



Al Sadiq Islamic English School

Admissions Policy

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Admissions Policy

Our admissions policy and procedures are aimed to attract students and families who identify with our traditional values. We seek to attract and admit students of all ages by offering an enriched UK curriculum for students aged 4 to 15 where admission criteria will be age and grade appropriate and admission assessments will identify students' current academic levels and qualities outlined in our vision and mission. The detailed analysis of assessment will ensure Al Sadiq Islamic English School is able to fully support students if they are identified as having any Special needs, Gifted and Talented, High Achievers or EAL and ASL (Arabic Second language)

The aim of admissions at Al Sadiq Islamic English School:

- To attract the widest possible range of talents, creativity and flair amongst our students from Emirati and Expat communities
- To be as widely accessible and inclusive of students as possible regardless of ability, gender, race, creed, nationality, disability or language.
- To acquire a broadly balanced yet diverse student body in terms of gender, ability, nationality and ethnic origin.

Admissions criteria

Key Stage (UK)	Year (UK)	Age by 31 st August of the year of enrolment*	Grade (US/Indian)
Early Years Foundation Stage (EYFS)	FS2	4 years*	KG1
Key Stage 1	Year 1	5 years*	KG2
	Year 2	6 years	Grade 1
Key Stage 2	Year 3	7 years	Grade 2
	Year 4	8 years	Grade 3
	Year 5	9 years	Grade 4
	Year 6	10 years	Grade 5
Key Stage 3	Year 7	11 years	Grade 6
	Year 8	12 years	Grade 7
	Year 9	13 years	Grade 8
Key Stage 4	Year 10	14 years	Grade 9
	Year 11	15 years	Grade 10

At the time of entry students will be required to have fulfilled the following criteria dependent upon their age and year level for entry.

- Presentation of the appropriate documentation and fees (See Appendix 1)
- School's ability to meet the needs of the students
- The space available within the appropriate year group
- Requirements for registration within the KHDA Portal

If a student demonstrates special education needs, an additional assessment may be carried out by the inclusion team to evaluate those needs in order ensure that the school is able to offer appropriate support.

Should the school have concerns that it cannot meet the needs of the student, appropriate staff members will discuss this with the parent/guardian. If it is deemed that the school cannot meet the needs of the student, then in the interest of the student, registration will not be processed.

The school reserves the right to not re-enrol any student whose behaviour undermines the education or safety of other students, or whose educational or social needs prove to be beyond those which the school can address.

Please also see below for the requirements for each Key Stage:

Foundation Stage

Students seeking entry to the foundation stage years will not be assessed for specific academic ability but for our teaching staff to understand and identify their specific passions, creativity and imagination. However, they will need to:

- Be fully toilet trained and of the correct age as per school's age criteria

These requirements, and those that follow, are so that we can ensure students have a safe and secure environment in which to flourish.

Students will be assessed in small groups through interactive sessions at school. The assigned Foundation Stage teachers will observe the group to note a child's ability to:

- Operate independent of their parents
- Interact with peers, sharing and able to ask simple questions or make statements
- Converse with adults
- Follow simple instructions
- Show their creative and imaginative ability in activities or role play

Key Stages 1 and 2

In addition to fulfilling the Foundation Stage criteria, students will be admitted into Years 1-6 subsequent to completion of placement assessments purely for baseline purposes. They will also be age appropriately assessed for literacy, numeracy, motor ability for writing and a short discussion.

Years 1 to 3 will be assisted by a member of the primary staff, where needed, for the literacy, numeracy and writing tests and a discussion, to demonstrate evidence of passion, creativity, risk-taking or innovation.

Students transferring from another school must provide school reports for the current and previous year. These must be signed and stamped by the previous school. If the student arrives mid-year, they may be asked to complete a placement assessment for the next year level and the appropriate staff will assess their performance.

Key Stages 3 and 4

Students will be admitted into Years 7-11 subsequent to completion of placement assessments purely for baseline purposes. They will also be age appropriately assessed for literacy, numeracy, and a short discussion, to ensure they are able to function successfully within the facilities provided by the school.

For entry into Year 11 only, students may be required to complete an interview with a senior staff member and/or provide an up to date school report to ascertain if they have met the required guided learning hours to sit an IGCSE.

Students transferring from another school must provide school reports for the current and previous year. These must be signed and stamped by the previous school. If the student arrives mid-year, they may be asked to complete a placement assessment for the next year level and the appropriate staff will assess their performance.

Transfer from a different curriculum

Parents should be aware that the grade names between the UK curriculum and the American/Indian curriculum are not equivalent. Year 1 is not the same as Grade 1. For students transferring from a different curriculum a grade adjustment will be made where necessary. (See comparison table above).

Waiting Lists

If there is no space available, a student will be placed on a waiting list. Waiting lists terminate at the end of the academic year.

Appeals

When parents are not satisfied that the process of admission has been carried out in line with the policy, they may raise these concerns to the Operations Manager in the first instance and may appeal to the Principal if matters are unresolved.

Re-enrolment

Students who have previously left the school and wish to return, are required to repeat the admissions procedure. When a student leaves the school, his/her file is kept for a minimum of five (5) years.

Promoting Students

Students shall be promoted from one year level to the next and from one academic year to another. During the academic year, if concerns about a student's progress for any reason (e.g. achievement, attendance) are identified, a meeting will be held with the parents to discuss the issues and to find solutions to accelerate progress. These may include modification of teaching plans, provision of additional support or activities to complete at home. Any student who fails to make satisfactory progress in line with school, KHDA and Ministry expectations, risks not being promoted to the next academic year, pending approval.

Inclusion

At ASIES, we welcome students with a range of learning needs including students of determination and those who are gifted and talented. We believe that every students should be guaranteed the right to receive a quality education.

These students will be actively supported by the inclusion team to participate in the process of learning with appropriate, individual education plans (IEPs), curriculum modifications and assessment accommodations.

The assessment at the time of admission will be designed with special processes for students with different needs as identified below:

1. EAL students at all levels
2. Students of determination
3. Gifted and talented

Parents are expected to:

- Provide the school with copies of all medical, psychological or educational assessments or reports prior to joining the school. Such materials are a prerequisite in enabling us to provide the best education for your child
- Registration is not accepted until the school can determine that it can meet the needs of the student

- Failure to disclose any such information, including the deliberate withholding of information, may result in your child not making their expected progress in school

Appendix 1: Admission Requirements

1. A copy of the student's passport and residence visa (where applicable) with the Unified Number (UID)
2. A scanned copy of the student's birth certificate
3. Four recent passport-sized photos
4. A copy of the Family Book for UAE nationals only
5. A copy of the student's Emirates ID
6. A copy of the student's Vaccination Card
7. Student Medical File from previous school (including updated immunisation records)
8. Conduct Certificate/recommendation letter from previous school
9. Record of attendance for previous academic year from previous school
10. School report/transcript from previous two academic years
11. Specialist reports for any students of determination
12. Original Transfer Certificate from previous school (attested by KHDA/Ministry of Education for students coming from another Emirate)
13. School report/transcript from last attended school if the school was outside the UAE, should also be attested by:
 - Ministry of Education
 - Ministry of Foreign Affairs (in the country from which the student is relocating)
 - UAE embassy (in the country from which the student is relocating)
 - Consulate of the relevant country (in Dubai)
 - Please note that attestation is not required for UK, US, Canadian, Australian or European school transfers
14. A copy of Father's/Guardian's valid passport and residence visa (where applicable)
15. A copy of Father's/Guardian's Emirates ID
16. A copy of Mother's/Guardian's valid passport and residence visa (where applicable)
17. A copy of Mother's/Guardian's Emirates ID

Note: The KHDA Parent-School contract (PSC) for each student must be signed by the parents/guardians before the student joins the school.

Appendix 2: Re-registration Form

Admission Number	Student Name	Year	Section

I would like to re-register my child for the next academic year

I do not intend to re-register my child for the next academic year

If not, please state the reason:

Re-registration Procedures:

- 1) Please fill in this form and return it to the Admissions Department, either as a soft-copy or hard-copy
- 2) An amount of 500AED per student will be required as a re-registration fee (non-refundable), as per KHDA rules and regulations
- 3) The admissions fee can be paid online (the Admissions/Accounts Department will provide you with more information on how to do this) or directly with the Accounts Department in school
- 4) Please provide valid **passport copies & Emirates ID copies of both parents & child(ren)** who will be re-registering
- 5) The school cannot guarantee the availability of a place, unless re-registration is completed **within the scheduled deadline.**
- 6) If re-registration is not completed **within the deadline**, (by completing this form and by paying the deposit), we reserve the right to offer the place(s) to external applicants
- 7) A place for the next academic year is only finalised once the re-registration fee is paid and all previous outstanding fees, including term 3 are cleared with our Accounts Department
- 8) Year 9 students must choose optional subjects prior to re-registration.

Name of Parent/Guardian: _____

Mobile number: _____ Other contact number: _____

Email: _____

Receipt Number: _____ (For Accounts Departments only)

Signature of Parent/Guardian: _____

Signed and stamped by the Accounts Department

Signature: _____

