



The Apple International School

STUDENTS' SECTION ALLOCATION POLICY

Academic Year 2026–2027

Policy Owner	School Leadership Team
Applies To	All students, staff, and the school community
Review Cycle	Annual or following significant regulatory/safeguarding change
Approval	Principal / BOD
Effective Date	September 2025
Next review	September 2027
Related Areas	Safeguarding, Curriculum, Teaching and Learning, Assessment, Inclusion, wellbeing, Care and support

1. Purpose

The purpose of this policy is to establish clear guidelines for the allocation, organisation and modification of student sections at The Apple International School (AIS), ensuring that all decisions support effective teaching and learning, curriculum delivery, student wellbeing and the efficient management of school resources.

2. Scope

This policy applies to all students enrolled at The Apple International School across all year groups and phases, with particular consideration given to the subject-based section allocation arrangements for Years 10–13.

3. School's Authority and Discretion

The allocation of students to sections and any subsequent changes to section arrangements are the sole responsibility and discretion of the school.

The school reserves the right to determine, allocate, reorganise and change student sections whenever necessary to meet educational, curricular, operational, logistical or student welfare requirements. All such decisions will be made in the best interests of the students and the effective functioning of the school.

Section allocation is an administrative and educational decision made by the school. Parent preferences or requests for a particular section, teacher, friendship group or class composition will not be entertained. Parents are expected to respect the school's professional judgement and final decisions regarding section allocation.

4. Criteria for Section Allocation and Changes

The school may allocate or change student sections based on one or more of the following considerations:

- The total number of students enrolled in each year group and section.
- The availability and capacity of classrooms and other learning facilities.
- Students' subject choices, elective subjects, optional courses and time of reenrollment/admission.
- The number of students opting for particular subject combinations.
- The need to maintain appropriate class sizes and effective learning environments.
- Timetable construction, teacher deployment and curriculum delivery requirements.

- Operational and logistical considerations across the school's phases and campuses, where applicable.
- Student wellbeing, inclusion, accessibility and other individual educational needs.
- Any other legitimate educational or operational requirement identified by the school.

Section allocation may be reviewed and revised during the academic year if changes in enrolment, staff workload, subject choices, staffing, timetabling or other circumstances make this necessary.

5. Specific Provisions for Years 10–13

For students in Years 10–13, section allocation is determined primarily by their selected optional and elective subjects and the combinations required for their chosen academic pathways.

Students and parents should understand that the section assigned at the beginning of the academic year may be subject to change in response to the finalisation or revision of subject combinations and enrolment numbers.

The school reserves the right to reorganise sections where the number of students opting for a particular subject or combination is below or above the appropriate capacity, or where the existing arrangement does not support effective timetable planning and curriculum delivery.

Such changes may include reallocating students between sections, merging or splitting groups, or making other adjustments necessary to accommodate students' subject choices and maintain an effective learning environment.

These decisions will be made with the intention of protecting students' access to their chosen subjects and ensuring that no student is unfairly disadvantaged academically or educationally as a result of the school's organisational arrangements.

6. Requests for Section Changes from Parents

The school will not entertain requests from parents seeking section changes based on personal preference, friendship groups, preferred teachers, convenience, comparisons with other students or other non-essential considerations.

Parents are not entitled to select or negotiate their child's section. Repeated requests, appeals or representations concerning preferences for a particular section will not ordinarily be considered.

This provision is intended to ensure fairness, consistency, operational efficiency and the avoidance of preferential treatment.

However, the school recognises that exceptional circumstances may arise that require individual consideration in the interests of a student's welfare, inclusion or access to learning.

7. Exceptional Consideration

Requests for section changes may be considered only where there is a genuine and demonstrable need relating to:

- **Inclusion and additional educational needs:** Identified needs requiring reasonable adjustments to support the student's access, participation and progress.
- **Physical or accessibility-related disadvantages:** Medical, physical, mobility or accessibility requirements that may necessitate a different section arrangement.
- **Other exceptional circumstances:** Specific circumstances that the Principal determines warrant consideration in the student's best interests.

Such requests must be supported by relevant information or documentation where appropriate. Submission of a request does not guarantee approval.

The school reserves the right to seek further information, consult relevant staff or specialists, and assess the feasibility and necessity of the requested change before reaching a decision.

8. Approval Authority and Decision-Making

Only the Principal has the authority to approve student section changes.

All requests requiring exceptional consideration must be referred to the Principal for review. Decisions will be based on:

- The necessity and educational or welfare justification for the change.
- The availability of places in the proposed section.
- The student's subject choices and curriculum requirements.
- The impact on class sizes, timetabling and the effective organisation of learning.
- The availability of appropriate support and reasonable adjustments.
- The best interests of the student and the school community are overall.
- Availability of seats and willingness of another students for interchange.

The Principal's decision will be final, subject to applicable regulatory requirements and the school's established policies and procedures. No member of staff, parent or other representative may promise or implement a section change without the Principal's explicit approval.

9. Communication and Implementation

The school will communicate section allocations and any necessary changes through its established communication channels. Students and parents are expected to cooperate with the arrangements communicated by the school.

Approved changes will be implemented by the school at an appropriate time, taking into account timetable arrangements, subject access, continuity of learning and the student's transition to the new section.

The school may implement necessary organisational changes without obtaining individual parental consent for each section allocation or routine reallocation, while maintaining appropriate communication with parents and complying with applicable requirements.

10. Review of the Policy

This policy will be reviewed periodically by the school leadership to ensure that it remains relevant to the school's operational requirements, educational priorities and applicable regulatory expectations.

11. Acknowledgement

Enrolment at The Apple International School implies acknowledgement that section allocation and any subsequent changes are determined by the school in accordance with this policy. Parents and students are expected to respect and comply with the school's decisions.

Approved by: Principal, The Apple International School, Dubai

Effective from: Academic Year 2025–2026 onwards

Review date: As determined by the school leadership