

AAM Admissions Policy and Procedures

Admissions Policy:

American Academy in Al-Mizhar (AAM) admits students of any race, nationality or religion and extends to all of them all the rights and activities of the school. We see the diversity of our student population as one of our greatest assets, and we make every attempt to give each and every student full access to our learning programs.

An assessment will be administered to any student interested in attending AAM. Age-appropriate assessments are utilized for students seeking admission to the Early Childhood program. Beginning this year the measures of Academic Progress (MAP) will be used for students seeking admission to Grades 2-12. Students in Grades 2-12 are also required to do an English language and an Arabic language writing sample. Whenever possible, students with limited English will be tested in their native tongue. Previous school reports, and the student's age, will be considered along with the results of the assessment. Students applying for Grades 9-12 placements must provide AAM with a letter of recommendation from their previous school. All prospective candidates and their parents will be interviewed by the Principal, Head of Elementary or Secondary and Director of Development and Admissions, or another member of staff prior to being granted admission.

Students scoring two or more years below their current grade on the entrance assessment may be requested to provide the school with an educational assessment prior to a decision of acceptance being granted. Students 'flagged' as needing English as an Additional Language or Learning Support will be accepted at AAM based on the school's ability to meet the student's learning needs. Completing the interview and assessment procedure does not guarantee a place at the school.

Structure of the Admissions Department:

The role of the Admission's department is to manage the application and enrollment of new students. We ensure that prospective families and

students understand our school's mission and receive professional service as they progress through the enrollment process.

The Admissions department includes the Admissions Officer/Registrar and the Parent Relations Officer all of whom have a dual reporting line report to the AAM Principal and Taaleem's Director of Communication or Taaleem's Marketing Manager. Admissions decisions are made by the Heads of Elementary/Secondary. Rejections are reviewed by the Principal.

Admissions Procedures:

A. General

Applications for admission are accepted on a rolling basis however, in accordance with KHDA and Ministry of Education regulations, the following rules apply if students enroll during the academic year (see Appendix 1):

If transferring from an American curriculum within Dubai, the process has to be completed by February 3rd of the current academic year; KHDA may make exceptions on a case-by-case basis.

If transferring from a curriculum other than American, the process has to be completed by November 15th of the current academic year; KHDA may make exceptions on a case-by-case basis.

If transferring from an American curriculum outside of Dubai, the process has to be completed by April 1st of the current academic year; KHDA may make exceptions on a case-by-case basis.

Applications are completed online through the website, www.americanacademy.ae. Once the application is completed, the Admission's team will contact parents to arrange an assessment date. The assessment is to determine if the student is eligible to be accepted at the American Academy. Before the student can take the assessment, parents must submit all required documentation; acceptance to AAM cannot be determined without the required documents. All assessment results are final. It is recommended that parents apply as early as possible.

B. Required Application Materials

- a) Copy of child's birth certificate in English or Arabic. If the birth certificate is not available in English or Arabic, it must be translated into one of these languages and authenticated by the appropriate country's embassy or consulate.
- b) Copy of child's passport and UAE residence visa. Families new to the UAE must submit the UAE residence visa as soon as it is available.
- c) Copy of each parent's passport .
- d) Copies of most recent report cards (current year for Grade 1 to 8 applicants; reports from Grade 9 and above for secondary school applicants).
- e) Letter of recommendation from previous school for Grades 9 to 12 applicants.
- f) Recent medical record and copy of child's vaccination.
- g) Copy of any diagnostic testing or educational assessment (if applicable).
- h) Any psychological assessments (if applicable).
- i) Child's recent passport size photos (four originals required)
- j) Copy of child's Emirates ID card (front and back)
- k) Copy of each parent's Emirates ID card (front and back)
- l) 12) Transfer Certificate

All children entering Grade 2 and upwards at **Al-Mizhar American Academy** must provide a Transfer Certificate, regardless of the country and educational curriculum they are coming from. All children coming from a licensed school in Dubai OR a school outside of Dubai into Grade 2 must provide an online Transfer Certificate.

Stamp and signature requirements per country of origin:

| Location | Attestation required by Ministry of Education |
|---|---|
| Canada (except Quebec), North America, Western Europe and Australia | School Principal's signature and school stamp |
| Middle East (excluding the UAE), South and Central America, Asia, former Russian States, Eastern Europe, Africa and New Zealand | School Principal's signature and school stamp Ministry of Education in current school's location UAE Embassy in current schools location Ministry of Foreign Affairs in the UAE |
| Another Emirate of the UAE | School Principal's signature and school stamp (TC must be in Arabic) Ministry of Education in current Emirate. |
| Another School in Abu Dhabi | School Principal's signature and school stamp (TC must be in Arabic) |

C. Enrolling during the Academic Year:

Enrolment is open all year for students from KG1 to Grade 5.

If transferring from a school within Dubai the process has to be completed by 15th of December for students from Grade 6 to Grade 9, and by 15th of November for students in Grade 10 or higher.

If transferring from an American curriculum outside of Dubai the process has to be completed by May 1st of the current academic year.

Grade Placement:

Grade placements are made according to the age norms that operate in an American curriculum. Government regulations require a transfer certificate from the child's current school to facilitate the correct placement. Placements are made according to the table shown in Appendix 3. Students will be placed according to their age by September 15th of the current school year of entry where it is considered to be of benefit to the student.

| Grade | Age | Age Requirement |
|--------|---------|--------------------------------|
| Pre-KG | 3 Y.O. | By December 31 of current year |
| KG-1 | 4 Y.O. | By December 31 of current year |
| KG-2 | 5 Y.O. | By December 31 of current year |
| 1st | 6 Y.O. | By December 31 of current year |
| 2nd | 7 Y.O. | By December 31 of current year |
| 3rd | 8 Y.O. | By December 31 of current year |
| 4th | 9 Y.O. | By December 31 of current year |
| 5th | 10 Y.O. | By December 31 of current year |
| 6th | 11 Y.O. | By December 31 of current year |
| 7th | 12 Y.O. | By December 31 of current year |
| 8th | 13 Y.O. | By December 31 of current year |
| 9th | 14 Y.O. | By December 31 of current year |
| 10th | 15 Y.O. | By December 31 of current year |
| 11th | 16 Y.O. | By December 31 of current year |
| 12th | 17 Y.O. | By December 31 of current year |

A. Requirements for Specific Grades

Specific requirements apply to certain grades:

- *Pre-KG and Kindergarten*

The applicant must be fully toilet-trained before the assessment is scheduled. The applicant must be able to feed and dress him or herself.

- Grades 9 - 12

Secondary Guidance Counselor must review transcripts for Grade 9 to 12 applicants to ensure they can meet AAM's graduation requirements.

B. Accepted, Rejected, Waiting Lists, and Registration:

When a decision has been made on a candidate's application, the Admissions team will notify parents of the decision by email and/or telephone within 24 hours of the admissions file being completed. One of the following decisions will be taken for each applicant:

- **Acceptance:** If an applicant is accepted the Admissions team will send a formal email of acceptance accompanied by the acceptance letter. A registration deposit must be made to **the Accounts Office, within 10 days of receipt**, to officially reserve the space(s). There may also be additional subject choice forms to complete, depending on the grade level. If the offer of a placement has not been accepted by the 10-day deadline, it will be offered to another family.

- **Rejected:** If an applicant is denied a place, a formal letter is sent to confirm this.

- **Waiting List:** If an applicant is accepted, but no space is available in the appropriate class, s/he will be placed on a waiting list, and the parents will be sent a letter or email to confirm this. When a place becomes available in the appropriate class, it will be offered to a student on the waiting list. Criteria used to decide which student on the waiting list is offered the place include:

- Siblings already attending, accepted in or applying to the school
- Students who have successfully completed and passed the assessment test
- Girls will be given preference over boys applying for space in the Early Years program

C. Priority Admissions Groups

All applicants in Priority Group 1 have priority over those in Groups 2, 3, 4 and 5 when admissions offers are made. All applicants in Priority Group 2 have priority over applicants in Group 3, 4 and 5 when offers are made. All applicants in Priority Group 3 have priority over applicants in Group 4 and 5 when offers are made

Priority Groups

- **Group 1.** Taaleem debenture holders and investor board members applying before March 31 for admission in the following year.
- **Group 2.** Current students who meet the general admissions criteria (Category 1), who is a returning student, up to a date specified by the school.
- **Group 3.** A student who meets the general admissions criteria (Category 1) with a sibling already admitted to school.
- **Group 4.** Taaleem teaching and executive staff children who meet the general admissions criteria (Category 1).
- **Group 5.** A student who meets the general admissions criteria (Category 1) who is transferring from another Taaleem school.
- **Priority of equally qualified applicants in Priority Group is determined by the date of application. If debenture holders apply after March 31, they receive maximum priority on *existing* waiting lists.**

Assessments:

American Academy in Al-Mizhar is as inclusive as its resources and language policy allows. The school conducts assessments of all applicants to establish the level of English proficiency and to ensure that the child is able to access the school's program within the levels of support that are available.

Age-appropriate assessments are utilized for students seeking admission to the Early Childhood Program through KG-2. For Pre-KG and KG-1, the school assesses children's **readiness to start school** before making offers for admission to the following year's cohort. Currently, the Computerized Measure of Academic Progress (MAP) is being utilized for students seeking admission to Grades 1-12. Students in Grades 2-12 are also required to do English and an Arabic writing sample. Whenever possible, students with limited English will be tested in their native tongue.

Admissions Categories:

The offer made to any candidate following an assessment will place a child in one of the following three admissions categories:

Category 1: General Admission

The assessment and a review of all supporting documentation for this category indicate that it is not likely that a child will need additional support to access the school's curriculum. However, should the school's assessment of the child change at any time after admission, the Admissions department will notify the parents of the action that the school proposes and of any charges additional to the normal school fees.

Category 2: Admission with Learning Support/ Special Needs

The assessment and supporting documentation indicate that the child is likely to need some additional support from our staff or other agencies (such as shadows) appointed by the school and that there will be additional charges as permitted to the school by the Knowledge and Human Development Authority (KHDA).

In certain circumstances, the school may also require that the family employ an Independent Learning Support Assistant (shadow) at their own expense, as a condition of admission. All shadows are subject to the policies, guidance and control of the school. The school will assist in the appointment of shadows, and advise parents of their on-going suitability for the position.

*****Applications from students who speak English as an Additional Language (EAL)**

English is the main language of instruction at AAM. A student whose first language is not English can be admitted to the school in the General Admission category if she is judged capable of accessing the curriculum without additional EAL support.

Other EAL students may be admitted if they are able to access the curriculum in a meaningful way upon admission as a 'Category 2' student. The prime aim is to have students study without EAL support at the earliest opportunity and to be moved to the General Admissions category. Candidates who are not accepted after their initial assessment will be advised in a brief report about what they can do to improve and when they might apply for another assessment.

Applicants who Need Learning

The school will admit students who need learning support when it has the **capacity** to support them without detracting from the education being offered to current students. It is the responsibility of parents to offer **full information in advance** concerning a child's possible learning support needs. Failure to do so may result in withdrawal of an admission offer or by requiring the child's withdrawal from school.

Conditional Offers

The school reserves the right to make a conditional offer of admission.

Orientation of New Students and Families:

New families are introduced to the school by a member of the Admissions Office. All families making an application will have the opportunity to meet senior members of the academic staff. New Student Orientation will be held prior to the first day of school. The school takes the orientation of new students very seriously; ensuring that they settle as quickly as possible is a high priority.

Re-registration and Withdrawal:

making a re- registration payment by the date specified by the school. The school reserves the right to offer unreserved spaces to new students after the re-registration deadline.

Parents must inform the school in writing if intending to withdraw children. Leaving documents (Transfer Certificate) will be given on the last day of attendance if **a minimum of ten (10) clear working days' notice has been given**. To comply with government rules, the school must be informed of the country to which the child is being transferred. If the child is transferring to another school in Dubai, the school will send the transfer certificate online. If the child is transferring to a school in another Emirate, the school will prepare the transfer certificate. The Registrar must be informed in writing of the school to which the student is transferring to in order to prepare the correct documentation.

If the child is transferring to another Arab country, a Transfer Certificate in English may be required, but only the Arabic Transfer Certificate needs to be attested by the Ministry of Education, the UAE Ministry of Foreign Affairs and embassy of the destination country. Parents are responsible for all attestation requirements.