

Policy 8 - Student Admission, Registration and Distribution

PURPOSE:

- To conform to Policy 44: Student Admission, Registration and Distribution of ADEK Private Schools Policy and Guidance Manual (2014-2015), Corresponding to Article (49) of the Organizing Regulations which ensures that all Schools operate fairly and appropriately in their decisions about admission, registration and placement of students.
- To set out the minimum requirements for the admission, registration and placement of students.

POLICY STATEMENT:

1. For the purpose of this policy, **admission** covers of the requirements of and procedures for admitting students to School. **Registration** is the process whereby Schools offer students to 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.
2. Al Nahda National Schools ensures the fair, equitable, and appropriate conduct of all staff members during the student admission and registration process. When they join the ANNS learning community, students will discover respectful individuals committed to supporting their growth and development.
3. ANNS abides by the following ADEK guidelines regarding admission and registration:
 - To adopt an open approach to accepting students from different races and ethnicities to achieve fairness, equality and transparency.
 - To allow prospective parents or guardians and their children to visit the School prior to registration so that they may familiarize themselves with it.
 - To re-register students in the next grade once parents submit re-registration requirements through online re-registration as long as there are no behavioral issues that justify refusal of the student's re-registration.
 - Current students are not automatically re-registered, as parents must initiate re-registration process by completing the re-registration as per policy.
 - To admit students with mild to moderate special education needs and offer additional appropriate learning support as required or needed
 - To not refuse or withhold admission of students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases, epilepsy and obesity) and offer appropriate support as per the student's needs.
 - Students with learning difficulties will be admitted, as stated in the ADEK Private Schools Policy and Guidance Manual. The Persons of Determination (POD) Department will assist in the development of specialized programs to assist in the academic growth of these students.
4. The School's most important consideration in enrolling a new student is the welfare of that student.

5. All students who apply to Al Nahda National Schools are eligible for admission if it is determined that the school can meet their individual educational needs, regardless of the student's race, religion, gender, or ethnicity. Girls and boys in Kindergarten to Grade 3 will attend the Girls School. Girls in grade 4 to 12 will continue to attend the Girls School while boys in grade 4 to 12 will attend the Boys School. Once admitted, all students have access to all rights, privileges, programs, and activities that take place at the school.
6. The School does not offer any special advantage not regularly accorded to all students in such a way as to influence the enrolment decision improperly.
7. Students must apply for admission in the spring of the Academic year in which they request enrollment. However, new students can enroll at any time during the academic year, depending on space availability.
8. Parents must state any medical, learning or special conditions that their child has that may affect the child's participation in the learning activities or interactions that occur at the school. If this information is withheld, minimal support will be given and eligibility for additional support will have to be reviewed based on the availability of seats.
9. The ADEK regulations regarding the age at which a child can begin school are strictly followed at Al Nahda National Schools. As of the Academic Year 2021-2022, the minimum age for all new students in KG1 is 4 years old and in KG2 is 5 years old as of August 31st of the school year during which the student is registered.
10. ANNS respects the right of students and parents to visit and consider schools other than that which the student is presently attending, as well as the right of such other schools to hold preliminary discussions about possible admission without notifying the school of current attendance. However, the School does not knowingly initiate attempts to enroll students currently enrolled elsewhere.
11. If the School is notified that any financial obligation remains outstanding to the previous school of newly admitted student (whether through eSIS or by other means) then the admission of the student shall be delayed until the account has been settled.

Registration Application Procedures for NEW STUDENTS

In order to register at Al Nahda National Schools parents must complete the entire application.

1. The student's application does not ensure a seat in the school unless the student has finished the entire procedure.
2. Applications will not be processed if the submitted information is incomplete. An application is accepted automatically with a notice of "Application Successfully Submitted".
 - 2.1 Complete the REGISTRATION application form online and include the minimum some of required documents listed below. The appropriate government authority must certify the given documents, if certification is required. These pre-registration requirements comply with ADEK standards.
 - a. One passport photograph (jpg only)
 - b. Birth certificate for kindergarten (KG1-KG2)
 - c. First semester certificate from the previous school for those are applying for first grade to twelfth grade.

- 2.2 The school policy both in English and Arabic will appear once the screen is open. Kindly read the policy and if you accept, click AGREE to continue. In case of disagreement the student's application will automatically not continue.
- 2.3 Fill in the application completely and attach the documents mentioned above. Once the application is completed, the applicant will receive an APPLICATION NUMBER. The applicant will use the said number for the next procedures.
- 2.4 After 5 working days, the registration will close. The Registration Department will screen applications. Qualified applicants will receive notifications through email including the schedule and location of interview. The attendance at interviews will be reported to the Registration Department if the student does not attend the scheduled interview, the application will automatically go to a WAITING LIST.
Second or third interviews, in person or online, may be scheduled if further review of the application is deemed necessary.
Remote online interviews are used for students applying from outside Abu Dhabi or the country to complete the initial admission and registration procedure.
- 2.5 Interviews are organized in coordination with the School Administration and conducted in a manner that is appropriate for the Parent/Guardian.
- 2.6 Interviews for new students living in Abu Dhabi are conducted in person at school (safety regulations and circumstances permitting), otherwise online. Remote online interviews are used for students applying from outside Abu Dhabi or the UAE to complete the initial admission and registration procedure.
- 2.7 Students who complete an application and interview and are accepted will be registered in the ADEK eSIS system. NOTE: For the first time for (KG1, KG2, and Grade 1) ADEK eSIS, system requires an original Emirates identity card for parents and students or registration will be stopped as students may not have transferred from another school and will not have any school grade reports.
- 2.8 After attending the scheduled interview, applicants who are transferring to ANNS will receive an approval stating that they can continue the application. By this time, all required documents listed below. Two sets are required: 1) as hard copy (colored copy) and 2) as soft copy (saved in USB or by email).
 - One passport photograph (jpg)
 - Passport copy of the student and both parents
 - Residence visa of the student and both parents (EXPATRIATES)
 - Family book (UAE NATIONALS)
 - Birth certificate, should be attested from country of birth, if the child was born outside the country
 - Vaccination card (both sides)
 - Emirates Identity card of the student and both parents
 - An electricity bill, tenancy contract of home location
 - CONTINUING CERTIFICATE or To Whom It May Concern from the previous school with ESIS number (STUDENTS FROM ABU DHABI ISLAND, WESTERN ABU DHABI, AL AIN) Report card from previous school
 - Sequence certificate (by year curriculum - for British Program)
- 2.9 The school gives placement priorities to the students' siblings and children of staff regarding the admission.

Admissions Procedures for NEW STUDENTS

1. Submission of all required documentation or application will not be processed.
2. Payment of the refundable registration fee. This fee is refundable if the student does not complete the entrance exams successfully or if a parent decides not to enroll the student at the school. Kindergarten students will participate in a short, scheduled interview. Please refer to the fee policy.
3. Grade 1-12 will take an entrance exam in English, Mathematics, and Arabic for Arabs and Non-Arabs students from Grades 1 to 12. Parents will receive the exam topics by automated email after completion of the previously mentioned registration procedures. The entrance exams for new students living in Abu Dhabi are conducted in person at school (safety regulations and circumstances permitting), otherwise online and in the format deemed most appropriate by the school.
4. Students from grades 1 to 12 may be accepted if they pass the English, Mathematics and Arabic (for Arabs and Non-Arabs) exam with a mark of 70 % or greater (depending on seat availability). If a student scores less than 70% in either English or Arabic, the student maybe admitted if the Administration determines that the student will succeed with the assistance of remedial support. Entrance examinations may be repeated at the discretion of the Head of Section or the Principal upon review of the student's individual circumstances, taking into account the situation that students transferring from one school to another may be encountering a curriculum that is very different from the one that previously studied. School staff will examine previous academic records and eSIS attendance and behavior records during the admissions process.
5. In keeping with Ministry Decree No.883, students will be accepted in Grades 10 to 12 in the American Program from another curriculum system after the parent obtains approval from the Ministry of Education and this is a condition for admission.
6. Admissions to Grades 11 and 12, British Program are based on the applicants IGCSE or AS Level Cambridge International Examination (CIE) results. Students must have a minimum of 4Bs and 1C at IGCSE level to be admitted to the AS level program. Students with U or E will not be admitted. Students should have at least 3Cs at the AS level to be admitted to the A Level program. Students with U or E will not be admitted. The Al Nahda National Schools registration office must receive the CIE records before a student enrolls at the school. Please refer to promotion policy for accepted grades of IGCSE, AS, and A Levels.
7. Once the student is accepted, a parent must visit the Registration Department to complete or finalize the registration procedure for new students or transfer students.

ROLES AND RESPONSIBILITIES:

School Owner and Board of Trustees will:

- Review and approve the School's Admission, Registration and Placement of Students Policy.
- Monitor the implementation of the approved Admission, Registration and Placement of Students Policy.

The Principal will:

- 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.