Policy: Student Admission, Registration and Distribution

**Rational:**

The purpose of this policy is to establish procedures to guide the student admission and registration process at Elite ASP.

**Policy Statement:**

The administration at Elite APS ensures the fair, equitable, and appropriate conduct of all staff members during the student admission and registration process. Students will discover respectful individuals who seek to participate in their growth and development into successful adults when they arrive to join Elite APS learning community.

2. The Ministry of Education requirements and Elite APS policy states that schools must abide by the following guidelines:

-To adopt an open approach to accepting students from different races and ethnicities to

achieve fairness, equality and transparency.

-To allow prospective parents or guardians and their children to visit the School prior to

registration so that they may familiarize themselves with it.

-To re-register students in the next grade once parents submit re-registration requirements through online re-registration as long as there are no behavioral issues that justify refusal of the student’s re-registration.

-Current Students are not automatically re-registered, as parents must initiate re- registration process by completing the re-registration as per policy.

- To admit students with mild to moderate special education needs and offer additional appropriate learning support as required or needed

-To not refuse or withhold admission of students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases, epilepsy and obesity) and offer appropriate support as per the student’s needs.

-Students with learning difficulties will be admitted, as stated in the Ministry of education instructions.

The Elite APS Learning Support Committee will assist in the development of specialized programs to assist in the academic growth of these students.

3. The Elite APS Philosophy and Objectives Statement declares the following as an important aim of the educational program offered at the school. This assertion forms the foundation of the school’s relationship with all of its potential students. The school stresses academic achievement and believes in fostering the intellectual, physical, personal, and social development of students in a supportive and caring multicultural learning environment.

Elite APS aims:

To enable all students to become successful, independent learners who enjoy learning and reach their full potential, offering support for students with learning difficulties and encouragement for gifted students.

4. All students who request admission to Elite APS are eligible for admission if it is determined that the school can meet their individual educational needs, regardless of the student’s race, religion, gender, or ethnicity. Girls and boys in Kindergarten to Grade 4 will attend the Girl’s School. Girls in grade 4 to 7 will continue to attend the Girl’s School while boys in grade 5 to 9 will attend the Boy’s School. Once admitted, all students have access to all rights, privileges, programs, and activities that take place at the school.

5. Students must apply for admission in the spring of the Academic year in which they request enrollment. However, new students can enroll at any time during the academic year, depending on space availability. These guidelines comply with guidelines set out by the Ministry of Education.

6. Parents must state any medical conditions that their child has that may affect the child’s participation in the learning activities or interactions that occur at the school.

7. The Ministry of Education regulations regarding the age at which a child can begin school are strictly followed at Elite APS. As of the Academic Year 2018-2019, the minimum age for all new students in KG1 is 4 years old and in KG2 is 5 years old as of September 1 of the Academic year in which the child seeks to enroll.

8. Registration Application Procedures for NEW STUDENTS In order to register at Elite APS parents must complete the entire application.

1) The student’s application does not ensure seat in the school unless students have finished the entire procedure.

2) Applications will not be processed if information is incomplete and application is accepted automatically with notice “Application Successfully submitted”.

8.1 Complete the REGISTRATION application form online includes some of the required documents. The appropriate government authority must certify the given documents, if certification is required. These pre-registration requirements comply with Ministry Of Education standards.

a. One passport photograph (jpg only)

b. Birth certificate for kindergarten (KG1-KG2)

c. First semester certificate from the previous school who are applying for first grade to twelfth grade.

8.2 The school policy both in English and Arabic will appear once the screen is open. Kindly read the policy and if you accept click AGREE to continue. In case of disagreement the student’s application will automatically not continue.

8.3 Fill in the application completely and attach the documents mentioned above. Once the application is completed, the applicant will receive an APPLICATION NUMBER. The applicant will use the said number for the next procedures.

8.4 After 5 working days, the registration will close. The registration department will screen applications. Qualified applicants will receive notifications through email including the schedule and location of interview. The presence of the interviewee needs to record and send to the registration’s office and in case no attendance recorded, application will automatically go to WAITING LIST.

8.5 Students who completed application and interview and were accepted will be registered in Paradigm system. NOTE: for the first time for (KG1, KG2, and Grade 1) Ministry Of education system requires original emirates identity card for parents and students or registration will be stopped as students may not have transferred from another school and will not have any school grade reports.

8.6After attending the scheduled interview, applicants who are transferring to Paradigm will receive an approval stating that they can continue the application. By this time, all requirements must be submitted. Two sets are required: 1) as hard copy (colored copy) and 2) as soft copy (saved in CD or USB).

● One passport photograph (jpg)

● Passport copy of the student and parents

● Residence visa of the student and parents (EXPATRIATES)

● Family book (UAE NATIONALS)

● Birth certificate, should be attested from country of birth if the child was born outside the country

● Vaccination card (both sides)

● Emirates Identity card of the student and parents

● An electricity bill, map or sketch of home location

● CONTINUING CERTIFICATE or To Whom It May Concern from the previous school with Elite APS number

● Report card from a previous school

8.7 The school gives placement priorities to the students’ siblings and children of staff regarding the admission.

9. Admissions Procedures for NEW STUDENTS

9.1 Submission of all required documentation or application will not be processed.

9.2 Payment of the refundable registration fee. This fee is refundable if the students does not complete the entrance exams successfully or if a parent decides not to enroll the student at the school. Kindergarten students will participate in a short, scheduled interview. Please refer to fee policy.

9.3 Grade 1-12 will take an entrance exam in English, Mathematics, and Arabic for Arabs and Non-Arabs students from Grades 1 to 12. Parents will receive the exam topics by automated email after completion of the previously mentioned registration procedures.

9.4 Students from grades 1 to 12 may be accepted if they pass the English, Mathematics and Arabic (for Arabs and Non-Arabs) exam with a mark of 70% or greater (depending on seat availability). If a student scores less than 70% in either English or Arabic, the student maybe admitted if the Administration determines that the student will succeed with the assistance

of remedial support. Entrance examinations may be repeated at the discretion of the Head of Section or the School Director upon review of the student’s individual circumstances, taking into account the situation that students transferring from one school to another may be encountering a curriculum that is very different from the one that previously studied. School staff will examine previous academic records and Elite APS attendance and behavior records during the admissions process.

9.5 Once the student is accepted, Parent must visit the registration department

to complete or finalize the registration procedure for new students or transfer students.