



ICS Policy Document

Whilst all Policies have a minimum date for review as a guideline, policies are under constant review. Changes to policies will occur as required.

Admissions (And Registration) Policy

Approved by: Principal Committee

Date: November 2019

Last reviewed on:

Date: N/A

Next review due by: 3 yearly

Date: November 2021

Aims

The aims of this policy are:

1. To ensure compliance with MoE and ADEK PSQA rules and regulations regarding admission to the school.
2. To ensure a fair, non-biased and inclusive admission policy with equal opportunities for all students.
3. To ensure that all prospective parents understand fully the admission policy and procedures.

Admission Period

Admissions open in January for the next academic year. Admission applications are accepted across ICS, throughout the year, if there are vacancies, and they are not from students wishing to transfer from schools within Abu Dhabi, within the school year (as such transfers are subject to time limits prescribed by ADEK).

Children and parents are requested to visit the school before enrolment.

Placement

Students will be placed in the appropriate Year/Grade which matches the age for that year at the start of the school year. They will be placed with students of the same age bracket. They will progress up the school each year with their cohort.

Admission Age

- Age is based on the age reached on or before 1st September For English National Curriculum or 31st December for US Curriculum, of the year in which admission is sought. Please see individual school website for further information.
- Age is based on the age listed on the legal passport or birth certificate.
- Admission age is as stated below:

Child's Age	American Curriculum	British Curriculum
4 years	KG1	Reception/ Foundation Stage
5 years	KG2	Year 1
6 years	Grade 1	Year 2
7 years	Grade 2	Year 3
8 years	Grade 3	Year 4
9 years	Grade 4	Year 5
10 years	Grade 5	Year 6
11 years	Grade 6	Year 7
12 years	Grade 7	Year 8
13 years	Grade 8	Year 9
14 years	Grade 9	Year 10
15 years	Grade 10	Year 11
16 years	Grade 11	Year 12
17 years	Grade 12	Year 13

Infant Admissions

ICS does not test students applying to the Infant Phase (Reception, Year 1 and Year 2, also known as KG1, KG2 and Grade 1). However, in order to determine readiness for school and to identify ways in which young students can be supported in their transition



to school, prospective new students are invited to school for a visit with a member of the teaching staff. There will also be an informal interview with the parents by another member of the Infant team. This will help to determine:

- readiness for requested grade level;
- ability to separate from caregiver;
- bathroom independence;
- engagement in activities and following directions;
- Knowledge and skill development are at an age appropriate level

This information helps us guide the parent in how best to prepare their child for their start at school.

An ICS admissions questionnaire must also be completed by any previous school or nursery/kindergarten.

Junior Admissions:

All applicants for the Junior Phase (Years 3 to 6 also known as Grade 2 to Grade 5) are assessed in their English, Mathematics and Arabic skills as part of the admission process. This helps us to determine if students need to be supported in their transition to our school as well as to identify possible areas of strength and development the new teacher can build on.

Some branches require Map testing to determine current student learning. This can be undertaken from Grades 1-12, but is usual from Grades 3-12. This helps us to determine if students need to be supported in their transition to our school as well as to identify possible areas of strength and development the new teacher can build on.

The official school report from the previous school for the last year is required as is an admissions questionnaire which should be completed by the previous school.

Based on the information received from the assessments, questionnaires and reports, students and parents may be asked to meet with a member of the school leadership team to gain more information about the student's ability to benefit from the curriculum.

Senior Admissions

After completing the Application Form and submitting all required documents, the applicant together with the parent will be given an appointment to meet with the Principal and/or Vice Principal. The purpose of the meeting is to discuss the admission requirements and the placement testing process, and to learn about the applicant's character, skills set and commitment to pursue the ICS Learner Profile.



Applying students will be scheduled to sit for the placement test in English, Math and Arabic (if applicable). The purpose of the placement tests is to give an indication of the student's performance level(s) to be able to provide proper learning and psychological support and not solely for the purpose of accepting or rejecting a student.

Parents will be informed of the results of these assessments and admission to the school in a second meeting with the Principal and/or Vice Principal. In this meeting, the School Counsellor will support the applicant in the subject selection process.

Admission Priority Criteria

**Priority is given to Emirati students in schools scoring good or higher
These guidelines comply with guidelines set out by ADEK.**

The Board has established the following priorities thereafter for admission to ICS:

1. Staff children
2. Siblings of students currently in attendance at ICS Campus applied for
3. Siblings of children at any branch of International Community Schools
4. Students transferring directly from an English Curriculum School for English Curriculum ICS schools, or transferring directly from an American Curriculum School for American Curriculum ICS schools.
5. Students who live near the school
6. All other students meeting admission requirements

N.B. Where appropriate, a gender balance is required and may be applied once 50% of places in any year have been allocated to one gender.

Special Educational Needs

Students with mild to moderate special educational needs are encouraged to apply to ICS.

ICS, through the admission process, must be made aware of any known special educational need that may affect a student's ability to take full advantage of the education provision. Applicants must disclose any such need at the time of making an application and provide any medical, educational or other reports for prior consideration.



These will be passed to the Special Educational Needs Co-ordinator (SENCO) for review before inviting the parents for a consultation to discuss how the student's individual needs can be best met.

When a particular special educational needs becomes apparent after registration, the school will consult parents about reasonable adjustments that may enable the student to continue successfully their education.

Chronic Health Conditions

ICS will not refuse or withhold admission of students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases, epilepsy and obesity) and offers appropriate support as per the child's needs. Parents must state any medical conditions that their child has that may affect the child's participation in learning activities or interactions that occur at the school.

Documentation

All records and documents must be submitted in English, some UAE official documents are accepted in Arabic. Any translated / certified copies of records must show an official stamp from the UAE approved translator. Parents are not permitted to translate school records or official documents.

If you plan to submit an application we suggest you prepare an electronic folder with individual files (clear, color scans) for each of the following (please do not combine these into "lumped" files). These documents must be presented to the school on a CD/USB flash drive:

- Student's immunisation records
- Student's birth certificate (some will require attestation, see below)
- Student's passport information page
- Student's passport-sized photograph (JPEG file, please)
- Student's UAE residence visa (if already in the UAE)
- Student's Emirates ID card (front and back, if already in the UAE)
- Parents' passport information page
- Sponsoring parents UAE residence visa (if already in the UAE)
- Sponsoring parents letter of employment (from UAE employer if UAE residence visa is not yet available)
- Student's school report for the last year, plus any progress reports for this year (in English or an official translation)
- Questionnaire completed by teacher or Principal of the previous / current school / Nursery



- Water and electricity bill

Where applicable we request the following additional information to assist us in the evaluation process:

- Individual Education Plans (IEPs) for SEN students, or Advanced Learning Plans (ALPs) for Gifted or Talented students.
- Medical, psychological, educational, behavioural or other evaluations or reports

Transferring Students

It is permissible for students to transfer to other schools between the Emirates after receiving ADEK's approval in case the time permitted for transfers has ended.

New students can enroll at any time during the academic year, after receiving approval from ADEK in case the specified registration time has finished, depending on space availability and provided the school is confident that the student is capable of keeping up with those in the same peer group and successfully pass the academic year.

Tuition and Other Fees

Tuition and other fees are as per the ADEK approved fees for the school. Comprehensive information regarding the payment of fees will be provided to all parents during the application process but can be found on the school website.

Invoicing

The school will issue invoices to all returning students prior to the end of the school year. New students are invoiced when they are accepted for admission. Payment is due as laid down in the Tuition and School Fees Policy.

School Tours

Tours of the school are conducted by the Principal and senior leadership team on set dates and at set times during the registration period. Parents interested in taking a tour of the school are very welcome to register for one with our admissions teams. You can request a tour through our website.

Linked Policies:

- Recruitment and Retention of Staff
- SEN
- Tuition and School Fees

This policy is written in conjunction with the following legislation:

- ADEK Policy and Guidance Manual (2014-2015)
 - Policy 3: Student Protection, Corresponding to Article (5) of the Organising Regulations
 - Policy 35: Records, Corresponding to Article (40) of the Organising Regulations
 - Policy 44: Student Admission, Registration and Distribution of the ADEC Private Schools Policy and Guidance Manual (2014-2015), Corresponding to Article (49)
 - Policy 45: Distributing Students in Classes According to Age Group, Corresponding to Article (50) of the Organising Regulations
 - Policy 48: Students with Special Educational Needs, Corresponding to Article (53) of the Organising Regulations