

Student Admission, Registration and Distribution Policy

Purpose:

The purpose of this policy is to provide direction and guidance for parents on the admissions of students into Liwa International School for Girls, in accordance with ADEK Policy (44).

Policy:

Classes commence at kindergarten level and are open to grade 12. The different sections are divided into:

Registration: A continuing student will be registered in any educational system or stage based on her grade progression. A new student will be registered in the following grades/ years (FS2/KG1- Y1/KG2-Y2/Gr1) cording to her or his registered age in the school policy that is authorized by the Quality Assurance division. The ministerial decree (No. 5) 2021.

Admission ages	School Stage	Cut-off days as per School Calendar
Three years	Pre-K	The student must have turned Three years old in the period from 1 st September till 31 st August of the school year during which the student is accepted, for schools whose academic year starts in September.
Four years	Kindergarten 1	The student must have turned four years old in the period from 1 st September till 31 st August of the school year during which the student is accepted, for schools whose academic year starts in September.
Five years	Kindergarten 2	The student must have turned five years old in the period from 1 st September till 31 st August of the school year during which the student is accepted, for schools whose academic year starts in September.
Six to eight years	Grade 1	The student must have turned six to eight years old in the period from 1 st September till 31 st August of the school year during which the student is accepted, for schools whose academic year starts in September.

It is mandatory for students in the Emirate of Abu Dhabi, who are between the ages of six (6) and sixteen (16), to be enrolled at Department of Education and Knowledge (ADEK) school, whether public or licensed private school. Parents are responsible for ensuring that children of mandatory school age are enrolled in school no later than June 30th of the year in which their children will begin to attend.

Students are expected to attend school on each day of the school academic calendar and parents are expected to ensure that their children attend school. The school has procedures to maintain high attendance.

How to Apply?

Admissions for Kindergarten and Grade I

Eligibility is based on the Department of Education and Knowledge(ADEK) rules that specify the minimum age for admission.

Admissions for Grade 2-12

Students applying for grades 2-12 are required to go through an admission test to assess their academic potential.

General ADEK admission rules implemented by the school:

The School complies with the admission requirements below and takes them into account concerning the students' admission, registration and placement policies:

I. Fair, Non-Discriminatory and Transparent Approach

- The school adopts an open approach to accepting students from different races and ethnicities to achieve fairness, equality and transparency.
- The School allows prospective Parents/Guardians and their children to visit the School prior to registration so that they may familiarize themselves with it.
- The school re-registers its students in the next grade, if the Parents/Guardians wish so, as long as there are no behavior issues that justify refusal of the student re-registration.
- In line with the Tolerance Decree issued upon instructions from His Highness Sheikh Khalifa Bin Zayed Al Nayhan, president of the United Arab Emirates, the school will not re-register the children of any parent who assaults (whether verbally or physically) any staff member (This includes Administrative staff, teachers, technicians, and ancillary staff, i.e. Workers, helpers, gate keepers, and drivers,).
- The school admits students with mild to moderate special education needs and offer additional appropriate learning support as required or needed.
- The school admits students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases, epilepsy and obesity) and offers appropriate support as per the student's needs.

2. Interviews and Placement Tests

- The School conducts an interview with a student during the mandatory education stage and may require the student to take certain placement tests to give an indication of their performance level(s) to be able to provide proper learning support and not for the purpose of accepting or rejecting a student.
- The School may conduct an interview with a student with mild to moderate special needs, and may require the student to take certain placement tests to give an indication of their performance level(s) to be able to provide proper learning and psychological support and not for the purpose of accepting or rejecting a student.

3. Admission Information, Documents, and Records

- The School shall require Parents/Guardians to complete a registration form giving full contact details for the student's Parents / Guardians, and details of the student's: The following documents are required upon admission:
 - 5 Passport size photographs
 - A copy of the applicant's passport and visa page for non-UAE citizens
 - A copy of the father's passport and visa page for non UAE citizens
 - A copy of the sponsor's passport
 - A copy of the applicant's National ID - please note that according to ADEK's regulations, an applicant without a UAE national ID will not be accepted in the school
 - A copy of the parents' National ID
 - A copy of the applicant's birth certificate
 - A copy of the applicant's vaccination card
 - A copy of the full family book (for UAE nationals only)
 - A copy of the final report card or the most recent report if not available at the time of admission
 - An official, attested transfer certificate if the student is transferring from a public school within Abu Dhabi and Al Ain, or if transferring from any school in other emirates or coming from outside UAE.
 - A copy of the electricity or water bill to show residential address in the UAE
 - First-time enrolments (KGs or Grade 1) are required to provide the school's registration office with the student and parent Emirates ID card
- If a student is transferring from one School to another in a different Emirate, a transfer certificate to the other Emirate is needed.
- The School ensures that all newly admitted students (including the students transferred from other schools in the Emirate, from other Emirates, or from schools aboard) submit their vaccination cards and medical records as an integral part of the admission and registration procedure for such students
- The School nurse creates new medical records for students registered in kindergarten or Grade 1. As well as for students transferring from other schools.
- The school keeps records of all student admission files including required information and documents.

4. Student Capacity and Admission Priorities

- The school shall have a maximum number of 25 students for each kindergarten class (KG1 and KG2).
- The school shall have a maximum number of 30 students for each class (Grades 1 to 12).
- The school gives admission priority for the following categories:
 - Students with siblings already in the School.
 - Children of School staff.
 - Students who attended the School in the previous year or period.
 - Students who live near the school.
 - Emirati students

5. Registration

- The school officially registers a student once the student meets the admission requirements and conditions.
- The school registers the student on ADEK's eSIS system in accordance with the dates set by ADEK for academic each year.
- The school registers the student provided that it has available places.
- If the registration period is over and there is still a vacant spot, then the student will be registered any time during the year upon ADEK's approval. The school administration keeps an eye on students' ability to keep up with their colleagues and to be able to complete the stage successfully in cooperation between the school and the parents.
- If the transition period is over, the student can transfer to another school in the same Emirate after getting ADEK's approval, taking into consideration the equivalency certificates and the graduation requirements in the UAE, as well as the curriculum.

6. Process of Registration

- Parents have to pay a registration fee of 5% of the current school tuition
- This fee will be deducted from the last installment of the school fees
- In case of withdrawal, the registration fee is non-refundable
- The registration process must be completed through ADEK's school system eSIS

7. Placement of Students

- Students will be placed in school years or grades according to their age and grade progression.

Authorized by the School Principal:

Name

Signature

Mrs. Rachael Saebnoori