Student Admission Policy 2026-27

Purpose

- To ensure that schools make fair and transparent decisions related to admissions and grade placement.
- To ensure that students can transfer between schools with minimal course/grade repetition.
- To outline exceptional circumstances under which students may not be promoted or accelerated beyond their age-appropriate grade.
- To ensure appropriate transition support is provided to students at key stages.

Policy

1. Admissions

1.1 ***School Admissions Policy:*** We shall develop and implement an Admissions Policy in line with this policy and make it available to prospective parents via their school website. Schools shall outline the following elements, at a minimum, in their admissions policy:

- Non-Discrimination: We shall take a fair and transparent approach to admissions and shall not discriminate based on race, gender (excluding single-gendered schools), special educational needs, disabilities, religion or beliefs, language, or medical conditions.
- Open Campus: We shall establish protocols to allow prospective parents and students to visit the school's premises.
- Procedures: We shall communicate clear procedures and timelines for applications, offers, acceptances, and enrollment.
- Documentation: We shall clarify the documentation that parents are required to submit to enable the admission of their children to the school.
- Inclusive Admission Practices: We shall adopt practices for students with additional learning needs during the admissions process, in line with the *ADEK School Inclusion Policy*.
    a. We shall provide a statement in their policy that 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: We are not authorized to decline admissions for students with additional learning needs.
    c. However, in exceptional circumstances, where a school considers they are unable to meet the needs of any students with additional learning needs, the school shall submit an inability to accommodate notification to ADEK and the parents.

1.2 Admissions Assessments:

- School is authorized to assess students through placement tests for students in KG, Cycle 1, and Cycle 2.

1.3 ***Waiting List:*** We shall develop waiting list criteria where the school is oversubscribed and has more applicants than places available. These criteria shall be published on their website and should include the following:

- A transparent selection process (including prioritization criteria) for determining who gets offered a place once it becomes available.

Offer and Withdrawal of a Place:

1.4 We shall issue an offer letter when a student's application is approved by their admissions committee. We shall outline the period of validity of the offer letter and not withdraw it unless:

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

1.5 ***Registration:***

- eSIS: We shall register all their students on the ADEK Enterprise Student Information System (eSIS).
- Required Documents: We shall seek the following valid documents from parents and ensure that they are up to date:
  a. **Registration Form**: We shall require parents to complete a registration form.
    1) Child's contact information.
    2) Copy of child's birth certificate.
    3) Copy of child's passport.
    4) Copy of child's Emirates ID or diplomatic card with passport.
    5) Copy of parent's passports (both mother and father, if applicable) and
    6) evidence of UAE residency

  b. **Medical Records**: We shall submit medical records for their students in accordance with the Department of Health (DoH) requirements and collect signed consent forms from parents as per the *ADEK School Reporting Policy*.
    1) We 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/Year 3 or above (Including transferring mid-year Grade 1), the sending school must issue a student performance report and a Transfer Certificate (attested if applicable to the country of transfer).

  d. **Documented Learning Plan** (DLP): If applicable, schools shall plan, monitor, assess, and evaluate teaching and learning programs personalized for students with additional learning needs, as per the *ADEK School Inclusion Policy*.

  e. **Clinical Assessment Report**: If applicable, schools are authorized to ask parents to submit a clinical assessment report assessing their child's needs by a qualified professional, as per the *ADEK School 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.
- Provision for Exceptions: Non-UAE transfer students are temporarily exempt from submitting their Emirates ID card during the registration period if it is not yet available to them;
- However, schools shall require parents to sign an undertaking to submit the card by the end of the term in which the student was enrolled.
- Update Student Profile: We shall update the student profile in eSIS with the new Emirates ID card (except for students with diplomatic cards).
- Record Maintenance: We shall maintain and store all student admission files in line with the *ADEK School Records Policy*.

1.6 ***Enrollment and Re-enrollment:***

- Enrollment: We are authorized to enroll students at any time (subject to available space and fulfillment of admissions requirements) prior to the enrollment cut-off date stipulated by ADEK.
- Re-enrollment: We shall re-enroll all existing students for the following academic year, provided that all conditions for re-enrollment, as defined by ADEK, have been met.

  a. Schools shall publish a clear re-enrollment procedure, detailing the prerequisites and timelines for re-enrollment.

  b. Schools shall ensure that existing students are automatically re-enrolled in the next academic year, subject to meeting **fee payment** requirements, as per the *ADEK School Fee Policy*, unless parents actively choose to withdraw their child from the school.

1.7 ***Placement of New Students:***

- Grade Placement: We shall place all new students in a grade/year corresponding to their age as per Table 1. Age Cut-Offs for Grades/Years, unless their placement in a different grade/year has been approved by ADEK.

The age cut-off date (in the school year wherein the student is registered)	Schools whose academic year starts in September	Schools whose academic year starts in January	Schools whose academic year starts in April*
	31 August	30 April	31 March
Pre-KG / FS 1	3 years		
KG 1 / FS 2	4 years		
KG 2 / Year 1	5 years		
Grade 1 / Year 2	6 to 8 years		

- Grade Placement for Transferring Students: We shall determine the grade placement for transferring students based on the last grade/year completed as per the Transfer Certificate.

  a. We shall not place students who have not attended school for more than two years in a grade/year level more than two years behind the grade/year level corresponding to their age.

  b. When evaluating the placement of students with additional learning needs, schools shall consider the students' documented learning plans (DLPs), in line with the *ADEK School Inclusion Policy*.

1.8 Transition for New and Transfer Students: Receiving schools shall take all necessary steps to ensure a seamless transition for new and transfer students.

- Transfer of Records: Sending schools shall transfer the records of a student to receiving schools in accordance with the guidelines outlined in the *ADEK School 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.
- 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 School Curriculum Policy*.

3. Promotion

3.1 ***Requirements***: We shall develop and implement a Promotion Policy, which must outline the following elements at a minimum:

1. ***Age Requirement***: We shall set out the age requirements for grade placement as per Table 1. Age Cut-Offs for Grades/Years.
   a. Students starting school for the first time or coming from alternative early education settings.
   b. Students transferring from specialized provision, homeschooling, or any other type of educational provision.
   c. Students in exchange programs.
   d. Students with additional learning needs in all circumstances, in line with the ADEK School Inclusion Policy.
2. ***Promotions:*** We shall develop plans to support students with transitions between cycles and promotions:
   a. We shall establish targeted DLPs to support individual students who have not been promoted or who have accelerated, in line with the *ADEK School Inclusion Policy*.
   b. We shall develop programs to support students' transition between cycles (or other key stages defined by the school) by preparing them for the new environment (in the year prior) and during their first year in the new cycle.
3. ***Graduation and Leaving School***: We shall develop programs to support students' transition following graduation or switching pathways by preparing them for the new environment.

We shall develop support for individual students transitioning out of the current school into Higher Education, Technical and Vocational Education and Training (TVET), specialized provision, homeschooling, and other non-mainstream education systems, in line with the *ADEK School Career and University Guidance Policy* and *ADEK School Inclusion Policy.*

Signatures:

CHAIRMAN | DIRECTOR | PRINCIPAL

Reviewed on: April 2026 **Next Review: April 2027**

School Stamp:

