



Policy:	Admission
Date Published:	
Evaluation & Review:	
Rationale:	Every care should be taken to correctly place students so that they have every opportunity to achieve at their fullest potential In accordance with ADEK Policy, EGS has an open approach to admitting students from different customs and races.
Roles of Responsibility:	Registrar, Vice Principals, Principal, Finance Manager, Heads of School, Pastoral Heads, Nurse

1. **School Admissions Policy:** EGS has set up and implemented an Admissions Policy in line and made it available to prospective parents via the school website. The admissions policy encompasses the following:
 - 1.1. **Non-Discrimination:** EGS shall take a fair and transparent approach to admissions and shall not discriminate based on race, gender (excluding single-gendered schools), special educational needs, disabilities, religion or beliefs, language, or medical conditions.
 - 1.2. **Open Campus:** EGS shall establish protocols to allow prospective parents and students to visit the school's premises.
 - 1.3. **Procedures:** EGS shall communicate clear procedures and timelines for applications, offers, acceptances, and enrollment.
 - 1.4. **Documentation:** EGS shall clarify the documentation that parents are required to submit to enable the admission of their children to the school.
 - 1.5. **Inclusive Admission Practices:** EGS shall adopt practices for students with additional learning needs during the admissions process, in line with the [ADEK Inclusion Policy](#).



- a. EGS shall provide a statement in their policy that requires parents of students with additional learning needs to disclose all known information regarding their child's needs, as well as to submit any relevant documentation (e.g., clinical assessment reports).
- b. **Inability to Accommodate:** EGS shall not decline admissions for students with additional learning needs. However, in exceptional circumstances, where we consider we are unable to meet the needs of any students with additional learning needs, we shall submit an inability to accommodate.

2. Admission Assessments:

2.1. **Use of Assessment:** shall not use assessments as a basis for determining student admissions.

- a. However, we shall assess students through observation, interviews, and/or placement tests for students in KG, Cycle 1, and Cycle 2.
- b. Admission tests are done only when we can guarantee a Year placement for the child. The results of the assessments shall only be used to inform the level of learning support required.
- c. In the following exceptional circumstances, we shall additionally use formal assessments to determine Year placement:
 - Students transitioning from alternative educational provision (e.g., homeschooling, coming from countries where Year equivalency cannot be established)
 - Students who have not attended school for more than two years.

3. **Waiting List:** EGS shall develop waiting list criteria where we are oversubscribed and have more applicants than places available. These criteria shall be published on the website and on the notice board and should include the following:

- 3.1. A transparent selection process (including prioritization criteria) for determining who gets offered a place once it becomes available.
- 3.2. The maximum number of students that can be on a waiting list.



- 3.3. How long a waiting list is open. Waiting lists shall be refreshed every term, at a minimum.
4. **Offer and Withdrawal of a Place:** EGS shall issue an offer letter when a student's application is approved by their admissions committee. EGS shall outline the period of validity of the offer letter and not withdraw it unless:
- 4.1. The parent has not completed the enrollment or re-enrollment procedures outlined by the school within the stipulated deadline; or
- 4.2. It is established that admission was obtained fraudulently.
5. **Registration:**
- 5.1. **eSIS:** EGS shall register all their students on the Enterprise Student Information System (eSIS).
- 5.2. **Required Documents:** EGS shall seek the following valid documents from parents and ensure that they are up to date:
- Registration Form:** Schools shall require parents to complete a registration form.
 - Child's contact information.
 - Copy of child's birth certificate.
 - Copy of child's passport.
 - Copy of child's Emirates ID or diplomatic card with passport.
 - Copy of parent's passports (both mother and father, if applicable) and evidence of UAE residency or copies of diplomatic cards with passports.
 - Medical Records:** Schools shall submit medical records for their children in accordance with the Department of Health (DOH) requirements.
 - Schools shall ensure that the nurse creates DoH-compliant medical files for new students from schools outside the UAE.
 - Transfer Certificate:** When a student is transferring to a school in Abu Dhabi and is seeking admission to Year 3 or above (Including transferring mid-year



Year 2), the sending school must issue a student performance report and a Transfer Certificate (attested if applicable to the country of transfer).

- d. **Documented Learning Plan (DLP):** If applicable, we shall plan, monitor, assess, and evaluate teaching and learning programmes personalized for students with additional learning needs, as per the [ADEK Inclusion Policy](#).
 - e. **Clinical Assessment Report:** If applicable, shall ask parents to submit a clinical assessment report assessing their child's needs by a qualified professional, as per the [ADEK Inclusion Policy](#).
 - f. **Leaving Certificate:** If a student is transferring from a government school to a private or charter school, a Leaving Certificate and a student performance report issued by the government school are required.
 - g. **Other Documents:** As per the ADEK policies to request any other documents.
- 5.3. **Provision for Exceptions:** Non-UAE transfer students are temporarily exempt from submitting their Emirates ID card during the registration period if it is not yet available to them; however, we will ask parents to sign an undertaking to submit the card by the end of the term in which the student was enrolled.
- 5.4. **Update Student Profile:** EGS shall update the student profile in eSIS with the new Emirates ID card (except for students with diplomatic cards).
- 5.5. **Record Maintenance:** EGS shall maintain and store all student admission files in line with the [ADEK Records Policy](#).

6. Enrollment and Re-enrollment:

- 6.1. **Enrollment:** EGS shall enroll students at any time (subject to available space and fulfillment of admissions requirements) prior to the enrollment cut-off date stipulated by ADEK.
- 6.2. **Re-enrollment:** EGS shall re-enroll all existing students for the upcoming academic year, provided that all conditions for re-enrollment, as defined by ADEK, have been met.



- a. EGS has a published re-enrollment procedure, detailing the prerequisites and timelines for re-enrollment.
- b. EGS shall ensure that existing students are automatically re-enrolled in the next academic year, subject to meeting fee payment requirements, as per the [ADEK Fee Policy](#), unless parents actively choose to withdraw their child from the school.

7. Placement of New Students:

- 7.1. **Year Placement:** EGS shall place all new students in a Year corresponding to their age as per [Table 1. Age Cut-Offs for Grades/Years](#), unless their placement in a different Year has been approved by ADEK.

Table 1. Age Cut-Offs for Grades/Years*

The age cut-off date (in the school year wherein the student is registered)	Schools whose academic year starts in September	Schools whose academic year starts in January	Schools whose academic year starts in April*
	31 August	30 April	31 March
Pre-KG / FS 1	3 years old		
KG 1 / FS 2	4 years old		
KG 2 / Year 1	5 years old		
Year 2	6 to 8 years old		

*The cut-off date for schools teaching the Japanese curriculum is 1 April.

- 7.2. **Year Placement for Transferring Students:** EGS shall determine the Year placement for transferring students based on the last Year completed as per the Transfer Certificate.



- a. EGS shall not place students who have not attended school for more than two years in a Year level more than two years behind the Year level corresponding to their age.
 - b. When evaluating the placement of students with additional learning needs, EGS shall consider the students' documented learning plans (DLPs), in line with the [*ADEK Inclusion Policy*](#).
8. **Transition for New and Transfer Students:** EGS shall take all necessary steps to ensure a seamless transition for new and transfer students.
 - 8.1. **Transfer of Records:** EGS shall transfer the records of a student to receiving schools in accordance with the guidelines outlined in the [*ADEK Records Policy*](#). In case of transfers within the Emirate, receiving schools shall update the student's registration on both ADEK's eSIS and the school's internal system.
 - 8.2. **Transferring Curricula:** When students are transferring to receiving schools with a different curriculum from the sending schools, receiving schools shall write to the student's parents highlighting the potential risks that may arise in the adoption of a different curriculum, especially for those students who seek equivalency to the UAE's general secondary education certificate (Al Thanawiya), in line with the [*ADEK Curriculum Policy*](#).

According to the ADEK guidelines as above, EGS had developed a comprehensive admission policy as follows:

1. General Guidelines

Admission to all Years is entertained from *February* of the previous academic year. The number of available seats for each level is estimated based on available statistics. *Expression of interest* for admission is accepted in the prescribed format directly and online through the school website.

2. Placement Assessment

Students seeking admission to the school (except KG) will sit a placement assessment to determine their performance level so that appropriate educational support may be provided. These placement assessments will be in the form of:

- Baseline assessments: *English, Mathematics and Science*



- Specialised Subject assessments for students entering IGCSE

The information gathered from the assessment will be used to inform the teaching staff about the most appropriate provision for each student.

3. English Language

English is the language of instruction for all the core subjects of English, Mathematics and Science as well as the CIE subjects. This means that students entering the school with no English or limited English knowledge will be seriously disadvantaged.

4. Students with Special Needs (SEN)

Students identified as Special Needs (simple to medium) may be asked for an interview and/or sit some placement tests for the purpose of providing appropriate educational and psychological support.

The school is entitled to charge up to an additional **50%** of the admission fee in order to provide the additional support required to cater for a student with Special Needs (*Relating to the article 53 of the Regulation and Policy 48 on Children with Special Needs*)

9. Admission Considerations

9.1. ADEK Regulations stipulate that class sizes should be limited to:

- 25 in KG1 and KG2 - with a space of no less than 1.5m squared per student.
- 30 in Years 2-7 - with a space of no less than 1.5m squared per student.

9.2. The school is entitled to give priority to the following if the applications exceed the number of places available (*Policy 66*):

- students whose siblings are currently enrolled
- the children of the school's employees
- students who live near the school
- Note: priority is given to Emirati students in schools scoring good or higher.

10. Admission Process

Successful candidates are admitted with the completely filled in Admission form and documents required as per the guidelines of ADEK and requirements of E-Sis. Parents are required to remit the first instalment of fees at the time of admission.



The student data and Parent data is captured directly from the Emirates ID card.

Admission in between the academic year is generally not entertained. However, transfer cases from other countries are admitted subject to availability of seats with the prior consent of ADEK.

10.1. Age Limit for admission

Section	Year	From
KG	Pre-KG	3
	FS 2	4
	1	5
Primary	2	6
	3	7
	4	8
	5	9
	6	10
Secondary	7	11

10.2. Documents required for admission:

- A. 2 copies of the Passport with RESIDENCE VISA STAMP of:
 - a. Student
 - b. Parent (Mother and Father)
- B. Copy of Valid Emirates ID of the student and parents
- C. Original Emirates ID (valid) of student and parents for E-Sis registration
- D. Birth certificate of the student (duly attested by the UAE Embassy & MEA (2 copies)
- E. Premises Id and Proof (Copy of the Electricity Bill) or complete residential address as per E-Sis requirements.
- F. No Objection Certificate from the previous School (KG-2 onwards, if transferred from schools in the emirate of Abu Dhabi)
- G. Original Transfer Certificate (duly attested)
- H. Attested / Authenticated School records (2 copies)
- I. Vaccination Certificate (2 copies)
- J. Medical Insurance Card of the Student
- K. Current Passport-sized photographs of



- a. Student (6 copies)
- b. Father (2 copies)
- c. Mother (2 copies)

10.3. **Transfer Certificate – Attestation rules:**

Transfer Certificate (TC) and progress report of the previous year are necessary for admission to Year 3 and above.

TC should be attested by the concerned authority as follows:

1. Schools outside Al Dhannah Education Zone, but within UAE	Respective Ministry of Education
2. Schools outside UAE	Concerned Education Office, UAE Embassy and Ministry of External Affairs, UAE
3. Schools within Al Dhannah Education Zone	No attestation required

10.4. **Vaccination Certificates**

Vaccination Cards as evidence that the student has participated in the Abu Dhabi Health Authority's vaccination program schedule must be presented. Where Vaccination Cards are not provided to the school during the school year, *re-registration of the student for the following academic year may be denied (Policy 44).*

10.5. **Re-admission**

- Families that default on payment of fees may not be readmitted
- Families that do not confirm returning students and do not pay the required re-registration fees by the published due date will not be considered to have a guaranteed seat for their student and will go on a waiting list for the new Academic Year.



- Families that do not support school policies may not be readmitted (eg: where students attendance or late arrival inhibits their progress, behaviour has a negative impact on the progress of other students or themselves)
- Where parents/guardians have engaged in abusive and/or intimidating behaviour to any School employee, re-admission of that family may be refused.
