



Admission Policy 2023-24



- *This procedure is reviewed annually to ensure compliance with current regulations.*
- *This policy applies to the whole school including SMT & Governors.*
- *The Apple International School is committed to safeguarding and promoting the welfare of our students, staff, and fraternity.*

Ref. No.: AIS / AP / 01 / 2023-24	Policy: Admission Policy
Approved by: Principal	
Reviewed by: 1) Quality Assurance & School Welfare Dept 2) Vice Principals 3) SLTs 4) Admission Department 5) Inclusive Education Department	Implemented by: Admission Dept.
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Section 1 - Acronyms and Definitions

Acronym / Abbreviation	Definition / Expansion
Employer / Organization	The Apple International School
Employee	All employees, who are considered eligible as per this policy
SLT	Senior Leadership Team – Typically will include the Principal, Vice Principal, Heads of Sections
MoE	Ministry of Education
KHDA	Knowledge and Human Development Authority
PSC	Parent School Contract

Section 2 – Scope

The scope of this policy document includes guidelines pertaining to schools' procedures regarding admission, KHDA registration, final exams, ministry sheets, promotion process, and class list for the upcoming academic year.

Section 3 – Background

The Apple International School (AIS) supports the principles of inclusiveness, equality of access, and full participation in the school. Our Admissions Policy is determined in accordance with the appropriate provisions of

- 1) The UAE Federal Law 29, 2006,
- 2) UAE National Agenda,
- 3) AIS Inclusion Policy,
- 4) AIS Child Protection & Safeguarding Policy, and
- 5) The Dubai Inclusive Education Policy Framework.

The basis of the school's admission policy is the ethos as outlined in the standard 2 of the Dubai Inclusive Education Policy Framework:

'Matters concerning admissions, participation, and equity refers to the fact that students who experience SEND have the same rights as all other students. This includes the right to be admitted to a preferred school where they are able to engage and participate in quality learning experiences alongside same-aged peers.'

In this context, the school expresses respect for the diversity of traditions, values, beliefs, languages, and ways of life within the community it serves today. It is our policy at AIS to welcome all students for their holistic development. The school aims to provide an inclusive system of education. We welcome students of all abilities, nationalities, and religions who will benefit from an academic, personal, and social program that supports them in realizing their potential. We are proud of our visible commitment to diversity and international mindedness.

The school actively seeks to nurture the holistic development of the child. If the child has a gift, talent or any other special educational need then this should be identified and recorded on the online application form. The school is inclusive, and there is a strong commitment to accommodate various learning needs and styles through the provisions led by the inclusion team.

Section 4 – Age Criteria

The School follows the English National Curriculum and adheres to the KHDA guidelines for enrolments. The criteria for enrolment have been laid below.

Class	Child's Age as on 31 st August 2024
FS1	3 Years
FS2	4 Years
Year 1	5 Years
Year 2	6 Years

Section 5 – Provision for Students of Determination

- ✓ AIS adopts an inclusive approach to applicants experiencing any special educational needs and/or disabilities.
- ✓ At AIS we believe that all children should be equally valued in school.
- ✓ We are dedicated to providing an environment where all children can realize their potential and feel safe.
- ✓ The leadership, staff, and governing body are committed to supporting every child and promoting the well-being and welfare of all its pupils and staff.
- ✓ The school through effective partnership with the parents, ensures the best possible provisions and accommodations for students of determination so that these students are able to participate in the common learning space which is least restrictive for them.
- ✓ In order to provide maximum support, the applicants with diagnosed special education needs are assessed by the Inclusion Champion or Leader for provisions for students of determination.
- ✓ The school provides full access to the curriculum through differentiated planning, accommodations or modifications by teachers, the inclusion team, and other staff as appropriate.
- ✓ The school aspires to ensure that students of determination are positively engaged in the school community.
- ✓ Parents are therefore strongly advised to discuss their ward's particular situation with the Admission Officer, Inclusion Champion, Leader for provisions for students of determination, or other designated staff members at the time of admission or as early as possible.

Section 6 - Admission Process – Overview

How to Begin a Student's Journey at AIS

AIS Admission policy has been developed as a part of the school's commitment to providing a supportive learning environment that enables all students who have chosen to study with us to achieve their full potential. AIS doesn't discriminate based on race, gender, additional needs, or nation of origin and seeks to accept all qualified students who apply.

➤ Step 1 - Online Application

- a) Select 'ENROL ONLINE' under the admission tab on the home page of the School web page. <http://apple.sch.ae/admission/admission-process>
- b) Complete the online student Enquiry and Registration. Once the form is completed, parents will receive an acknowledgment with an online reference number and advice on the following steps.

➤ Step 2 – Application process

- a) To initiate the Application process, parents should pay the Application Fee of AED 525/- (inclusive of VAT) either online or in person by cash/Card at the School's counter.

- b) This Application fee is:
- Refundable if the school does not offer the student a seat.
 - Non-refundable if the school offers the student a seat but the student chooses not to take it.
 - Non-refundable in the event of the Application being rejected due to the failure to submit required documents.
 - Not deductible/adjustable against the school fees/sibling fees
- c) Parents are required to provide the listed documents to complete the application. Please note that you are requested to upload all the documents online. (Parents are encouraged to submit all documents via online upload and should avoid sending them through emails)
- d) Admissions will be processed only if all the required documents are uploaded, and the Application fees have been paid. After this the School team will review the student's school report or the student will be scheduled for an assessment / interview.

Required Documents:

1. Residency visa page (Copies for student, father, and mother – when available)
2. *Passport (Copies for student, father, and mother)
3. Copy of student's birth certificate (in English or Arabic)
4. Recent passport-size photographs of student
5. *Copies of student's last 2 years school reports for all students entering Year 1 and Year 2 (in English); Last 2 years' school reports and CAT4 report for students entering Year 3 and above; Nursery report cards, if available, for students entering FS1 and FS2. 6 months' valid medical, therapy reports, if the student is with special educational needs.
6. Copy of student's immunization card
7. Emirates ID card, back & front (Copies for student, father and mother-when available)
8. Original Emirates ID of the student and both the parents (will be required if the student is accepted into school)
9. School Health Form (which can be downloaded from the school website)
10. Attested transfer certificate or previous school's leaving certificate.(If your student is accepted into school)
11. Any student joining in Year 10 and above (Year 9 in UK Curriculum/ Grade 8 completed from Indian curriculum) must present an equivalency certificate required from MOE (Ministry of Education) along with the attested Transfer Certificate.

The above-supporting documents marked with asterisks (*) are the minimum mandatory requirement to process the application.

Note: Submission of the Application and payment of the Application fee does not guarantee an admission offer or availability of a place at the school.

➤ Step 3 – Assessment

- a) The student will be invited/communicated (Within 7 days of Application fees payment & documents submission) by the school admission team for an assessment/an interview along with their recent report cards (observation/Written assessments / CAT4 test) via email notification or phone.
- b) Results will be notified via email.

Important considerations:

- 1) Foundation Stage (FS) applicants are observed via a meet-up with the teacher to determine their starting point and school readiness. They should ideally be toilet trained and have the age-expected level of independence.

- 2) Year 1 to Year 8 applicants have to attend an interview prior to allocation of classes. From year 9 onwards, applicants answer a written assessment to understand their current level and starting point for educational provisions.
- 3) The decision taken by the school is final, and all admissions follow the guidelines and regulations set by the KHDA.
- 4) Parents/guardians must respond to an offer within 7 days of receipt in order to secure the place.
- 5) Prior to admissions, a Transfer Certificate (attested where required) is to be submitted.
- 6) The school will take enrolment in the order of the following preferences
 - ✓ Siblings of the existing students
 - ✓ Students of determination
 - ✓ Children of new and existing staff
 - ✓ Children who are returning after two years of withdrawal

➤ **Step 4 – Deposit Fee, Admission Confirmation**

- a) The admission team will be sending confirmation letters to successful applicants, subject to seat availability.
- b) Payment of Registration deposit (within 5 working days of the offer letter issued by email) which is non-refundable, non-transferable should be done in cash/credit card that is deductible from the Term-I tuition fees for the academic year. This is a non-refundable deposit. The parents have the option to pay the First Term Fee / Whole academic fee.
- c) After the above process, students can be registered on the KHDA portal.
- d) The tuition fee is payable at the beginning of each term and is payable in 3 terms.
- e) If a seat is not available, your ward's/student's application will be placed on a waitlist upon successful assessment until a seat becomes available. If you wish to withdraw your ward/student from the waiting list, the 500 AED plus VAT application fees can be refunded.
- f) In case parents do not proceed with the Application/Registration process within the time frame given by the admission team, the Application fee and Registration deposit are non-refundable.
- g) On non-payment of the registration deposit on the said time frame, the paid Application fee will not be refundable if the student did not get a seat due to delay in payment of the registration deposit.

➤ **Step 5 – KHDA Portal Registration and Parent School Contract Signing**

When a student is admitted to a school in Dubai, he or she must be registered with the KHDA. Deadlines apply and will be communicated by the authority.

- a) When a student is admitted to the school, the admission team ensures to collect all relevant documents to complete the KHDA registration process immediately when the portal opens for the academic year. Before proceeding for the KHDA registration the parent/guardian needs to clear the first term fee and annual fee.
- b) Email reminders (3 reminders) can be sent to the parent for payment of Term-I fees.
- c) Payment by PDC cheques will not be considered unless it is cleared in the bank.
- d) No PDC cheque cases will be included in KHDA registration.
- e) As soon as the registration process is initiated and upon the required document submission, a tracker ID will be generated by KHDA; which is used for references.
- f) Students' names and nationality in the KHDA portal must be as per their Emirates-ID.
- g) Once the KHDA approves the registration, the KHDA number will be generated.
- h) All students enrolled in the school should have a KHDA ID number.
- i) A student's class and section must be the same in the KHDA portal and school list.
- j) Student ID must be linked to the KHDA portal and Mograsis ERP.

- k) Once approved by the KHDA, the Parent School Contract will be published. Parents can sign this in person, or it can be signed via the KHDA App
- l) Every subject offered in the school will be updated for the respective classes in the KHDA portal.
- m) No students is permitted on the campus without the KHDA number.
- n) The student should clear all the dues before publishing the parent school contract in the KHDA portal for the next academic year.
- o) For the seat-allocated students, after receiving the documents from the parent, and while registering the student in KHDA Portal, it is mandatory for parents to sign the 'Parent School Contract – PSC'.
- p) Students can be officially enrolled after PSC signed by the parents.

Section 7 – Ministry Promotion Procedures Of Existing Students

- 1) The list of existing students, upon receiving their annual results, will be promptly shared with the Knowledge and Human Development Authority (KHDA).
- 2) When publishing the parent school contract in the KHDA portal for the next academic year, only section allotted students (all dues cleared students) will be published for the KHDA contract.

Section 8 - Section Allocation Procedure Of Existing Students And New Admissions.

8.1 - Existing Students

- a) Existing students are required to clear any outstanding arrears and pay there-registration fee for the next academic year within the cut-off date given by the school to confirm their seats for the upcoming academic year term.
- b) Re-registration fee payments for the next academic year will be accepted from the beginning of Term 3 of the existing academic year.
- c) Re-registration will be confirmed only upon payment of AED 500/- re-registration fees (non-refundable).
- d) The school Accounts Department will send three email communications (1st week of Term 3, 3rd week of Term 3, and 4th week of Term 3) to the parents (Exclude blocked students with the undertaking letter from the parent) for payment of the re-registration fee.
- e) After the cut-off date of re-registrations the vacant/available seats will be opened/allotted to new admission or the waiting list students.
- f) The school reserve the right to refuse the issue of academic reports and refuse re-registration for students when fees are repeatedly not paid on time or if they have not settled the fees for the previous academic year
- g) Failure to pay the re-registration deposit can result in a student's seat in the school being revoked.
- h) Only in case, if the family relocates outside of the UAE or to another Emirate, the school may up to 31st July of the same year, can process the refund request. Such refund requests must be made in writing to the Admissions Officer by 31st July and will be reviewed at the school's discretion.
- i) Any refund request of Re-Registration after 31st July will not be accepted.
- j) The due date for payment of the first term fee will be the day before the start of the new academic year.

8.2 - New Students

- a) After completing the registration procedures with KHDA including the parent-school contract, the admission team will allocate the sections with the support of Section Heads.

In case of cancellation of re-enrolment & new admission after the start of the Academic year, fees will be calculated as per KHDA policy.

- b) Cancellation within 2 weeks- 1 month Tuition fees & Annual mandatory fees will be charged, School ID card, External Exams & Books fees charged fully.
- c) Cancellation ranging from 2 weeks to 1 month- 2 months Tuition fees & Annual mandatory fees will be charged, School ID card, External Exams & Books fees charged fully.
- d) Cancellation after a month- Full-term's fees will be charged.

The above policy is applicable per term depending on the date of the withdrawal request. Charges will be calculated from the start of the term & the date of an official request by the parent stating the intent of withdrawal & not from the date when the student was absent.

8.3 - Returning Students

- a) When a student that wishes to return to school in such case, then the status of the student needs to be checked in the school record
- b) If TC is issued- Student can join by new admission process (Application Fee payment)
- c) If TC is not issued, they are not required to pay an application fee unless they are returning after 1 year from the 3rd Term of the Previous Academic Year. Admission teams need to ensure that the fee arrears are cleared.

Section 9 - Transport Service For Existing Students And New Admissions.

The school administration team ensures that parents and students receive the best service possible.

- a) For existing students and new admissions availing of transportation services, the parents should submit the transport request form to the G-1 PRE/ School transport coordinator, and they will check the route and pick-up/ drop-off point to ensure that they are able to offer the service in the areas.
- b) Once this has been confirmed, the parent will be notified of the timings, Bus number, and driver's details.
- c) **Seats will be booked for the students only on payment of Term-I transportation fees**
- d) Due to limited seat capacity, seats will be reserved on a payment basis.
- e) The parents should pay the termly transport fee in advance to avail the transport service at least seven days before availing the service. If there is any delay in the advance payment for the transport service, the transport department will inform the parents that the transport service will not be available.
- f) The transport provider should provide a temporary ID card to all students using the transport on the first day of school and the permanent card will be issued within a week of joining the school.

Section 10 - Procedures While Issuing Transfer Certificate

- a) Parents who wish to transfer their student usually decide at the beginning of the second term.
- b) If the parents wish to cancel the admission or withdraw their child from AIS, they need to submit the Admissions Cancellation Application to the Admission Officer.
- c) A 30-day notification is required to ensure all necessary documents are ready.
- d) If the parent wishes to apply for a Transfer Certificate, then they need to pay TC charges of AED 120/- in the Accounts Department after clearing outstanding fees if any, the refund if applicable will be calculated as per the KHDA policy.
- e) Once the Principal approves the TC, the admission team will begin the TC process in Mognasis ERP, and the PRO and the admission team will take further actions to issue the TC.

Transfer Certificate Guidelines:

The transfer certificate must be on official school letterhead and must contain the below information.

1. Full name of student
2. Date of birth
3. Enrolment date and the year group when the student first started at the current school.
 - * Present Class
 - * Year/Grade completed
 - * Year/Grade promoted to
4. School curriculum
5. Principal's signature
6. School stamp

- If transferred from a school within the GCC (GCC Countries- Saudi Arabia, Kuwait, Bahrain, Qatar, and Oman) or from another UAE Emirate, the transfer certificate must be attested by the Ministry of Education.
- Students coming from countries other than USA, Australia, Canada, Western Europe, Japan and New Zealand should have the original Transfer Certificate (TC) attested by:
 - Educational Authorities (from the country of TC origin),
 - Ministry of Foreign Affairs (from the country of TC origin)
 - UAE Embassy (from the country of TC origin).

