



*“To inspire lifelong learners who think critically and act responsibly as global citizens.”*

## **Admissions Policy Aligned to ADEK Student Administrative Affairs Policy – Version 1.2**

---

### **1. Purpose**

The purpose of this policy is to ensure that admission, registration, enrolment, and withdrawal procedures at Arzana Private School (APS) are transparent, equitable, inclusive, and fully aligned with ADEK’s Student Administrative Affairs Policy. The policy guarantees fair access, non-discrimination, compliance with age requirements, and proper documentation for all students seeking enrolment.

---

### **2. Scope**

This policy applies to:

- 2.1 All prospective students
- 2.2 Currently enrolled students
- 2.3 Parents/guardians
- 2.4 School administration and admissions staff

It covers admissions, grade placement, registration, re-enrolment, waitlists, withdrawals, and prohibited practices.

---

### **3. Guiding Principles**

APS applies the following mandatory ADEK principles:

#### **3.1 Equal Opportunity**

No student may be denied admission on the basis of nationality, gender, religion, race, academic ability, disability, medical condition, or social background.

#### **3.2 Non-Selective Admissions**

Admissions are not based on academic performance, testing, interviews, or screening for KG–Grade 1.

#### **3.3 Inclusive Education**

Students of Determination and gifted students are guaranteed equal access and must receive reasonable accommodations.

### 3.4 Transparency

All requirements, timelines, fees, and processes will be published on the school website and provided to parents.

### 3.5 No Conditional or Conditional Acceptances

Conditional or trial admissions are prohibited under ADEK policy.

---

## 4. Admission Age Requirements and Grade Placement

### 4.1 Age Cut-Off Dates

Arzana Private School follows ADEK's official age cut-off dates for all new admissions.

#### Table 1. ADEK Age Cut-Offs for Grades/Years

Since Arzana Private School operates a **September academic year**, all students must meet the age requirement **on or before 31 August** of the year of enrolment.

Grade / Year	Schools Starting in September
--------------	-------------------------------

Age Cut-Off Date 31 August	
----------------------------	--

Pre-KG / FS1	3 years
KG1 / FS2	4 years
KG2 / Year 1	5 years
Grade 1 / Year 2	6 to 8 years

### 4.2 Grade Placement for Transferring Students

APS follows ADEK's mandatory rules for placing transfer students:

**4.2.1 Grade placement is based on the last grade/year completed** as stated on the official **Transfer Certificate** from the previous school.

**4.2.2 Students who have been out of school for more than two years:**

APS shall not place such students **more than two grades behind** the age-appropriate level.

**4.2.3 Students with additional learning needs:**

- APS shall review documented learning plans (DLPs), psychoeducational reports, and previous school records *only* to identify required support and accommodations.

- Placement remains based on age and previous grade, in accordance with the ADEK School Inclusion Policy.
  - Students of Determination may **not** be denied admission or placed arbitrarily at lower grade levels.
- 

#### **4.3 Prohibition of Early or Delayed Enrolment**

- 4.3.1** APS **does not** admit students below the minimum age requirement.
- 4.3.2** APS **does not** delay or “hold back” students without documented academic, behavioural, medical, or psychological reasons supported by formal reports and parent consent.
- 4.3.3** Forced repetition of a grade is prohibited unless approved by ADEK through proper documentation.

#### **5. Required Documents for Admission**

Parents must provide:

- 5.1 Student and parent Emirates ID (original + copies)
- 5.2 Valid passport copies and UAE residency visas
- 5.3 Vaccination and medical records
- 5.4 Previous school transfer certificate (if applicable)
- 5.5 Previous year’s report card (for Grade 2 and above)
- 5.6 Passport-sized photographs
- 5.7 Immunization card
- 5.8 Court custody documents (if applicable)

\*Missing documentation cannot delay admission if delay is due to UAE visa processing and evidence is provided.

---

#### **6. Admissions of Students of Determination**

APS guarantees:

- 6.1 Equal right to enrolment
- 6.2 No refusal or discrimination based on disability or medical needs
- 6.3 No additional or increased admission fees
- 6.4 Reasonable accommodations and Individual Education Plans (IEPs)
- 6.5 APS may request medical or psychoeducational assessments **only to plan support services — not for acceptance decisions.**

---

## 7. Admissions Process

- 7.1 Parent submits online or physical application
- 7.2 Admissions office reviews documents for completeness
- 7.3 Age, grade placement, and student records verified
- 7.4 Offer of placement or waitlist confirmation
- 7.5 Registration completed in **TAMM / eSIS (ADEK's System)**
- 7.6 Student file opened and sent to school medical clinic
- 7.7 Parent receives start date and orientation information
- 7.8 Admissions decisions will be issued within **10 working days** from receiving all required documents

---

## 8. Re-Enrolment

- 8.1 Re-enrolment for current students opens annually before April
- 8.2 Seats not confirmed by published deadline may be released to waitlisted applicants
- 8.3 School may refuse re-enrolment only for:
  - unpaid fees, after warnings
  - serious disciplinary violations, with ADEK approval

---

## 9 Placement Tests

### 9.1 General principle

APS is not authorized to use assessments as a basis for determining whether to admit a student. Assessments (including observation, interviews, placement tests, or diagnostics) may be used only to inform grade placement and the level of learning support required, and not to refuse admission.

### 9.2 KG, Cycle 1 (Grade 1–5) and Cycle 2 (Grade 6–8)

APS may conduct *observations, interviews, and/or placement tests* for students entering KG, Cycle 1, and Cycle 2 solely to:

- 9.2.1 identify the student's learning level on entry, and
- 9.2.2 plan any required learning support or reasonable adjustments (Documented Learning Plan/DLP) prior to the student's start.

Such assessments must not be used to refuse or select applicants.

## 10 Cycle 3 / Grade 9–12 and exceptional circumstances ( for the AY 26/27)

- 10.1 Formal admission tests or more detailed assessments are only permitted in the following exceptional situations and only to determine appropriate grade placement or curriculum pathway (not to deny admission):

10.1.1 Students changing curricula in Cycle 3

10.1.2 Students transferring from alternative educational provision where grade equivalency cannot be established.

10.1.3 Students who have not attended school for more than two years.

10.2 When formal assessments are used in these circumstances, results are used to confirm grade placement and to plan support, not to refuse admission.

### **11 Guarantee of placement**

Admission tests are allowed only where APS can guarantee a grade placement for the child following the assessment. APS will communicate placement outcomes and any additional support planned to parents in writing.

### **12 Students with additional learning needs**

12.1 APS may request clinical or educational assessment documentation from parents to plan support (DLP/IEP). Any assessment information is used to plan accommodations and support, not to deny admission.

12.2 If APS reasonably believes it is unable to meet a child's needs, the school will follow ADEK's inability-to-accommodate procedure (notify ADEK and the parents), rather than using assessments to refuse admission.

### **13 Transparency and documentation**

13.1 APS will publish its assessment procedures on the school website and include clear guidance for parents on when, why, and how any assessments are conducted.

13.2 Assessment outcomes and any resulting DLPs will be documented and retained in the student file. Parents will be provided a copy and invited to contribute to support planning.

---

## **10. Prohibited Practices (Mandatory ADEK Compliance)**

Arzana Private School will NOT:

10.1 deny admission based on grades, nationality, religion, gender, disability, behaviour, or fees in arrears

10.2 conduct academic screening, interviews, or testing to select students

10.3 refuse enrolment of Students of Determination

10.4 offer conditional acceptance or trial periods

10.5 withhold transfer certificates due to unpaid fees

10.6 retain original passports/Emirates IDs

---

## 11. Waitlist Procedures

When grades are full:

- 11.1 Students are placed on a documented waitlist
  - 11.2 Priority may be given to siblings of currently enrolled students
  - 11.3 No fees are collected until a seat is confirmed
  - 11.4 Parents are notified immediately when a seat becomes available
- 

## 12. Registration in ADEK Systems

All students must be registered and updated in:

- **eSIS / TAMM**
  - Health screening systems
  - Transportation systems (if applicable)
- 

## 13. Withdrawal and Transfer

Parents may request withdrawal at any time.

APS must:

- 13.1 Process withdrawals within **5 working days**
  - 13.2 Provide transfer certificate without delay
  - 13.3 Not withhold transfer certificate due to unpaid fees (but may pursue legal routes separately)
- 

## 14. Fees and Financial Rules

- 14.1 ADEK-approved fees only
  - 14.2 Admissions or registration fees are non-refundable
  - 14.3 Tuition fees refunded per ADEK fee refund policy
  - 14.4 No extra charges for learning support or inclusion services unless approved by ADEK
- 

## 15. Publication and Communication

This policy will be:

- 15.1 Published on APS website
  - 15.2 Shared with new parents before registration
  - 15.3 Available at the admission office
  - 15.4 Reviewed annually or when ADEK issues updates
-