Dear Parents,

Please read the instructions below carefully and proceed accordingly to apply for the admission of your child/children.

PART A – Applying Online and submitting required documents:

1) Open a browser of your choice.

2) Open the school website page www.aaess.org

3) Please click on the Admissions button on top of the home page

4) Please choose the **Online application** and click on **New application**

5) You will come across a **Terms and Conditions** pop-up message. Read the terms and Conditions carefully and click **Accept** if you would like to proceed with the registration.
6) The Register New Family form pops-up immediately. Please fill out the parent's information and click **Register New Family** button at the bottom of this form.
7) Once you have filled all the information you will receive a notification with a **Registration number** on the page and subsequently receive an e-mail on the address provided. Kindly note down this

number as this would be required once you visit the school to proceed with the registration or to access your on-line registration to edit the information or to add more children for admission.
8) Click **Add New Child** button on the bottom of the form to save your application.
9) Enter all the information required.
10) Repeat steps 5 to 7 if you are seeking admission for more than one child.

Once the online application is completed, you have to forward soft copies of the following documents to the Admission and Registration Department's e-mail address - admissions@aaess.sch.ae .

Year Group	Documents Required
Students applying for Nursery	a) Copy of child's passport b) 1 passport size photo of child
Students applying for Foundation Stage 2 to Year 10	a) Copy of child's passport b) 1 passport size photo of child c) Copy of the child's school report from current academic year
Students applying for Year 11 to Year 13	a) Copy of child's passport b) 1 passport size photo of child c) Copy of the child's school report from current academic year d) Copy of the IGCSE/As result

*Please note that the application will not be processed until the documents are received.

Part B – Assessment Date

You will receive an e-mail within 2 weeks confirming the assessment date if your application is successful.

Part C – After Assessment

Once your child's assessment is completed, you will receive an e-mail notifying you about the outcome.

a. If your child is **accepted** for enrolment you will receive an email with further instructions.
b. If your child does not pass the assessment an email will be sent advising you that your child can apply the next academic year.

*Please note that if your child is not accepted for enrolment, they cannot reapply (NO re-assessment for the same Academic Year). The decision is final as made by the leadership team. Your child will be allowed to apply the next academic year.

Important Dates	
Registration for siblings of students who are currently enrolled	**11th December 2019**
Registration for new students	**12th January 2020**

Please email admissions@aaess.sch.ae if you have any questions on the admission process.