

Policy No:	19
Policy Title:	ADMISSIONS

1.0 Rationale:

RAIS recognizes that effective management requires transparent, fair, equitable and clearly defined procedures for the admission, registration and placement of students, in accordance with the MOE & UAE.

The aims of the Admission Policy are to:

- Clearly define the processes for admission to the schools;
- Ensure that regulatory admission requirements are met and maintained;
- Ensure that the schools can meet the needs of each student as he/she enters and progresses through the school;
- Implement consistent procedures for monitoring and responding to students at risk.

RAIS standards of customer service, hospitality and marketing are adhered to when processing the admission of students to the school.

2.0 Terminology:

3.0 Policy Statement(s):

3.1 Criteria for Admission

- Production of the appropriate documentation and fees (see Procedures document)
- The school's ability to meet the needs of the student
- The space available in the appropriate Grade Level
- A successful admissions assessment (Grade 1 and older)

3.2 Process for Admission to SEPA

Please refer to the Admissions Procedures document for the list of required documentation, fees, and procedures for acceptance.

3.3 Failure of the School to meet the student's needs:

Registration is not accepted until the school has determined that it can meet the needs of the student. If the school is not able to meet the needs of a student, the appropriate staff will discuss their concerns with the parents and a decision will be made as to whether the student will be accepted to the school.

In order to ascertain whether the school is able to meet the needs of the student, each student from Grade 1 up is asked to undertake an entrance assessment, observation and/or interview (depending on the grade level to which they are applying).

If a student demonstrates special educational needs, an additional assessment may be carried out by the Learning Support Team to evaluate those needs in order to ensure that the school is able to offer the appropriate support and facilities.

If the school is concerned that it cannot meet the needs of the student, the appropriate staff will discuss this with the parents.

If it is decided that the school cannot meet the needs of the student, then in the interests of the

student, the registration will not be accepted.

The school reserves the right not to re-enroll any student whose behavior undermines the education of other students, or whose educational or social needs prove to be beyond those which the school can address.

3.4 Transfer from a different curriculum

Parents should be aware that the grade names between the American curriculum and the British curriculum are not equivalent. Year 1 is not the same as Grade 1. For students transferring from a different curriculum a grade adjustment will be made where necessary (see Grade/Year comparisons).

3.5 Waiting Lists

If there is not a space available, a student will be placed on a waiting list. Priority will be given to:-

- Children of staff employed at that school.
- Children of staff employed at the sister school.
- Students transferring from other schools who have a sibling attending the school.

Waiting lists terminate at the end of the school year.

3.6 Appeals

When parents are not satisfied that the process of admission has been carried out in line with this policy, they may raise these concerns with the Head of Secondary or Elementary in the first instance, and may appeal to the Principal if matters are unresolved.

3.7 Acceptance

1. Payment of 5% of the tuition fee is required within one week of receiving the acceptance letter by email. If the payment is not received the application will be returned to the waiting list and the seat will be offered to another student.
2. If booking fees are paid but the student does not attend school during the first two weeks of term without a good reason, we reserve the right to offer the seat to another student.
3. If a parent decides to withdraw their student from the school, the withdrawal form must be completed before the first day of the academic year.

3.8 Re-enrollment

Students who have left the school and wish to return are required to repeat the admissions procedure. When a student leaves the school, his or her file is kept for a minimum of five (5) years.

3.9 Promoting Students

Students shall be promoted from one Grade to the next and from one academic year to another. During the academic year, if concerns about a student's progress for any reason (e.g. achievement, attendance) are identified, a meeting will be held with the parents to discuss the issues and to find solutions to accelerate progress. These may include modification of teaching plans, provision of additional support or activities to complete at home.

3.10 Laptop Program

Students who are admitted to the school from grades 8-12 must enter into the school's laptop program. All students must purchase their laptop from the school.

3.11 Admission to Kindergarten (KG1 and KG2)

- Students applying for KG1 must be 4 years old by December 31.
- Students applying for KG2 must be 5 years old by December 31.

Students who are accepted into KG1 will be notified when to come to school during the first two weeks of school. The Academies use a staggered entry system whereby students come to school

in smaller groups for shorter periods of time during the first few weeks of school.

Late or mid-year applicants are accepted at the school's discretion and based on the academic program from which they are transferring.

3.12 Admission to Elementary School (Grades 1-5)

Placement in these Grades is based on age and level of educational attainment as determined by entrance assessment.

Students transferring from another school must provide school reports for the current and previous year. These must be signed and stamped by the previous school. These students must complete the entrance assessment for the Grade they wish to enter. If a student arrives mid-year, they may be asked to complete the entrance assessment for the following Grade and the administering teacher will assess their ability.

We do accept students who demonstrate mild special learning needs in English/Arabic as a first or second language.

Entrance Tests: Screening assessments for elementary students assess a variety of skills in Arabic, English and Mathematics. There are specific assessments for entry into each Grade level which include the following subjects:

Languages:	Oral Interview, MAP test from Grade 1
(English & Arabic)	Oral reading and reading comprehension
	Writing skills (spelling and punctuation)
Mathematics:	MAP testing from Grade 1

3.13 Admission to Secondary (Grades 6-12)

Placement in these Grades is based on age and on level of educational attainment as determined by entrance tests.

Entrance tests for the senior school consist of Arabic, English and Mathematics.

Languages:	MAP test
	Oral reading and interview
	Reading comprehension
	Writing

An oral interview will also be undertaken by the student to determine fluency, accuracy and comprehension of spoken English and Arabic.

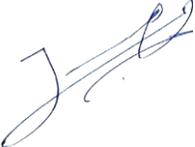
Mathematics:	MAP test.
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4.0 Applicable to:

All staff, students, parents, registrar

5.0 Related Document(s):

1. Admissions Procedure Document
2. Application Package
3. Re-enrollment Form
4. American/British comparisons

6.0	Approval and Review:	
	Review Date	March 2021
	Approved as Policy by:	Mr. Mohannad Taher
	Date:	7.3.2021
	Signature:	 
	To be Reviewed on:	March 2022