



# **Al Rabeeh School & Al Rabeeh Academy**

## **Admission & Registration Policy**

Updated November 2016

Review October 2017

Review November 2019

Review September 2022

**Policy Statement:**

The purpose of this policy; Admission covers the requirements of and procedures for admitting students to School. Registration is the process whereby Schools offer students a place and then enter them on the School admissions roll.

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## **Admission and Registration Policy**

### **1. Purpose**

- 1.1. To provide assurance that Al Rabeeh School (ARS) and Al Rabeeh Academy (ARA) operates fairly and appropriately in the decision about admission, registration and placement of students. The policy sets out the School's proposed procedures for admission, enrolment and placement.

### **2. Aims**

- 2.1. The School's admission, registration and placement of students' policy shall take into account the School's obligations as defined in Federal Law no (29) of 2006 on the Rights of Persons with Special Needs and in the Councils related regulations and policies. It shall set out the School's order of priority for the admission of students if there are more requests than places available.

### **3. Introduction**

- 3.1. Al Rabeeh School and Academy adopts an open approach to accepting students from different races and ethnicities to achieve fairness, equality and transparency and is a caring family school with a strong sense of national identity. Our students, aged 3 to 11 (ARS) and 3 to 13 (1<sup>st</sup> year of operation in ARA), follow the English National Curriculum which introduces the essential knowledge they need to be educated citizens. We also have a very strong Arabic and Islamic Studies Department. All of our teachers are well-qualified education practitioners. English is the language of instruction and daily operation at Al Rabeeh School and Academy. We aim for all students to become fluent English speakers and be able to read and write in English at an appropriate level for their age. Of equal importance to our curriculum is our Arabic Department. The majority of our students are Emirati and are first language Arabic speakers.
- 3.2. Students are educated in mixed gender classes until the end of Year 7 at Al Rabeeh School and from Year 4 at Al Rabeeh Academy.

### **4. Academic Year**

- 4.1. The Academic Year is divided into three terms:  
Term 1: September – December\*  
Term 2: January – March\*  
Term 3: April – July\*

\* The actual dates of the academic year are subject to official confirmation from the Abu Dhabi Department of Education and Knowledge and are subject to change. The holidays are listed on the School's Class Dojo App and is sent via Engage.

## 5. Years of Study

- 5.1. Al Rabeeh School and Academy places children age-appropriately if the child has never been in an educational system before. We do not accelerate children to a higher year, and we very rarely retain children into lower years.
- 5.2. Approval for repeating a year would need to be requested by the parent, supported by the school and approved by ADEK.
- 5.3. We follow the UK system to determine the year group of entry. Places will be offered in the standard year of the child within the UK National Curriculum wherever possible, according to the child's date of birth or based upon the year following the completed year on their transfer certificate. If there is a request to repeat a year, adherence to ADEK regulations in this regard will apply and approval will be sought prior to a place being offered. The priority will be placed on curriculum continuity.

Age as at 31st August	Al Rabeeh School 31st August	Al Rabeeh Academy 31st August	ADEK Government, American and other Grade Curriculum Schools	English National Curriculum Schools
3 years	FS1/Nursery	FS1/Nursery	Pre-KG	FS1
4 years	FS2/Reception	FS2/Reception	KG1	FS2
5 years	Year 1	Year 1	KG2	Year 1
6 years	Year 2	Year 2	Grade 1	Year 2
7 years	Year 3	Year 3	Grade 2	Year 3
8 years	Year 4	Year 4	Grade 3	Year 4
9 years	Year 5	Year 5	Grade 4	Year 5
10 years	Year 6	Year 6	Grade 5	Year 6
11 years	Year 7	Year 7	Grade 6	Year 7
12 years		Year 8	Grade 7	Year 8
13 years		Year 9	Grade 8	Year 9
14 years		Year 10	Grade 9	Year 10
15 years		Year 11	Grade 10	Year 11
16 years		Year 12	Grade 11	Year 12
17 years		Year 13	Grade 12	Year 13

## 6. School Capacity

6.1. The maximum capacity for our classes:

Grade	Max Capacity Al Rabeeh School	Max Capacity Al Rabeeh Academy
FS1	25	25
FS2	25	25
Year 1	25	25
Year 2 -7	30	30
Year 8 - 11	N/A	30

## 7. Application and Registration Process

7.1. An online application can be started by visiting [www.alrabeeh.sch.ae](http://www.alrabeeh.sch.ae) or [www.alrabeehacademy.ac.ae](http://www.alrabeehacademy.ac.ae) and clicking on the link provided on the schools admission page. The online application must be completed and copies of legal documents within the application process must be attached to the application. Further supporting documentation will be requested at a later stage and must be submitted within an agreed timescale. This documentation includes, but is not restricted to, the following:

- Signed Letter of Understanding
- Copy of child's passport
- Copy of residence visa
- 4 x RECENT photographs
- Copy of the child's birth certificate, in English
- Copy of the child's Emirates ID (front and back)
- Copy of both parents' passports
- Vaccination Card/Certificates "Childhood Immunisation Schedule" (HAAD Immunisation Schedule)
- Medical records
- External assessments for any SEN needs (if applicable)
- Confirmation of home address (copy of utility bill)
- Latest school report (we will require the last 2 years' school reports if applying for Year 3 or above)
- Transfer Certificate or Letter if transferring from outside of Abu Dhabi

Parents are also required to complete and submit the following school documents:

- Permissions Form
- Medical Form
- Home-School Agreement/Code of Conduct
- School bus request form
- Grade & Year curriculum alignment letter of understanding

7.2. Before you begin the application process please make sure you check our website information to ensure you are applying for the correct year group for your child's age.

7.3. Once an application has been submitted you will be contacted by the school to advise further regarding places / assessments available. School places will not be offered until a placement assessment has been completed.

7.4. Assessments are completed in both English and Arabic, it is highly desirable that children can both communicate and have an understanding of English when

applying for a school place. See section 9 for further information regarding assessments.

- 7.5. Should parents wish to view the school and facilities open days and evenings will be arranged throughout the year.

## **8. Waiting Lists**

- 8.1. Any applications received over the maximum numbers will be kept on file but will not be acknowledged until they are accepted onto the waiting list.

Al Rabeeh is a fully inclusive school, and as we are a popular school choice for many, we do have a waiting list.

- 8.2. Priority will be given to:

- Students currently registered at Al Rabeeh School or Academy
- Siblings of current students
- Students who reside near the school
- Former students
- Children of school staff
- A child with a particular skill, talent or aptitude (all based on information gathered during the admissions assessment process).

## **9. Admissions Assessment**

- 9.1. Admissions assessments for Year 1, 2 or 3 places are for the purposes of placement only. Assessments for Year 4 places and above will be undertaken to determine whether the applicant is able to access the curriculum at our school. Consultation will take place with parents should any concerns be identified following assessment. School based assessments are carried out at regular intervals to monitor progress.

### **9.2. Foundation Stage 1 and 2**

Applicants will be observed at school for a taster session to evaluate their readiness for school and for learning. We will also take each child's nursery report and a confidential reference into consideration if available. The child will be invited into school for a play based assessment in a classroom with a small group of children or with a member of SLT. For Foundation Stage 1 or 2, the assessments will be made up of a number of observations. There is nothing you or your child can do to prepare for the session.

During the play based assessment, we will look for:

#### School readiness

- Will they separate from parents?
- Can they concentrate on an activity?
- Can they listen to a story?

**We have an expectation that all children will be toilet trained and not wearing Pampers before they join us. If a child is not toilet trained and independent from using Pampers, this will delay the enrolment and start date.**

#### Language and communication

- Will they communicate with adults and children?
- Can they follow instructions?
- Can they access a curriculum delivered in English?
- What is the development of their home language?

#### Willingness to explore and play

- Can they share and collaborate with others?
- Do they show some self-discipline and independence?

#### 9.3. **Year 1 and above**

All applicants will be assessed to ensure they meet our minimum entry requirements which will enable them to access the curriculum at our school (see also 9.1 above). Children entering Year 1 and above will carry out assessment tasks with a member of the senior leadership team. We will look at the following areas and assess focusing on age-related expectations:

- English
- Mathematics
- Arabic

- 9.4. Assessments will be performed in a relaxed environment to ensure that the children feel secure and happy. The Assistant Head teacher will discuss with the children what they enjoy doing and items of interest to build a whole picture of individuals.
- 9.5. Reports from existing/previous schools will be reviewed as part of the assessment. In some cases, a telephone call to the existing school may be required to obtain further information. Every effort will be made to get as much information about a child before a place can be offered.
- 9.6. If an assessment is successful, the child will be placed on the waiting list until a place becomes available and an offer can be made.
- 9.7. Should an assessment highlight a learning concern, parents will be informed and an email will be sent with the next steps.

### **10. Special Educational Needs**

- 10.1. Al Rabeeh is an inclusive school and gives careful consideration to all applications. Parents are kindly requested to disclose any particular known or suspected circumstances relating to their child which may impact upon their learning to ensure these needs can be fully met within our school. Parents must disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties so that the school can provide the best care and educational provision.
- 10.2. Within our schools we are able to meet a range of special educational needs and disabilities. Each child will be considered on a case by case basis. They will undergo our standard assessment process and depending on their needs we may request some additional assessments and a meeting with our Inclusion team. We will only offer places where we are sure that we can meet the needs of the individual child.
- 10.3. If during the assessment, a member of SLT notices that there could be a potential barrier to learning, they will discuss this with parents/carers and advise on next steps and a further assessment with the SENCO before we can make a decision on whether the school can meet the student's needs.
- 10.4. In line with ADEK, Al Rabeeh is unable to accept students with SEN without an external assessment.



## **11. Application & Registration Timings**

- January - Parents to confirm intentions for re-registration for the next academic year
- January/February – Re-registration for students already attending School (all school fees must be settled in full to confirm a place for next academic year)
- January/February – Applications for new FS1 children
- February – Applications for new students (other years)

## **12. Transferring to Al Rabeeh Academy Secondary Department from Al Rabeeh School**

- 12.1. Al Rabeeh Academy has ample allocation to accommodate all of our Year 5 and 6 students who will leave us this year, at our school campus in Mohamed Bin Zayed City. Students in Year 5 have completed the Bridging Curriculum for Year 5 and Year 6 and will transfer to Year 7, and those students in Year 6 have completed the Bridging Curriculum for Year 6 and Year 7 and will transfer to Year 8.

A survey (February 2017) undertaken with parents of all students registered with Al Rabeeh School in 2016-2017 received a 100% response of their understanding, approval and consent of the move from a Grade system to a Year system.

## **13. Terms and Conditions**

- 13.1. Al Rabeeh School will officially register a student once the student meets the admission requirements and conditions. The School will register the student on the Council's eSIS system in accordance with the dates determined by the Council each year. Students are registered, in accordance with guidance from ADEC and subject to space availability. Students who request admission after the start of Term 1 must satisfy the Principal that they are capable of keeping up with those in their peer group and can successfully pass the academic year. (Please note that after Term 1 Admissions will only be considered from those students who are applying from outside of the Emirate or the country).
- 13.2. The re-registration and new registration schedules are published in January, starting with admissions for 'priority' students. Announcements are made via the school website and School Communicator.
- 13.3. Parents are requested to complete an Application Form and sign a 'Letter of Understanding', confirming their understanding of the application process. Upon receipt of the application, the student is added to the school waiting list. This is not a guarantee a place can be offered. A place is dependent on the outcome of the assessment, priority students, submitting the required documents, the responses in the application form and the availability of a place.
- 13.4. Al Rabeeh will contact families via email to inform on the progress of an application.
- 13.5. Should Al Rabeeh offer a place and the email correspondence is not responded to, in the given time frame, the student will lose their position on the waiting list and the place will be offered to the next student.
- 13.6. There are a limited number of places available for students joining the school and the maximum class sizes are listed in the policy.
- 13.7. Student admission primarily takes place at the beginning of Term 1 each year. The minimum age for FS1 is 3 years old on the 1<sup>st</sup> of September of the academic year of registration.
- 13.8. Parents pay a registration fee/re-registration fee of AED1300-AED1600 which is non-refundable. The fee is part of, not additional to, the year's school fees.

- 13.9. The registration fee will reserve a place for 1 week after the start of the new school year, irrespective of reason for non-attendance. After one week of absence Al Rabeeh School reserves the right to cancel the place and offer it to another child on the admissions waiting list.
- 13.10. Students' original Emirates ID must be produced when requested to complete the registration process. Failure to do so may result in a delay to the student commencing school. Late receipt of the Emirates ID may incur a financial penalty from ADEK, the costs of which will be charged to the parent.
- 13.11. Al Rabeeh reserves the right to place students in class groups appropriate to student age and needs according the ADEK guidelines.
- 13.12. Parents are not entitled to make requests for teachers or classes. Classes and teachers are announced at the start of a school year.
- 13.13. Should parents not declare and provide all the relevant information including learning, medical, and behaviour needs, Al Rabeeh reserves the right to cancel the school place. Fee payments are in accordance with the published payment schedule regarding cancellations.
- 13.14. Al Rabeeh reserves the right to refuse admission to any applicant that the school feels does not meet the required standard of English or general academic ability; or who demonstrates behaviour or has additional that would be more suitable for a different learning environment.
- 13.15. New and existing students will forfeit their school place if they are absent on the first day of term without a satisfactory reason and have not paid the term's fees. This is to ensure that places can be allocated to other students in a timely manner if they become available.
- 13.16. In order to re-register students, all fees for the current year must be paid.

Please refer to the Behaviour Policy regarding discipline and exclusions.

### **Monitoring and Evaluation**

This policy will be reviewed annually.

<b>Draft Date:</b>	<b>2<sup>nd</sup> September 2022</b>
<b>Principal Approval:</b>	
<b>Review Date:</b>	<b>August 2023</b>