

ADMISSIONS POLICY

AMITY MISSION STATEMENT

It is our mission to create an engaging and challenging learning environment where students are encouraged to excel intellectually, academically and socially. We nurture our students' natural desires to learn with a personalised educational programme, project-based learning and guided enquiry. These promote the development of independent thinking, critical analysis, emotional intelligence and essential communication skills.

Amity International School aims to serve all its pupils by preparing a diverse range of courses, programmes, resources and facilities that serve pupils' individual talents and interests, and help them secure the best chance of success and happiness in both their professional and personal lives.

RATIONALE

Admission covers the requirements and procedures for admitting students to Amity. Registration is the process by which Amity offers students a place and then enters them on the school admissions roll. Amity is a British International School based in Abu Dhabi, part of a large global education group. We have a wide range of nationalities and are proud of our diverse culture within the school. We welcome boys and girls of all nationalities, religions, and cultures.

PURPOSE

The purpose of this policy is:

- To outline the procedures, criteria, and requirements for admitting students to the school.
- To provide assurance that Amity operates fairly and appropriately in our decisions regarding admission, registration, and placement of students.

FAIR, NON-DISCRIMINATORY AND TRANSPARENT APPROACH

We welcome students from all ethnic groups and backgrounds. All candidates for admission will be treated equally, irrespective of their race, language, religion, political, or national or social origin.

PRACTICE AND PROCEDURE

- A. Entry and Assessments** - Admission is offered based on seat availability and the student meeting the internal admission entry criteria. For pupils with additional learning needs, admission is offered based on availability within the inclusion team. Students applying for admission will be placed in a year depending on their age or a continuity of education. 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 and interviews.

1. Nursery and Reception

Nursery and Reception students will be invited to attend a stay and explore session or submit pre-captured videos. For students that are overseas, they will be asked to send a short-pre-recorded videos. On occasions, students will be invited to attend a classroom experience, which allows us to observe the student in our learning environment.

Students will be admitted in accordance with their age verified by an Emirates ID, birth certificate, or passport. All children must be fully toilet trained before their first day of school.

2. Year 1 and Year 2

Students in the country will either be invited to attend a stay and explore session for a phonics overview or submit pre-captured videos. Students who are overseas will be asked to send short-pre-recorded videos. A school report will also be requested. On occasions, students will be invited to attend a classroom experience, which allows us to observe the student in our learning environment.

Students in Year 1 and Year 2 will be admitted in accordance with their age, verified by an EID, birth certificate, or passport.

3. Year 3 to Year 13

Students are required to sit an entry assessment, formally known as the GL Cat4 assessment. This helps the school gain a clearer understanding of the child's learning potential and, in some cases, supports decisions regarding year group placement. The assessment can be completed on-site at the school or virtually. In some cases, a student may be invited on campus for a Maths and English assessment. Additionally, students may attend a taster session or have an interview with a designated member of the school staff. This could include members of the Inclusion Team, English as an Additional Language (EAL) team, or the Head of School.

The Admissions Team will admit students based on provided documentation, and in accordance with ADEK policies and guidelines.

4. Year 12 Placements

Placement offers for Year 12 are conditional. Please refer to the entry requirements in the sixth form booklet. If the course entry requirements are not met and a deposit payment has been made, it will be refunded.

5. ALN (Additional Learning Needs)

Amity is an inclusive school that welcomes applications from prospective students with additional learning needs, evaluating each application based on the child's abilities and aptitudes. In cases where a disability or learning need has been previously diagnosed, the school will request comprehensive details from parents, such as medical reports, educational psychologist assessments, and any relevant reports, to assess the necessary reasonable adjustments for the student's physical and educational requirements. Adaptations can be made during the admission process to support students with additional learning needs. If the school is at capacity, the student will be placed on the waiting list and notified if/when a space becomes available. We will adopt practices for students with additional learning needs in line with the ADEK Inclusion Policy

Individual Assistant - In the case where the inclusion team deems that their support alone will not suffice, an individual assistant may be recommended. This requirement will be stipulated in the offer letter, making admission subject to the student securing this support before commencing school. While Amity can help find a suitable individual assistant, the parents are responsible for recruiting and financing the assistant. Additionally, Amity must register the individual assistant with ADEK, and certain documents will be required as part of the approval process. We will guide parents through each step of this process, making sure they feel confident and fully supported.

Inability to accommodate - Applications will be evaluated individually, with the school making reasonable adjustments and accommodations to support students with additional learning needs. If the proposed support package cannot meet a student's needs due to resource limitations or curriculum adaptability issues, a notification of inability to accommodate will be sent to ADEK and the parents within 7 days of the admission decision.

6. EAL (English as an Additional Language)

Children may undergo a supplementary assessment in listening, speaking, reading, and writing skills, or have an interview with the EAL team. The school may make a recommendation on the student receiving English language support before joining to support a smooth transition. If so, parents are requested to share a report on the student's progress within one month of joining.

7. Re-assessments

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

- If there is an unexplained mismatch in the student's school reports and assessment results
- Technical fault is encountered during the assessment

8. Waiting list

Students will be placed on a waiting list if the entry group is full. The waiting list will be managed strategically and fairly in accordance with the date of application and admission priorities (refer to section - Admissions Priorities).

B. Accepting an offer - To formally accept the seat placement, parents must sign the offer letter and terms and conditions, securing the seat with a deposit payment of AED 2,000 within 7 days, which is deductible from the tuition fees for Term 3. The deposit payment is refundable if notice of withdrawal is given at least two weeks before the start of Term 1.

The deposit payment is valid only for the applied academic year. After this date, it is no longer refundable. Any eligible refunds take a minimum of 30 working days to be processed and returned. Please refer to the fees policy.

C. Class Placements - The Academic Team will use their professional judgment to place students into classes and tutor groups, ensuring a balanced and supportive learning environment. The school cannot accommodate parent requests for specific teachers, classes, or placement with a particular student already enrolled. Classes may be rebalanced at the start of the new academic year to provide children with the opportunity to expand their peer group.

D. Documents

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.
2. Ministry of Education Subject Requirements - All students will study Arabic lessons (native and non-native). They will be placed in MOE subjects according to their religion and documentation provided. Parents do not have the choice to opt out of these subjects.

E. Documentation

All new students must submit the following documents before starting school.

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 the child's birth certificate
4. A recent passport photograph of the child, mother, and father
5. Copy of Health report/Vaccination/Immunisation record
6. Copy of Academic progress report from the last school where applicable
7. Transfer Certificate: For students in Year 3 onwards, a Transfer Certificate from the last school with the required attestation for students from other Emirates and outside the UAE.
8. Attestation must be complete, (If applicable)
9. Medical form – link will be shared for you to complete
10. Photo consent form – added on the online application
11. Parent ID Badge Form
12. Entry stamp, (If applicable)
13. Medical assessment reports, (If applicable)

F. Safe guarding - When admitting a new student, the Admissions Team will contact the previous nursery or school (if applicable) to check for any safeguarding incidents. This information will be passed directly to the Safeguarding Lead without requesting further details. The Admissions Team will not ask probing questions and will simply relay the information as received.

G. Admission Priorities

Priority placements will be given to students:

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