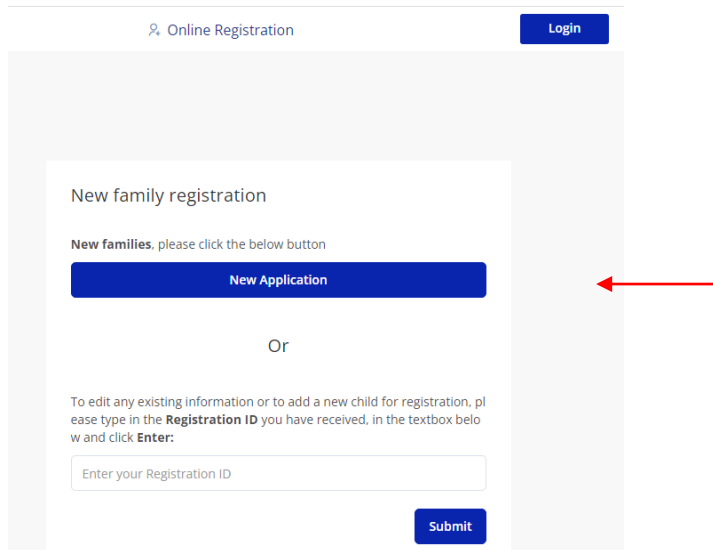


Dear Parents,

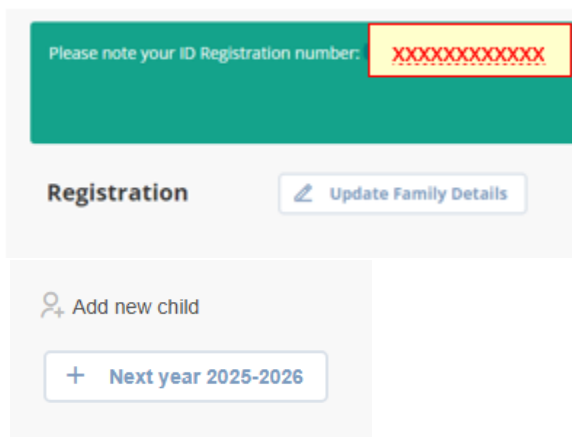
Please read the instructions below carefully and proceed accordingly to apply for the admission of your child/children.

**PART A – Applying Online and submitting required documents:**

- 1) Please visit [the school portal page](#) and click on New Application



- 2) 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.
- 3) The Register New Family form pops-up immediately. Please fill out the parent's information, upload the passport copies and click **SAVE** button at the right top corner.
- 4) You will see a notification with a **Registration number** on the page. 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.
- 5) Please add the child's information, upload the documents and SAVE the form.



| Year Group                               | Documents Required   |
|--|--|
| Students applying for Preschool - Year 1 | a) Copy of child's passport  |
| Students applying for Year 2 to Year 10  | a) Copy of child's passport<br>b) 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<br>b) Copy of the child's school report from current academic year<br>c) Copy of the IGCSE/As result |

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

### **Part B – Assessment Details**

You will receive an e-mail within 2 weeks informing you about the assessment details 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 e-mail 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, you 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.**

Please email [admissions@aaess.sch.ae](mailto:admissions@aaess.sch.ae) if you have any questions on the admission process.