



مدرسة التفاحة العالمية
The Apple International School

ADMISSIONS POLICY

(Everyone Included, Everyone Supported, Everyone Challenged and Everyone Successful).

Guiding Parameter

Background

The Apple International School, Dubai is an Inclusive School that follows the UK English National Curriculum right from FS to post 16 with English as the language of instruction. We are an inclusive school, and our admission philosophy welcomes students of varied learning needs.

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 the UAE Federal Law 29, 2006, UAE National Agenda, AIS Inclusion Policy, AIS Child Protection and Safeguarding Policy and the Dubai Inclusive Education Policy Framework. The basis of the school's admission policy is the ethos as outlined in 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 right 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.

Age Criteria

Eligibility: 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 31st August 2022.
FS 1	3 Years
FS 2	4 Years
Year 1	5 Years
Year 2	6 Years

Admissions Procedure

Applications for admission are always accepted during the school year subject to seat availability. Applications must be completed online through the school website <https://apple.sch.ae/admission/admission-process/#1611985557856-54fc5e89-f07c>

The following documents are required at the time of admission:

- Copies of the child's passport with valid residence visa and Emirates ID card
- Copy of parent's passport with valid residence visa and Emirates ID card
- Copy of child's Birth Certificate (In English / Arabic)
- Recent passport-size photographs of the child with white background
- The previous year's school reports, including any learning support documents, medical history and academic history pertaining to your child's educational needs to facilitate quality support as quickly as possible. (For early years, please submit nursery reports if available) These documents are essential to assess the level of support needed.
- School Health Form (which can be downloaded from the school website)
- Attested Transfer Certificate: -
 - Students seeking admission to the School from Year 3 upwards will have to submit the Original Transfer Certificate/School Leaving Certificate of the school last attended. Transfer Certificates from countries outside the UAE must be IN ENGLISH ONLY, and duly attested as per the guidelines given below:
 - From a school within Dubai, Transfer Certificates are to be transferred online from the previous school.
 - From a school in the Emirates other than Dubai, attestation from the local Educational Zone of that Emirate to which the school belongs.
 - For students coming from other GCC countries, the Transfer Certificate should be attested by the Ministry of Education.
 - For students coming from countries other than GCC countries, the Transfer Certificate must be attested by the following authorities:
 - Educational Authorities (from the country of TC origin)
 - UAE Embassy (from the country of TC origin)
 - Ministry of Foreign Affairs
 - Students coming from the US, Europe, Canada, and Australia do not require Transfer Certificates. A letter from the Head of School on the school letterhead clearly stating the class into which the child is to be admitted is sufficient.

Important considerations

1. Foundation Stage (FS) applicants are observed via a meet-up with the teacher to determine their starting point and school readiness.
2. Year 1 to year 8 applicants have to attend an interview prior to the allocation of classes. 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. Parents/guardians must respond to an offer within 7 days of receipt to secure the place.
4. Prior to admissions, Transfer Certificate (attested where required) is to be submitted.
5. The School will take enrolment in the order of the following preference:
 - ✓ Siblings of the existing students
 - ✓ Students of determination
 - ✓ Children of new and existing staff
 - ✓ Children who are returning after two years of withdrawal.

Provisions 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 provide 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.

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.

KHDA Registration & Parent School Contract

All new students will be registered with the KHDA in line with the compliance requirements. Once registered, parents will receive a link to digitally sign the Parent School Contract.

Re-Registration

The school sends out a re-registration notification during the period of March to April. The seats for the next academic year can be confirmed only with the payment of the re-registration fee and parents need to ensure that the third-term fee is also paid. Once the fee is paid, the seat is automatically confirmed for the next academic year. In case the re-registration does not happen during the given period, the school will not be responsible for assuring a seat.

Withdrawal and Transfer Certificate

If the school is unable to offer a seat due to any circumstance, the registration amount will be refunded. If a Parent wishes to cancel the admission, they need to submit the Admissions Cancellation Application to the Admission Officer. A 30-day notification is required to ensure all necessary documents are ready. If the parent wishes to apply for 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.



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Ms. Jaya Menezes

Executive Principal

Last date of Review: February 2022

The Admissions Policy will be reviewed in the school annually by the Admissions Team, School Principal and the Management team ensuring that it is in compliance with all the KHDA rules and regulations.

Next Review date: February 2023