



Admission and Registration Policy

Al Sanawbar Private School

Effective Date: AY 2024/2025

Review Date: Annual (June)

Reviewed By: Senior Leadership Team (SLT)

1. Admissions

1.1 Al Sanawbar Private School Admissions Policy: Al Sanawbar Private Schools have developed and implemented an Admissions Policy and made it available to prospective parents via the school website and parent portal. Al Sanawbar Private School have outlined the following elements in our admissions policy:

1. Non-Discrimination: Al Sanawbar Private School shall take a fair and transparent approach to admissions and shall not discriminate based on race, gender, special educational needs, disabilities, religion or beliefs, language, or medical conditions.

2. Open Campus: Al Sanawbar Private School have established protocols to allow prospective parents and students to visit the school's premises.

3. Procedures: Al Sanawbar Private School shall communicate clear procedures and timelines for applications, offers, acceptances, and enrollment.

4. Documentation: Al Sanawbar Private School shall clarify the documentation that parents are required to submit to enable the admission of their children to the school.

5. Inclusive Admission Practices: Al Sanawbar Private School shall adopt practices for students with additional learning needs during the admissions process, in line with the *ADEK Inclusion Policy*.

- a. Al Sanawbar Private School requires parents of students with additional learning needs to disclose all known information regarding their child's needs, as well as to submit any relevant documentation (e.g., clinical assessment reports).

- b. Inability to Accommodate: Al Sanawbar Private School shall not decline admissions for students with additional learning needs. However, in exceptional circumstances, where we are unable to meet the needs of any students with additional learning needs, Al Sanawbar Private School shall submit an inability to accommodate notification to ADEK and the parents.

1.2 Admissions Assessments:

1. Use of Assessment: Al Sanawbar Private School shall not use assessments as a basis for determining student admissions.

- a. Al Sanawbar Private School shall assess students through observation, interviews, and/or placement tests for students in KG, Cycle 1, and Cycle 2.
- b. Admission tests shall be used when Al Sanawbar Private School can guarantee a grade placement for the child. The results of the assessments shall only be used to inform the level of learning support required.
- c. Al Sanawbar Private School shall in the following exceptional circumstances additionally use formal assessments to determine grade placement for:
 - Students changing curricula in Cycle 3 (G9/Y10 to G12/Y13).
 - Students transitioning from alternative educational provision (e.g., homeschooling, coming from countries where grade/year equivalency cannot be established)
 - Students who have not attended school for more than two years.

1.3 Waiting List: Al Sanawbar Private School shall develop waiting list criteria if the school is oversubscribed and has more applicants than places available. These criteria shall be published on the school website and shall include the following:

- 1.** A transparent selection process (including prioritization criteria) for determining who gets offered a place once it becomes available.
- 2.** The maximum number of students that can be on a waiting list.
- 3.** How long a waiting list is open. Waiting lists shall be refreshed every term.

1.4 Offer and Withdrawal of a Place: Al Sanawbar Private School shall issue an offer letter when a student's application is approved by the admissions committee. The offer letter shall be valid for a period of 30 days and shall be withdrawn if:

- 1.** The parent has not completed the enrollment or re-enrollment procedures outlined within the stipulated deadline; or
- 2.** It was established that admission was obtained fraudulently.

1.5 Registration:

1. eSIS: Al Sanawbar Private School shall register all students on the Enterprise Student Information System (eSIS).

2. Required Documents: Al Sanawbar Private School shall seek the following valid documents from parents and ensure that they are up to date:

- a. Registration Form: Al Sanawbar Private School shall require parents to complete a registration form with the following information:
 - Child's contact information.
 - Copy of child's birth certificate.
 - Copy of child's passport.
 - Copy of child's Emirates ID or diplomatic card with passport.
 - Copy of parent's passports (both mother and father, if applicable) and evidence of UAE residency or copies of diplomatic cards with passports.
- b. Medical Records: Parents shall submit medical records for their children in accordance with the Department of Health (DOH) requirements.
 - Al Sanawbar Private School shall ensure that the nurse creates DoH-compliant medical files for new students from schools outside the UAE.
- c. Transfer Certificate: When a student is transferring to a school in Abu Dhabi and is seeking admission to Grade 2 or above (Including transferring mid-year Grade 1), the sending school shall issue a student performance report and a Transfer Certificate (attested if applicable to the country of transfer).
- d. Documented Learning Plan (DLP): If applicable, Al Sanawbar Private School shall plan, monitor, assess, and evaluate teaching and learning programs personalized for students with additional learning needs, as per the *ADEK Inclusion Policy*.
- e. Clinical Assessment Report: If applicable, Al Sanawbar Private School shall ask parents to submit a clinical assessment report assessing their child's needs by a qualified professional, as per the *ADEK Inclusion Policy*.
- f. Leaving Certificate: If a student is transferring from a government school to a private or charter school, a Leaving Certificate and a student performance report issued by the government school are required.

- g. Other Documents: ADEK reserves the right to request any other documents.
3. Provision for Exceptions: Non-UAE transfer students shall temporarily be exempted from submitting their Emirates ID card during the registration period if it is not yet available to them; however, Al Sanawbar Private School shall require parents to sign an undertaking to submit the card by the end of the term in which the student was enrolled.
4. Update Student Profile: Al Sanawbar Private School shall update the student profile in eSIS with the new Emirates ID card (except for students with diplomatic cards).
5. Record Maintenance: Al Sanawbar Private School shall maintain and store all student admission files in line with the *ADEK Records Policy*.

1.6 Enrollment and Re-enrollment:

1. Enrollment: Al Sanawbar Private School shall enroll students at any time (subject to available space and fulfillment of admissions requirements) prior to the enrollment cut-off date stipulated by ADEK.
2. Re-enrollment: Al Sanawbar Private School shall re-enroll all existing students for the upcoming academic year, provided that all conditions for re-enrollment, as defined by ADEK, have been met.
 - a. Al Sanawbar Private School have a clearly published re-enrollment procedure, detailing the prerequisites and timelines for re-enrollment.
 - b. Al Sanawbar Private School shall ensure that existing students are automatically re-enrolled in the next academic year, subject to meeting fee payment requirements, as per the *ADEK Fee Policy*, unless parents actively choose to withdraw their child from the school.

1.7 Placement of New Students:

1. Grade Placement: Al Sanawbar Private School shall place all new students in a grade corresponding to their age as per Table 1. Age Cut-Offs for Grades unless their placement in a different grade has been approved by ADEK.

Table 1. Age Cut-Offs for Grades

The age cut-of date (in the year wherein the student is registered)	Academic Year Starts in September (31 August)
KG 1	4 years
KG 2	5 years
GRADE 1	6 to 8 years

2. Grade Placement for Transferring Students: Al Sanawbar Private School shall determine the grade placement for transferring students based on the last grade/year completed as per the Transfer Certificate.

- a. Al Sanawbar Private School shall not place students who have not attended school for more than two years in a grade level more than two years behind the grade level corresponding to their age.
- b. When evaluating the placement of students with additional learning needs, Al Sanawbar Private School shall consider the students' documented learning plans (DLPs), in line with the *ADEK Inclusion Policy*.

1.8 Transition for New and Transfer Students: Al Sanawbar Private School shall take all necessary steps to ensure a seamless transition for new and transfer students.

1. Transfer of Records: Sending schools shall transfer the records of a student to receiving schools in accordance with the guidelines outlined in the *ADEK Records Policy*. In case of transfers within the Emirate, receiving schools shall update the student's registration on both ADEK's eSIS and the school's internal system.

2. Transferring Curricula: When students are transferring to receiving schools with a different curriculum from the sending schools, receiving schools shall write to the student's parents highlighting the potential risks that may arise in the adoption of a different curriculum, especially for those students who seek equivalency to the UAE's general secondary education certificate (Al Thanawiya), in line with the *ADEK Curriculum Policy*.

Compliance

Al Sanawbar Private School shall implement this **Admission & Registration Policy** from **AY 2024/2025**, achieving full compliance with ADEK requirements by the start of **AY 2025/2026 (Fall Term)**.