

Chapter VII – Students and Guardians

Policy 25 Admission, Registration, and Distribution

Definition

For the purpose of this policy, **Admission** includes requirements and procedures taken to enroll students in school.

Registration is a process through which a place in the school is determined for a student, depending on his age, and school sequence.

Distribution of students refers to the normal expectation that a student shall be placed with his peers in the age group whose birth dates fall within the specified dates of the school year.

Objective

- **Ensure** that the school works in **a fair and proper way** in consideration of decisions of admitting, registering, and distributing students.
- **Affirm the** student's right to learn with the same age mates.

Policy

This policy determines **the requirements and procedures of admitting, registering, and distributing** students in line with ADEC's regulations and in compliance with the Federal Law No. (29) in (2006) concerning the rights of the disabled. All students applying are given equal opportunities of access to the school.

This policy also **shows the priorities of admitting students** in the school in case the number of applications exceeds the number of places available for students.

Admitting students

The school complies with the admission terms set out below:

- The school adopts an **open approach based on justice, equality, and transparency** through admitting students from different customs and races.

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- The school **allows guardians and their children to visit** the school before registering to determine its conditions.
- The school **re-registers students in the next grade if the guardian desires so provided guardians abides by the registration conditions and dates** in the absence of a behavioral problem that justifies the not accepting to the student's re-registration.
- The school **does not refuse or refrain from accepting students with chronic health conditions** such as diabetes, asthma, heart diseases, congenital, epilepsy and obesity and provides appropriate support according to the student's needs.

Admitting Students with Special Needs

The school accepts students with educational disabilities – simple and medium cases – and provide appropriate additional support when necessary or when needed. Students with Special Needs – simple to medium –are admitted according to the age group and semester sequence. The school shall impose extra fees on the guardians in return for providing extra support for the student, provided that these fees don't exceed the percentage of 50% of the approved school fees for the other students.

Interviews and placement tests

- The school **accepts students at kindergarten 1 and 2 without any kind of tests or interviews.**
- The school **conducts an interview and placement test for students registering in grades 1 – 12** to determine their performance level for the purpose of providing the appropriate educational support and not for accepting or refusing them.
- The school **conducts an interview and placement test for students registering in grades 1 – 12 special educational disabilities** – simple and medium cases – and asks students to submit a placement tests to determine their performance level for the purpose of provide appropriate educational and psychological support and not for accepting or refusing them.

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Data, documents, and acceptance records

Parents or guardians who wish to enroll their children at Al Sanawbar must complete the application form provided by the school during the third term of the academic year (contact the school for dates) and provide the following documents.

- Completed school registration form containing the student's full details.
- Copy of the applicant's birth certificate.
- Copy of the relevant passport page detailing the child's personal data.
- Copy of the relevant passport page detailing the child's residence visa. (non-locals)
- Copy of Emirates ID
- 3 recent passport size photos of the applicant.
- Transfer Certificate
- Completed school medical history/health form.
- Previous year's school records, and the information regarding whether the student has joined another school in another emirate or outside the country before.
- Copy of the vaccination/s certificate/s.
- Documents related to the student's educational needs such as individual educational plans and the relevant previous assessments, in addition to the proofs in respect of talented and excellent students such as advanced educational plans and the taken procedures (if required).
- Any other relevant information is necessary for school.

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Students' Registration

The schools will officially register students when they meet the acceptance conditions and requirements. The school will register students on the **Electronic Student Information System** in the appointments identified by the board in each year.

The school may **register students at any time of the year** according to the availability of places provided the student is able to keep up with his peers at school and successfully pass the school stage taking into account the curriculum and the requirements of the equivalence of the secondary school's certificate to the secondary school's certificate in the state. In such cases, the school will immediately adjust the student's registration in the **Electronic Student Information System** accordingly.

Student Capacity and Acceptance Priorities

- The students' number should not exceed 25 students in kindergarten 1 & 2.
- The students' number should not exceed 30 students in 1 – 12 grades.
- **Preference of enrollment** – in case that the application exceeds the number of available places in the school – *provided they abide by the registration fees, deadlines, and conditions* is given to:
 - 1- Students who are already enrolled at school.
 - 2- Students whose siblings are studying in the school.
 - 3- The children of the school's employees.
 - 4- Student who live near the school.

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Students' Distribution

Students – including students with special needs – are distributed in school grades or years according to their age class and school sequence moving with their mates consecutively from semester to another and from year to another.

Education is not limited to academic attainment through stages of study, but **includes character and social development of students**. There are potential *difficulties* resulting from putting students in class of younger age's students such as *level of maturity differences*, which hinders the student from fitting with his mates.

Age Group Distribution

Age	Grade	Dates According to School Calendar – September
4 Years	KG1	Students who have completed four years in – or before – 31 December of the school year for which the student registered.
5 years	KG2	Students who have completed five years in – or before – 31 December of the school year for which the student registered.
6 years	Grade 1	Students who have completed six years in – or before – 31 December of the school year for which the student registered.

Roles and Responsibilities

The School Principal shall:

- **Implement, approve, and monitor** the policy of student's acceptance, registration, and distribution in the school.
- **Review and adjust** the policy in line with ADEC's regulations.