

1. Policy Statement

Admission covers the requirements of and procedures for admitting students to Amity. Registration is the process whereby Amity offers students a place and then enter them on the school admissions roll. Placement of students refers to the normal expectation that students be placed with their peer group in terms of age, whose birthdays fall within the defined dates of the school year.

Amity is a British International school based in Abu Dhabi apart of a large Global education system. We have a wide range of different nationalities and we are proud of our diverse culture within the school and welcome boys and girls of all nationalities, religions and cultures.

2. Aims

The aims and purpose of this policy is to:

- To select and admit pupils who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our school community.
- To provide assurance that Amity operates fairly and appropriately in our decision about admission, registration and placement of students.
- To ensure a smooth but required transition from existing Year level anomalies to an overarching same structure across all Amity schools.
- This policy is in line with the overall commitment of the UAE Federal Government to ensure the best education provision for all our students.

2.1 Fair, Non-Discriminatory and Transparent Approach

We welcome pupils from all ethnic groups, backgrounds and creeds. Human rights and freedoms are respected, but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their or their parents' race, colour, language, religion, political, or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

2.2 Disability and Extra Learning Provision

The school needs to be aware of any known disability or special educational need which may affect a pupil's ability to take full advantage of the education provided at Amity. Applicants should disclose any disability or learning need at the time of making an application and provide any medical or educational reports for prior consideration. These will be immediately passed to the Head of Inclusion for review before inviting the parents of applicants for a consultation to discuss how the pupil's individual needs can be best met. When a particular learning need becomes apparent after registration, Amity will consult parents about reasonable adjustments that may enable the pupil to successfully continue their education. We may not always be able to meet the needs, if we do not have the right level of provision in place.

3. Practice and Procedure

3.1 Entry and Assessments

Amity International School enrolls students regardless of gender, nationality or race. Admission is granted based on the availability of places and assessment of student achievement and academic needs. A student applying for admission will be placed in a year depending on their age, school sequence and that they shall be included in the school registration records. The school shall adopt an approach admitting students from customs and races to achieve equality and transparency based upon a review of an applicant's prior academic and behavioural records in conjunction with direct observations by appropriate staff if deemed necessary.

In some cases, the student's previous school will be contacted for the character reference.

Should a student withdraw from Amity and wish to return at a later date, they will be required to re-apply for a placement and complete the admission process including any entry assessments.

3.1.1 Nursery and Reception

Amity International School will invite students in Nursery, which is pre-compulsory school stage, for a playdate. Students will be admitted in accordance with their age (verified in the form of an EID (Emirates ID), birth certificate or passport). All children must be potty trained. In some cases, if the student does not have an academic report nor can they come into school for a meeting they will be asked to send a short video of the student. This will provide the academic team some information on the student and can check their speech and language.

3.1.2 Year 1 and Year 2

A school report is required, in some cases a handwritten style assessment including Maths & English needs to be completed by the child. New students in Year 1 & Year 2 will be admitted in accordance with their age (verified in the form of an EID, birth certificate or passport). They will be interviewed by a designated member of the school staff, for example: the, school counsellor, Head of Section, or Head of Primary. The interview and tests will inform the school of the ability of the child so that the appropriate support is in place for when the student starts.

3.1.3 Year 3 to Year 9

Students will be asked to sit a GL Cat 4 assessment. This will check the student's academic level. The assessment takes approximately 60 minutes for Year 3 and 90 minutes for Year 4 + and can be completed on school site or virtually depending whether the pupil is overseas. On occasions a taster session will be offered for the pupil to experience education at Amity. This will also allow the academic team to observe the pupil in the school setting.

The Admissions Team will admit students based on prior records and recommendations and in accordance with ADEK policies and guidelines.

- If the school has a query regarding the placement of a student due to records not being available or if parents question the suitability of the recommendation, then the Admissions Team will determine the student's placement according to their birthdate in the form of an EID, birth certificate or passport.
- Applications for admission should be accompanied by all required documentation. Where this is unavailable, parents must sign an undertaking that is time specific to provide all required documents. This is in line with local regulatory requirements. Amity will work in close partnership with ADEK to ensure compliance and approvals.
- Where further information is required about a student a one-to-one interview with the Head of Primary, Admissions Team and/or Inclusion will be conducted.
- The GL Cat 4 assessment needs to be answered by the child without any support. For Students that are new to English, they may require translation.

3.1.4 Year 10 to Year 13

Students will be asked to sit a GL Cat 4 assessment. This will check the student's academic level. The assessment takes approximately 90 minutes and can be completed on school site or virtually depending whether the pupil is overseas. Those students that have met the entrance criteria, will be invited for a short interview with the Head of Sixth Form/Secondary, this will take place in person or virtually. On

occasions a taster session will be offered for the pupil to experience education at Amity. This will also allow the academic team to observe the pupil in the school setting.

All offers for A-level year groups are conditional only, refer to the Individual Course Entry Requirements explained in the options booklet published annually.

The Admissions Team will admit students based on prior records and recommendations and in accordance with ADEK policies and guidelines.

- If the school has a query regarding the placement of a student due to records not being available or if parents question the suitability of the recommendation, then Admissions will determine the student's placement according to the students Transfer Certificate
- Applications for admission should be accompanied by all required documentation. Where this is unavailable, parents must sign an undertaking that is time specific to provide all required documents. This is in line with local regulatory requirements. Amity will work in close partnership with ADEK to ensure compliance and approvals.
- Where further information is required about a student a one-to-one interview with the Head of Primary, Admissions Team and/or Inclusion will be conducted.
- The assessment needs to be answered by the child without any support. For Students that are new to English, they may require translation.

3.1.5 SEN (Special Educational Needs)

Amity will accept students with educational disabilities (mild to moderate) and provide appropriate additional support when necessary or when needed. The school will not refuse or refrain from accepting students with chronic conditions such as diabetes, asthma, congenital heart diseases, epilepsy, and obesity, and will provide appropriate support according to students' needs. Amity school adheres to the inclusion guidance from ADEK and will place students with mild to moderate additional needs according to the availability of places and the severity of need.

On occasion, the school may not have the appropriate staff with necessary professional training required to manage the needs of some students as per the definitions of the ADEK Private Schools Policy and Guidance Manual Policy 48: Students with Special Educational Needs. In such cases, ADEK advice and approval will be sought. If a student placement is offered/accepted and there was non-disclosure of special education needs, if these needs cannot be met, Amity reserve the right to withdraw the application. It is

imperative that children admitted can fully access the curriculum. The same applies if the special educational need was unknown, but later presents itself.

Amity will obtain the approval of ADEK for the tuition fees, payment schedules and the procedures of their payment before issuing them to parents and before commencing their collection. Amity can support the employment of a responsible qualified SEN coordinator for the program of students with special needs. The school will ensure that the candidate has the appropriate skills and training and meets the Child Protection Policy of the School and ADEK. If an LSA (Learning Support Assistant) is required, it is a parent's responsibility to recruit the LSA and to fund the support. Amity is required to register the LSA with ADEK. The LSA is required to share documentation for such approval.

3.1.6 EAL (English as an Additional Language)

Children may be required to carry out a supplementary assessment in listening, speaking, reading & writing skills. Pupils with additional learning needs may be required to have an individual assessment specific to your child with a member of the EAL team.

3.1.7 Re-assessments

Pupils may be asked to return for a re-assessment in the following circumstances:

- if they are upset or nervous in the initial assessment
- if they are sick at the initial assessment
- if there is an unexplained mismatch in the pupil's school reports and assessment results
- Technical fault is encountered during the assessment

3.2 Placement by age and relevant documentation

Year group placements are made according to the age limit set by ADEK. Details of the documentation required is mentioned on the school website.

Age	Year Group	Key Stage	Grade Level
3 to 4 years	Nursery	Early Years	Pre-Kindergarten
			(Preschool)

Age	Year Group	Key Stage	Grade Level
4 to 5 years	Reception	Early Years	Pre-Kindergarten
			(Preschool)
5 to 6 years	Year 1 - Infants School	Key Stage 1	Kindergarten
	(Aka Primary School)		(Elementary School)
6 to 7 years	Year 2	Key Stage 1	1st Grade
			(Elementary School)
7 to 8 years	Year 3 - Junior School	Key Stage 2	2nd Grade
	(Aka Primary School)		
8 to 9 years	Year 4	Key Stage 2	3rd Grade
9 to 10 years	Year 5	Key Stage 2	4th Grade
10 to 11 years	Year 6	Key Stage 2	5th Grade
11 to 12 years	Year 7 - Secondary School	Key Stage 3	6th Grade - Middle School
12 to 13 years	Year 8	Key Stage 3	7th Grade
13 to 14 years	Year 9	KS3 (or KS4 for	8th Grade
		3 year GCSE programmes)	
14 to 15 years	Year 10	Key Stage 4	9th Grade (Freshman)
			- High School

Age	Year Group	Key Stage	Grade Level
15 to 16 years	Year 11		10th Grade
16 to 17 years	Year 12		11th Grade
17 to 18 years	Year 13		12th Grade

3.3 Time frame for admissions decisions

Prospective parents can expect to receive a final decision by the Admissions Office in writing within two to four working days of the final assessment / confidential report / samples of work. At times, an application can fall outside of this timeframe. Where a decision is likely to be delayed due to staff holiday / sickness.

3.4 Accepting an offer

Parent to pay registration fee to secure place within 7 days of receiving the offer letter. This registration fee is a sum of AED 2,000 and is deductible from the tuition fees for Term 3 (the school shall collect the registration fee upon enrolling the student in the school and not when applying for admission). The school shall be entitled to retain the registration fees if the student does not enrol without informing the school by the 30th of June. If a placement is accepted after the 30th June and later wish to withdraw, this is also non-refundable. Refer to the ADEK Private Schools Policy and Guidelines Manual, Article 39) if the child does not attend the school.

1. The school has the right to register overseas students at any time of the year if there are places available and they pass the relevant tests. The school has the right to register local school transfers within the ADEK guidelines.
2. Students can transfer to Amity from other Emirates and will take into consideration the equivalence of Grade and Years.
3. Refer to the [Fees policy](#) for further details
4. Students that are on a scholarship, these are reviewed annually. Refer to information published annually each academic year
5. Students that are on a Bursary, please note these are reviewed annually. Refer to your Bursary letter from the Finance Manager.

3.4.1 Class placements

The academic team will use their professional judgement to best place students into a form/tutor group. It is important all classes are evenly balanced.

The admissions team are unable to take parent requests for certain teachers/classes or to be with a certain pupil already on roll.

In some cases, it might be appropriate the academic team rebalance classes for the next academic year and mix classes. This will be in the best interest of the children.

3.5 Documents

3.5.1 Accuracy of information provided

All information provided to Amity International School Abu Dhabi must be true, complete and not misleading in any way. The parents / guardians of the student (Parents) must update the school promptly should any of the submitted details change.

3.5.2 Supporting documents

All supporting documents during the admission process must be provided to the school in a timely manner prior to the student start date. The school reserves the right to withdraw any application if all supporting documents are not in place at the given timescale.

3.5.3 Support & Needs

If it becomes apparent that your son/daughter has learning or behavioral difficulties and individual support is required, Amity may request that a Learning Support Assistant (LSA) is needed to support your child's development. In this event, the parent is fully responsible for the recruitment, employment, and payment of a Learning Support Assistant.

3.5.4 Documentation

All of the documents below are required for every new student. Should these documents not be in place, your child will not be able to start School until these documents are complete:

1. A copy of the mother, father and child's passport and the valid residence visa page
2. A copy of the mother, father, and child's Emirates ID card (front and back)

3. One copy of your child's birth certificate
4. A recent passport photograph of your child, mother, and father
5. One copy of an Electricity and Water bill showing your property number
6. Copy of Health report/Vaccination/Immunization record
7. Copy of Academic progress report from the last school where applicable
8. Transfer Certificate: For students in Year 3 – Year 9 (ONLY), a Transfer Certificate from the last school with the required attestation for students from other Emirates and outside the UAE.
9. Attestation must be complete (If applicable)
10. Court Decision (If applicable)
11. Medical form
12. Photo consent form
13. Entry stamp (If applicable)

3.6 Safe guarding

For a new student that is admitted, the admissions team will contact the previous nursery / school (if applicable) to check if there has ever been a safe guarding incident. The admissions team will not ask for details, however will directly pass this information to the head of safeguarding.

3.7 Admission Priorities

Priority placements will be given to students:

1. Who attended the previous academic year at Amity
2. Who have siblings attending Amity International School
3. Children of school staff
4. Students who live near the school campus

4. Record Keeping

All Assessment dates and times are updated in the student database by the Admissions Team each time the file is actioned. The Offer and Decline Letters are prepared through a template and copies are kept in the student file on the database. Parents who accept the offer of a place at the school for their child respond with a signed Offer Letter & Terms and Conditions, following this a deposit payment of AED 2,000.

5. Staffing and Resources

The Admissions Team consists of a Director of Admissions and Admissions Officer. The admissions team liaises with the Senior Leadership Team or Heads of School. Resources include GL Cat 4 Assessment tools, Creative Writing tasks, Reading, Writing, Listening and Speaking skill assessments, Junior School Early Years Programme creative play equipment, pencil, pens, paper. These are all provided. Students will need to have their own device and headphones if they are completing the GL Cat 4 assessment off school site.

6. Associated Documents

- Policy 44 of the Policy and Guidance Manual for Private Schools in the emirate of Abu Dhabi: Student Admission, Registration and Distribution
- Policy 45 of the Policy and Guidance Manual for Private Schools in the emirate of Abu Dhabi: Distributing Students in Classes
- Policy 48 of the Policy and Guidance Manual for Private Schools in the emirate of Abu Dhabi: Students with Special Educational Needs

7. Monitoring and Review

This policy is to be reviewed and checked annually by the Director of Admissions and Principal.

8. Approved by

Principal on behalf of the school: _____

CEO on behalf of the Advisory Board: _____

Change History Record

Version No.	Description of Change	Owner	Date of Issue
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Verify that this is the correct version before use Amity International School, Abu Dhabi |

1.0	Adoption of Policy	Principal Amity CEO	Jul 2015
2.0	Revision of Policy	Principal	Nov 2015
3.0	Revision of Policy	Principal	Jan 2017
4.0	Revision of Policy and transfer to new format	Naomie Etheridge – Registrar	Mar 2020
4.1	Update and review of the policy	Naomie Etheridge – Registrar	Aug 2020
4.2	Update and review of the policy	Naomie Etheridge – Director of Admissions & Marketing	Sept 2022