



**Abu Dhabi Education Council
Vision Private School**

Enrolment policy and the acceptance of students

Nabil Aboujrad
School Director



Admission policy

Introduction:

The school systemic way is totally based on the attraction that guarantees high standards of education that give the students and their parents high satisfaction. Providing, that parents are more conscious about their children's appropriate education and at what field they are mostly interested. Moreover, the school has to be abide by an education council policy. Which states being educated is the right for all those who are at school age of compulsory education.

Article (1) of compulsory education:

1. The student has all the right to have education and who ever works to deprive them from it will highly vulnerable to legal accountability.
- So the school is responsible to provide a learning opportunity for students at the age of school and that by registering him\her in case of a vacancy and what claims requirements of public interest with non-discrimination among nationalities or special cases.
- The school has to put a great emphasis on the compulsory education and the seriousness of dealing with educational obligatory law that gives the following condition that the transferred student has to have a previous acceptance from his\her new school.

Article (2) acceptance of students and their registration and distribution:

Registration is opened for new students who passed from one stage to the above stages during April in case the council changed the date of registration the other date will be abolished. Those who messed their registration will be utmost registered at the end of September of each year. Places can be given if they are only available providing the students will be distributed according their ages.

Age of acceptance

Grades	Maximum age	Minimum age
KG 1	-	4 years
KG 2	-	5 years
Grade 1	-	6 years
Grade 2	10 years	7 years
Grade 3	11 years	8 years
Grade 4	12 years	9 years
Grade 5	13 years	10 years
Grade 6	14 years	11 years
Grade 7	15 years	12 years
Grade 8	16 years	13 years
Grade 9	17 years	14 years
Grade 10	18 years	15 years
Grade 11	19 years	16 years
Grade 12	20 years	17 years

Article (3) acceptance of succeeded or passed students from public schools and adult education:

Admission is allowed for students from public schools, adult education and home schooled once according to the following conditions.

*The legal age

*Students shouldn't have been given suspension for any behavioral attitudes or conducts.

*Preferred not to be married. (Girls)

Article (4) transformation of private schools:

Students may move if they are in the legal age and on the dates specified by the Abu Dhabi Education Council.

Article (5) documents date:

1. UAE identity card has to be valid for all students
2. Birth certificated
3. Valid residence visa for international students
4. Personal modern image number (4)
5. The health record of the student in addition to the vaccination card for the child as a condition for registration in kindergarten
6. Health Insurance Card
7. Last certificate degree for students and Almrifien certificate shown by the statement of the student movement of the case.

Article (6) registration fees and expenses:

Uniform	Transportation/buses	Books	Fees	Registration	Grade
140	2000	400	6000		KG 1
140	2000	400	6000		KG 2
140	2000	500	7000		G 1
140	2000	500	7000		G 2
140	2000	500	7000		G 3
140	2000	500	8000		G 4
140	2000	500	8000		G 5
140	2000	600	8000		G 6
200	2000	600	9000		G 7
200	2000	600	9000		G 8
200	2000	600	9000		G 9
225	2000	700	10000		G 10
225	2000	800	11000		G 11
225	2000	800	12000		G 12

Article (7) rules of transferring and canceling students:

1. Students have to pass from one semester to the other and from one academic year to the other in case of disability from the student to accomplish any progression like his/her fellows or peers. If so the school will inform the parents of the student. Providing, that immediate meeting will be arranged in order to contemplate a progressive plan in which the student will be sustained with supplementary work to elevate his/her educational level. Moreover, the parents will be well updated with the made improvement and the results of the plan. The school is highly not allowed to give any decision about the non-promotion of the student to the next grade except after considering all the needed actions about the matter at the private school guidance and policies.
2. The educational needs don't deter registration or the enrollment at any school. Moreover, students are equally treated and discrimination is highly refused. Therefore, students with special educational needs are given equal privileges and prospects with their peers or fellows who don't own these educational needs.
3. It is completely prohibited for any school to oblige or compel any student to leave the school upon their parents desire or demand, unless there is an official written report from the education council.
4. Schools are not allowed to expel or deter students from school attendance because of delaying in payment or school fees. in case of sending 3

ultimatums to the guardians or parents and no received response was there, then the student can be given a temporal suspension plus a the report card can be obscured and the transferring report cards should not be given unless the payments and deposits are paid. Lastly delay in payments doesn't prevent the student from his\her exams on time.

Article (8) General conditions:

1. The compulsory education starts from the age of 6 in the first grade and registration is at kindergarten is a subject of availability of vacancies.
2. Age is calculated on the basis of the birth calendar in September 31 of the year of admission.
3. Calculation of age on the birth certificate or the original Emirati identity.
4. It is required to register the presence of foreign students and the establishment of scholarships and certificates duly certified followed in the state.
5. Capacity depends on the number of school (25) student to Kindergarten and (30) other student tuition stages unless the Abu Dhabi education council has any other suggestions.
6. Don't stress any student with what is more than their acceptance brain limit, unless got a written permission from Abu Dhabi education council.
7. The number of vacancies will be reviewed before the school through out the registration process.
8. Prepare the essential registration forms, for example: school entrance exams to emphasize the level of students.
9. School relies on electronic record that is being supported from the council, which clarifies student's data and updates it. With the preservation of data electronically and the organized archiving. It became quite easy to get them in hand.
10. A file for every student should be opened and placed at the administration in the time of registration that contains all the demanded documents as a result for the student at the end of each academic year.
11. Healthy files should be opened for the catastrophic cases that need constant following. e.g. (diabetes, pressure, asthma ,heart diseases etc.).
12. Preparation of hardware/paper records and electronic records an keep an accurate track of student 's attendance and absence .
13. The electronic and the non-electronic preparation of the granted certificates to the students.
14. Preparation of paper records and electronic records of the student who have already graduated from the school.

15. Preparation of electronic and non-electronic records for the canceling and student conversion.
16. The preparation of electronic and non-electronic grades/marks.

NABIL ABOUJRAD
School coordinator



The Enrollment and Admission Policies of Students