



ADMISSION POLICY

2024-25

Principal: Mr. Mohannad Al Jayousi

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 school;
- Ensure that regulatory admission requirements are met and maintained;
- Ensure that the school can meet the needs of each student as he/she enters the school;
- Implement consistent procedures for registration.

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

Criteria for Admission:

- Production of the appropriate documentation and fees.
- The school's ability to meet the needs of the student.
- The space available in the appropriate Grade Level.
- A successful admissions assessment. The purpose of the admission assessment is to identify students' individual needs and decide whether the school has the resources and space to support the student.

Inclusivity

At RAIS we welcome children with a range of learning preferences, including the students of determination (students with Special Education Needs and Disabilities) and students who are gifted and talented. We are determined to make a change in the lives of all students by guaranteeing the right to receive quality education. All students will be actively supported to participate in the process of learning with appropriate education plans, accommodations and curriculum modifications and SENCO and Learning Support Assistants, if needed.

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

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 interest 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.

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.

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 a sister school.
- Students transferring from other schools who have siblings attending the school.

Waiting lists terminate at the end of the school year.

Appeals

When parents are not satisfied that the process of admission has been carried out in line with this policy, they may appeal to the Principal if matters are unresolved.

Acceptance

1. Payment of 5% of the tuition fee is required within one week of receiving the acceptance letter in person or 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.

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.

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.

Admission to Kindergarten (Pre-KG, KG1 and KG2)

- Students applying for Pre-KG must be 3 years old by August 31st.
- Students applying for KG1 must be 4 years old by August 31st.
- Students applying for KG2 must be 5 years old by August 31st.

Students who are accepted into Pre-KG and KG1 will be notified when to come to school during the first two weeks of school. RAIS uses 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.

Approval and Review	
Review date	May 25th 2024
To be reviewed on:	May 25th 2025
Approved as Policy by:	Principal: Mohannad Al Jayousi 