child with visa (minimum six months validity required) page- 2 sets.
- 4) Passport copy of the parent with valid visa page- 2 sets.
- 5) Copy of attested birth certificate of the child- 2 sets.
- 6) Copy of vaccination card and medical records (if any) – 3 sets.
- 7) Passport size photos- 5.
- 8) No objection letter in original from the sponsor of the parent in case the child holds an Oman visa.
- 9) Copy of the Mark list/Progress report of the qualifying examination – 2 sets.
 - a) Transfer Certificates from outside UAE should be attested by:
 - i. Authorized Government authorities of the country from where the Transfer Certificate is issued.
 - ii. The Embassy of the student's country of domicile in Abu Dhabi.
 - iii. The Ministry of Foreign Affairs, UAE.

- b) Transfer certificates from the local schools other Emirates must be attested by the Ministry of Education or Zone office in the UAE.

The documents mentioned above are mandatory to be submitted at the time of admission. Failure in submission of any one of the documents and or improper attestation of the documents will result in rejection of admission. Admissions to any class shall come into effect only after the approval of the Council.

4.4. Registration policy:

- 1) **Registration for new admissions:** It is mandatory for advance registration for considering admission in the School. Registrations can be made as and when announced through the School website or School circular. A registration fee not above 5% of the annual fee shall be collected at the time of registration which shall be deducted from the annual tuition fee after admission.
- 2) **Existing students' pre-registration:** As the school has to make strategic plans well in advance for each academic year, it is essential to have an idea about expected students' number and the number of classes for the next academic year. Therefore, all parents are required to pre-register the names of their wards three months (3) before the commencement of the next academic year or as informed through school circular.
- 3) All parents are bound to pay the prescribed pre-registration advance fee of 5% of the annual tuition fee, which shall be deducted from the school fee in the next academic year.
- 4) Failure in pre-registration shall be presumed as the intention of non-continuation or withdrawal of the child from the school. In such cases seats will not be allocated or reserved for them for the forthcoming academic year and their names will be removed from the register. However Transfer Certificate shall not be issued until the receipt of a formal request from the parents for the issuance of Transfer Certificate.

4.5. Transfer policy

1. The School shall transfer the students to other schools between the Emirates/inter Emirates or outside UAE upon the written request of the parent/guardian.
2. Transfer Certificates will be issued only after paying all the fee dues to the school.

Transfer to schools within the emirates of Abu Dhabi shall be done only through online and after getting confirmation/no objection from the concerned school and strictly following the guidance of the Council.