

# Admission and Registration Policy

2023 - 2024

Next review date: August 2024



This policy has been read and adopted by AAESS Board of Directors and Principal:

Signed:



For and on behalf of AAESS Board of Directors

Date: August 2023

Signed:



Mr Andrew Thomas, Principal

Date: August 2023

Al Ain English Speaking School is a British Curriculum School, committed to admit academically talented pupils from across the world. The School is mindful that it was founded to create excellent education opportunities to enable children to achieve their potential.

## 1.0 Admissions

Admission as a student to Al Ain English Speaking School is subject to the policy outlined below.

1.1 Admission to Al Ain English Speaking School is by means of orientation for Nursery to Reception and assessment and interviews with faculty leaders for Years 1 – 10.

1.2 The entrance procedure for most Years also includes receipt of a satisfactory report from the candidate's current school.

1.3 The school takes into account a range of information when deciding to make an offer including the outcome of assessment, interview performance, school report, pupils conduct during the admissions process and any other information it deems relevant in establishing whether the school is able to provide the best environment for a child to achieve his or her potential.

1.4 The school must also consider its duty of care to the staff and other pupils when deciding to make an offer to ensure that it continues to foster a community where everyone is treated with respect, dignity and courtesy at all times. If during the admissions process information comes to light that in the school's opinion would jeopardise this, the school has the right not to proceed with an application.

1.5 Al Ain English Speaking School does not accept admission for Year 11.

1.6 Admission to the Sixth Form from Year 11 and for external candidates is conditional upon IGCSE results and takes account of proven record of appropriate attitude and determination or reports from the previous school and performance at interviews.

1.7 The entrance assessments and orientation for most years takes place during March, although some later admissions could be available.

1.8 Where the number of pupils eligible for admission exceeds the number of places available a reserve list may be drawn up. Candidates will be placed on a reserve list in rank order based on the entrance procedures. As places become available they will be offered at the discretion of the Principal but will follow the general admission criteria.

1.9 Teaching groups are normally 25 maximum from Nursery to Year 1. Teaching groups within Year 2 to Sixth Form is 30 maximum.

1.10 Acceptance of Offer

Subject to availability and successful completion of the Assessment process, you can expect an offer of a place and an Acceptance form via email. There is a 7 day time limit to accept the place. Once the Acceptance Form and Health Forms have been completed and returned, you can expect to receive confirmation that your child's place is secure.

At this stage, you will also receive a tuition fee invoice, together with details of the uniform list and bus service information.

You will have to secure the place by payment of Term 1 fees. For parents currently outside the UAE an electronic transfer is required.

#### 1.11 Re-registration

Families have the right to reserve a place in the school for the following year by making a re-registration payment of 1000 AED by the date specified by the school. Places not covered by this payment made by the specified time are not guaranteed. However this payment will be deducted of Term 1 fees.

#### 1.12 Placement by age and Transfer Certificates

Year group placements are made according to the age norms that operate in the British System, and only very rarely will place be offered outside these ranges. Government regulations may be required also a transfer certificate for all children from the child's current school in order to facilitate the correct placement. Cut off dates for any given year is September 1 to August 31. We abide by ADEK regulations when admitting transferred students from other schools in the UAE and around the world.

#### 1.13 Pupils who leave

- a. Parents must inform the school in writing if intending to withdraw their children. Leaving documents (Transfer Certificate) will be given on the last day of attendance. A minimum of ten clear working days' notice has to be given. In order to comply with the government rules and regulations the school must be informed of the country to which the child is being transferred. If the child is transferring to another school in Abu Dhabi or other part of the UAE, the school will prepare a transfer certificate in Arabic. In order to do so the Admission Officer must be informed, to prepare the correct documentation. Parents must also supply a letter of no objection from the school that the child is transferring from if the school is in the UAE.
- b. If the child is transferring to another Arab Country, an Official transfer certificate will be required. This certificate needs to be attested by the Ministry Of Education, the UAE Ministry of Foreign Affairs and Embassy of the destination country. Parents must undertake all attestation requirements.

1.14 Pupils who leave school and subsequently seek to be re-admitted will be subject to the same admission procedures as new pupils.

1.15 If an application is found to be fraudulent or information is withheld which the school deems to be relevant when assessing a pupil for admission the school reserves the right to make the application null and void.

1.16 Priority for placement – siblings, academic record, staff.

1.17 Submitting the required documents.

1.18 Placements in year group will be according to ADEK guidelines.

## 2.0 Admission into the Sixth Form

2.1 There are three criteria which must be satisfied by all candidates for entry into the Sixth Form at the Al Ain English Speaking School.

- a. Academic achievement and potential-all candidates should have obtained at least 5 GCSEs at A\*, A, B or C grades. Two of which must be in Mathematics and English. The School may admit candidates to AS courses conditionally, pending the result of Term 1 re-sit in GCSE courses. Candidates who have not taken GCSE courses will be admitted to AS level courses if their academic achievement is judged to be the equivalent of our GCSE entry requirements, based on validated documentary evidence from the previous school and if the candidate has already satisfied or is likely to satisfy the matriculation requirements of the national system of higher education to which he or she will apply during Year 13.
- b. candidates must have demonstrated that they are capable of working to deadlines and meeting academic expectations of their teachers, with their potential.
- c. Attitude- candidates' school record during the Years 10 and 11 must indicate a readiness to work hard and to accept the authority of the school willingly.

2.2 Candidates ability to meet these criteria will gather through interviews and school reports (including predicted grades). Those who fail to meet any of these criteria will not normally be admitted to the Sixth Form.

2.3 These criteria will be reviewed from time to time and adjusted if necessary in order to maintain the high standards of effort and achievement generally associated with students at the Al Ain English Speaking School.

## 3.0 Special Educational Learning Needs Admission Procedures

3.1 The admission policy acknowledges that the school selects for admission those children judged best able to benefit from the education offered at Al Ain English Speaking School. The criteria used in the entrance procedures will seek to maintain the academic standard of the school.

3.2 Parents can indicate if their child has a physical disability, a learning difficulty or English as an additional language by ticking a box.

3.3 In the event of the box being ticked, the Admission Officer will make contact with the parent to gather background information on the child's needs.

3.4 Parents of the child may be invited into the school for further discussion with the Head of Learning Needs. Key questions will be asked regarding the nature of the child needs.

3.5 In all other respects the pupils with learning difficulties must be treated in such a way as to avoid making them stand out from their peers or embarrass them.

3.6 When orientation/assessments results are analysed by both Primary and Secondary School, those candidates with learning difficulties will be highlighted and papers will be re-assessed by the Head of Learning Needs and/or the year group staff to ensure that the assessment of the candidate is fair and reasonable.

3.7 In the final meeting of staff to consider offers, note and due consideration will be taken of any candidate whose performance may have been affected by a learning difficulty. However, if reasonable adjustments have been put in place during the assessment process and the candidate fails to meet the academic standards, the school retains the right not to offer the candidate a place regardless of disability.

3.8 If a place is offered to a child with more severe learning support needs or English as an Additional Language, the conditions of offer will be clearly indicated to the parents that they will have to pay the fixed amount, this will be in a written document signed by the parents and the Principal.

***AAESS promotes Inclusion across all key stages therefore the features of this policy are also applicable to our Students of Determination and all those receiving Learning Support services at the School.***