

# Admissions Policy

## 1) PHILOSOPHY STATEMENT

The admission philosophy and criteria at Ajman Academy relates and connects very closely with the School's Guiding Statements and Philosophy.

Ajman Academy provides a rigorous academic education, as per the International Baccalaureate programmes, for those students who are able to meet the school's educational standards.

The School welcomes applications from and provides support arrangements for those students with an Additional Educational Need, who are still able to cope, with appropriate support and guidance, with the requirements of Ajman Academy academic programme. The School reserves the right, however, to refuse the admission of students who, following the outcome of the admissions selection process, are considered unable to cope with the demands of a rigorous academic curriculum, even if extensive support was provided by the Additional Educational Needs Department.

It is very important to Ajman Academy that there is as close a match as possible between the abilities, aptitude and potential of students at admission and the Guiding Statements and the academic curricula offered by the School.

## 2) ADMISSION PROCEDURES: (Kindergarten to Grade 12)

- A. The Ajman Academy International Baccalaureate (IB) Programmes are challenging frameworks and therefore, the aim of the admission policies and procedures is to determine whether a learner will be able to cope with and flourish in the School's academically demanding programmes.
- B. The admission process for the Primary School will be selective and based on interview and assessment results as appropriate.
- C. Admission will be based upon the outcome of the selection process. The School will contact an applicant's previous school and request confidential references.
- D. In the Kindergarten, admission will be based on observations by staff during learning engagements and activities in order to determine the suitability of the learners to cope with the curriculum.
- E. In Grades 1–5, students will complete standardised assessment tasks in English and Mathematics followed by an interview in order to determine the suitability of the applicant to cope with the rigorous curriculum.

The admission process for the Secondary School (Grades 6 – 12) will be selective and based on interview and assessment results as appropriate. Applicants will be called for assessment and interviews. The School will contact an applicant's previous school and request confidential references.

It is a pre-requisite that all students joining Ajman Academy must have an exemplary record in terms of conduct and behaviour. Students with any serious misconduct or behavioural violations will not be admitted without the approval of the Director and, where appropriate, of the Board of Directors. It is the responsibility of the appropriate School Principal to inform the Director of any such exceptional cases. All new student applicants and their parents will meet with the School Principal or designate for an admission meeting as part of the selection process (with the exception of KGI admission).

The Admissions officer or designate will complete the New Student Admission Profile and will send this for placing in the student's file. The School Principal or designate will also ensure that every appropriate staff member (i.e. teachers/mentors) are fully aware of all academic, social and emotional needs of the student entering Ajman Academy. The School Principal or designate will explain to all new students and their parents the importance of Ajman Academy's Guiding Statements.

On application the Admission Officer will check and refer with School Principals the applicants date of birth to ensure that student placement within Ajman Academy complies with the Ministry of Education guidelines to Grade Level placement. A further check will be completed by the School Director on signing the final application form for admission into Ajman Academy.

### 3) APPEAL PROCESS

In all admission cases, School Principals are responsible for making the decision on acceptance and any terms and conditions attached to the acceptance.

In exceptional cases, and if there is significant concern regarding the conduct of the admission process, an appeal may be made to the Director of School, who, as appropriate, will consult with the Board of Directors. The decision of the Board of Directors is final and cannot be subject to any further right of appeal.

# Admissions Procedures

## Application Process

All applicants to Ajman Academy are required to follow the same initial process when applying for new admission.

Parents should complete the Application Form on the website [www.ajmanacademy.com](http://www.ajmanacademy.com) / admission process. Email confirmation will be sent by the system.

The Admissions Office will call the applicant to bring the required documents and offer a tour.

School tours will be arranged with parents by the Admission Officer from 7:30 am to 3:00pm from Sunday.

Academic information on applicants will be provided by PYP/MYP Coordinator to the School Principals, where appropriate, including date of birth; so that an informed decision can be made regarding the applicants placement into the appropriate Grade Level.

The applicant should submit the following documents to Ajman Academy Admissions Office or via email:

### Required documents

- o Student's Passport copy
- o Student UAE ID card copy
- o Student residence Visa (non Emirati students only)
- o Students Birth Certificate
- o Parents/Sponsor passport copy
- o Sponsor residence visa (non Emirati students only)
- o Parents/Sponsor UAE ID card copy
- o Student immunisation record
- o Family book (UAE National)
- o 4 copies of student photograph, passport size
- o Previous 2 years school reports

- o Enrolment letter from MOE system
- o Record in terms of conduct and behaviour for students attending (Grade 6 to 12)
- o Original Transfer Certificate\*(later on when the student is accepted)

Admission Office will open a file for each new student and follow up with the parents to complete the required documents and request a payment of AED 500 for the Assessment Fee (non-refundable).

Admission Office will forward the application to the Finance Department to process the assessment fee.

Finance Dept. will receive the payment, sign the application form and forward back the documents to Admission Office.

Admission Office will book the assessment and invite those applicants, who are available in the country, to do the assessment.

Applicants will only be invited for an assessment test when there are places available in the Grade Level for which they are applying. Otherwise, the application will be deferred and applicants placed on a waiting list. If there are no places available for applicants at the start of the academic year, the Admission Office will send an apology email to be sent to applicant's parents.

If applicant is unable to visit the UAE prior to the intended start date the Admission Office will arrange for an interview to be conducted via the Internet.

### **Assessment:**

Kindergarten Pre/KG1/KG2, admissions will be based on observations by staff during learning engagements and activities in order to determine the suitability of the applicant to cope with the rigorous curriculum.

Grades 1–5, students will complete standardised assessment tasks in English and Mathematics of (CAT4) followed by an interview in order to determine the suitability of the applicant to cope with the rigorous curriculum.

The admissions process for the Secondary School (Grades 6 – 12) will be selective and based on interview and assessment results (CAT4) as appropriate.

**Assessment Procedure:**

Admission Office will arrange for an assessment with Primary / Secondary Principal's Office, as appropriate, for new applicants.

Primary and Secondary Personal Assistants will liaise with staff, as required, to arrange assessment and interview dates and times and inform the Admissions Office. Admission office to communicate dates and times to parents either by email or phone call.

Teacher will fill the required assessment/interview form as follows:

Level	Form Name	Form No.
<b>Pre-KG</b>	Orientation / Observations	
<b>KGI – KG2</b>	Dial 4 Assessment/ Observations	
<b>GRI – GR2</b>	Admissions assessment CAT4	
<b>GR3 – GRI2</b>	Interview Form (CAT4)	

The School Counsellor may be asked to conduct further assessments on applicants. This will occur where the School feels that an additional educational need requires further investigation before an offer can be made. Further assessments may also be required by the Additional Educational Needs Coordinator or designate from the department; with occasional referral to outside agencies where more specialist assessment or intervention is needed.

All new students applicants and their parents will meet with the School Principal or designate for an admission meeting as part of the selection process (with the exception of Pre-KG/KGI admission).

Admission will be based upon the outcome of the selection process. The Admission Office will contact the applicant's previous school and request confidential references.

File should be signed by the Primary or Secondary Principal then by the School Director.

Following the Assessment Test and the Interview, Admission Office will inform parents with the result within 7 working days, or earlier, the outcome of the assessment. The following outcomes may arise as part of the assessment;

- An Offer Letter to Parents
- A Conditional Offer Letter prepared by, AEN Department in coordination with School Principals.
- Re-assessment arrange by the Admission Office
- A letter of Non-Acceptance from the Admission Office

Procedure for offered students:

Admission Office will send a formal acceptance letter requesting the parents to sign and forward back to the Admission Office and pay the advance payment within 7 working days.

Parents Pack

Admission office will handover the "Parents Pack" once they receive the offer letter signed by parents and then will update school management information system (Double First Engage).

Once an offer letter is signed, the file will be forwarded to the Finance Office to create a parent/student account. The school management information system will also be updated in preparation to receive payment. Parents will be advised to pay an advance payment, with the balance due as per the announced payment terms.

The Finance office will also sign the admission form when they receive the payment and forward the file to Transportation Officer to fill the application form (form no.). This step will only occur if parents have requested the transportation service.

As part of the application process the Admission Office will also ask parents if they require their child to use the School's canteen services. These parents will be directed to complete and sign the at the canteen kiosk form in order to confirm the service.

### **SIS Registration (MOE system):**

Admission Office will complete the registration of the new student on "Students Information System SIS" (Ministry of Education System) and makes sure all new students' have their documents attested. The Admission Office will also add the SIS number for each student on Double First Engage.

### **School Clinic Procedure:**

Admission Office will send the file with all required documents to the nurse if there is any medical condition.

The School Clinic will check all files and update the medical information stored on Double First Engage, this information will also be shared with all relevant staff members. The School Nurse will stamp the file and return to admission office showing that the file and information have been updated.

### **Transfer certificate:**

Admissions Officer will follow up to collect the Transfer Certificate for current students in UAE who were transferred from other local schools.

Admission office will scan all attested documents (Transfer Certificates and Final Reports) for each new student on the system and follow up to get the approval from the Ministry of Education to complete their registration under the school name.

Admissions officer will follow up to collect the original Emirates ID for new students who joined the school for the first time at ; KG1, KG2 or GRADE I .

An email will be sent by the Admission Office to all Departments ([registerupdate@ajmanacademy.com](mailto:registerupdate@ajmanacademy.com)) to inform them of any newly enrolled student, particularly, if they joined during the academic year.

## Re-registration

The School Director's Office announces the start and end date of the re-registration process by sending email to all parents, including the re-registration form. Parents will fill the form and submit to Admission Office.

The Admission Office will update the Double First Engage system and forward the form to Transportation Officer (if the service is requested by parents) otherwise, the form to be forwarded to Finance Office to receive the payment.

By the end of the academic year the Admission Office will add all new and re-registered students on Double First Engage. School Principals will assign the students to their classes and send the final list to Admission Office to update on Double First Engage system.

## Exit form:

If a student is not re-registering for the next academic year; parents should visit the Admission Office and fill an Exit Form. The Exit Form has to be signed by all relevant Departments and returned to the Admission Office.

The IT department and the School Library are to confirm that students have returned their iPads and library books. The School Principal's signature is required to confirm receipt.

The Financial Department will also sign the exit form to confirm that there are no outstanding fees.

Copies of the Transfer Certificate and the Exit Form are to be kept in the student's file for reference.

Finally the Admission Office will release the Transfer Certificate, a printed MOE certificate will be signed by the School Director.

The Medical file and the stamped final report will be attached with the Transfer Certificate.

The parent's signature is required to confirm that they received the required documents to transfer the student to another school.

An email will be sent by the Admission Office to all relevant Departments ([registerupdate@ajmanacademy.com](mailto:registerupdate@ajmanacademy.com)) to inform them, particularly if the student is leaving during the academic year.



The Admission Office will remove the leavers' names from the lists after completed exit forms are received. Students will have their Transfer Certificates printed and cross referenced with the school's registration in order to maintain the correct student numbers on the school management information system (Double First Engage).

Update all the students' information on SIS up-to-date.

The Secondary Principal will also share all students examination results for IGCSE or AS level with the Admission Office in order to update SIS system.

### **Admissions policy:**

Transfer Certificate and Final Year Report: Students coming from overseas or another Emirate). The "Transfer Certificate" confirms the student's details, school attended, dates attended and last school grade. It must be written on letter headed paper, signed by the School Principal and stamped.

All Transfer Certificates' from outside the UAE must be attested by the relevant Ministry of Education in the country of origin and by the UAE Embassy there and then final attestation by the Ministry of Foreign Affairs in UAE.

The relevant Ministry of Education must attest all Transfer Certificates from inside the UAE from the Emirate of previous school.