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POLICY TITLE:	Admissions Policy
DEPARTMENT:	AJS Student Affairs

Policy Contact: Mrs. Amel Jafar	Issue Date: 01/02/2015
School: Al Ain Juniors School	Next Revision Date: 11/02/2027
Reference No: AJS-SAD-001	Version No: 5.1

Rationale

The admission policy reflects our commitment to fostering an inclusive and diverse learning environment that promotes academic excellence and personal growth. By prioritizing values such as respect, integrity, and collaboration, our admissions process aims to cultivate a community that mirrors these principles. A diverse student body enriches the educational experience, allowing students to learn from various backgrounds and viewpoints. The policy also aims to provide equal access to education, ensuring that all qualified students, regardless of their socioeconomic status or background, have the opportunity to succeed.

Aims

To support a family's admission to the School, while also ensuring a transparent and effective admission process:

- To achieve the vision and mission of AJS
- To support parents in understanding the admission process at AJS.
- To support the School by selecting a diverse student body and to enrich the student community which supplements the values of CBSE and Cambridge board, with embedded values adopted from MOE/ADEK guidelines.
- To adhere to the ADEK guidelines and UAE laws, while facilitating the student's admission.

Note: Admissions open in the month of February for British system and in the month of November for the Indian System every year.

Admission Process

The Admission process begins by visiting the school website and completing the online application form, this is found in the 'Admissions' section of the school website

Visit the School Website: www.alainjuniors.com for comprehensive information about our admission requirements, processes, and deadlines.

- Application Submission: All applications, including those for siblings, must be submitted before the specified deadline. Applications must be completed accurately and include all required documentation.

Entry Points and Age Guidelines

- Placement of New Students New students (KG1 – Grade 1/ FS2 to Year 13): will be assigned to a grade based on their age according to the cut-off date set by ADEK, unless an alternative placement in a different grade has been approved by ADEK.

	Schools whose academic year starts in September(British Curriculum)	Schools whose academic year starts in April (Indian Curriculum)
	31 August	31 March
KG 1/FS2	4 years	
KG 2/Year 1	5 years	
Grade 1/Year 2	6 to 8 Years	

- Grade Placement for Transferring Students (Grade 2/Year 3 and above): The school will determine the grade placement for transferring students based on the last grade or year completed as indicated on the Transfer Certificate.

Registration: Mandatory valid documents at the time of admission:

Student:

1. Copy of Student's passport with visa page
2. Copy of Emirates ID of student or diplomatic card
3. 1 passport size photographs of student
4. Copy of Birth Certificate, duly attested from: (if not issued in UAE):
    - Ministry of Foreign Affairs in the country from where the certificate is issued.
    - UAE embassy or Consulate in the country from where certificate is issued.
    - Countersigned by Ministry of Foreign Affairs in UAE.
5. Statement of Marks/ Report card.
6. Original Transfer Certificate 'TC' duly attested from: (For admission in Grade 2 and above)
    - Ministry of education or the Education Office in the country from where the certificate is issued.
    - Ministry of Foreign Affairs in the country from where the certificate is issued.
    - UAE Embassy or Consulate in the country from where the certificate is issued.
    - Countersigned by Ministry of Foreign Affairs in UAE.
7. Leaving Certificate: If a student is transferring from a government school to a private or charter school, a Leaving Certificate and a student performance report issued by the government school are required.
8. Standardized Benchmark Assessment "SBA" : report of the latest SBA the student was assessed . For example : British System: GL-PT
   Indian System: EiASSET
9. Premises ID (PID), copy of electricity bill or tenancy contract has to be provided. If the parent does not have any of these, they can fill in the residence location proof form which shows the plot number, road number (for Al Ain only), sector number & zone (or district for Al Ain).
10. Documented Learning Plan (DLP): If applicable, schools shall plan, monitor, assess, and evaluate teaching and learning programs personalized for students with additional learning needs, as per the ADEK Inclusion Policy.
11. Clinical Assessment Report: If applicable, a clinical assessment report assessing their child's needs by a qualified professional, as per the ADEK Inclusion Policy.
12. Medical records:
    - Immunization (Vaccination) Card
    - To fill the medical file

Parent

1. Copy of parent's passport (both Mother and Father)
2. Emirates ID (both sides of the card) of parents (both Mother and Father) towards evidence of UAE residency or copies of diplomatic cards with passports.

Registration fees: This fee is required to confirm enrollment and is payable at the time of admission for newly admitted students. It is non-refundable.

Admission Criteria:

- Sibling Applications: Siblings are given priority for entry into AJS. Children with SEND who are siblings are given further priority for entry into AJ School. All siblings must fulfil the School admissions criteria.
- Emirati Applications: Emirati applications are given priority for entry into Al Ain Juniors British Division. Emirati siblings are given priority. All Emirati applicants must fulfil the school admissions criteria.
- Admission to Students of determination: Refer to school/ADEK's inclusion policy

Info for Non-Indian Applicants in the Indian System (CBSE stream)

- Indian applicants in the Indian System (CBSE stream) are accepted on a first-come-first-served basis among siblings.
- Transition from the Indian System to the British System may involve a gap of five months before joining in September, during which no bridge/intermediate course can be offered.

Criteria for re-enrolment of existing students

- All students must meet the requirements defined in the school Promotion Policy.
- Continuing Students: To confirm their re-enrollment, all outstanding fees from the previous academic year must be settled. All outstanding dues to be paid by 5 June for the British System and 5 March for the Indian System
- Change in student details: The parent should inform the school of any changes in circumstances of a child. For example, should the custodian of the child change, nationality and or contact details.

Consequences of Non-Compliance

- Failing to adhere to the above-mentioned conditions and deadlines set by the ADEK can have serious consequences. It may nullify the registration of the student, potentially delaying the start date of their education at the School.
- Cancellation of enrolments: If a student remains absent (unexcused leave) for more than 10 working days from the beginning of the academic year, the school reserves the right to cancel enrolment & seat will be given to deserving students.

Refund Policy: Refer to details are mentioned in the "Fee Policy" on the school website: www.alainjuniors.com

- Links to other policies
- Fee policy
- Assessment policy
- Inclusion policy
- Teaching & Learning policy

Monitoring and Review

This policy is reviewed annually by the Principal in discussion with School Administration/School registrar. It is forwarded to ADEK for approval post each update.
Change History Record

Version no.	Description of change	Owner	Date of Issue
1.0	Adoption of Policy	Principal	Feb 2015
2.0	Revision of Policy	Principal	Feb 2017
3.0	Revision of Policy	Principal	Feb. 2019
4.0	Revision of Policy	Administrator	
5.0	Revision of Policy	AJS Admin.Officer/	Feb. 2022
5.1	Significant changes to align more closely with ADEK Student Administration Affairs Policy AY 2024-2025	Admin.Officer	Feb. 2024