



## Admissions & Registration Policy



Registration  
Information



## Admissions and Registration Policy

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This policy outlines the requirements that Al Ain American School must meet for the registration of all students and the procedures the school must follow to meet those requirements. The policy applies to all students attending Al Ain American School.

**Requirements** - As per the guidance from Abu Dhabi Education Council (ADEC)

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- Register students in Enterprise Student Information System (e – SIS)
- All student names should formally be registered before entering a classroom
- 5 passport size pictures of the student
- 1 copy of the student’s passport and visa for non- locals
- 1 copy of father’s passport +1 copy of father’s visa for non-locals
- 1 copy of the vaccination card
- 1 copy of the student’s birth certificate (if the student is born outside the U.A.E., the certificate should be attested by the Embassy of the birth country & U.A.E foreign affairs)
- Student’s UAE ID, mother’s UAE ID & father’s UAE ID (Original Copy )
- 1 copy of student’s health insurance card
- 1 copy of family book for local student
- Transfer letter from previous school. If the student studied outside the U.A.E., then the certificate should be attested by the Embassy of the country where the school is located as well as by the U.A.E Foreign Affairs.

- Final Report Card. If the student studied outside the U.A.E., the certificate should be attested by the Embassy of the country where the school is located as well as by the U.A.E Foreign Affairs.
- Electricity bill for student's home
- "To Whom It May Concern Letter" 'for the student from the previous school
- AED 500 as registration fee (non-refundable)

## **Procedures**

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- Before registration, KG1 & KG2 students will go through an entry assessment process. Grades from (1-7) will be invited for an entrance assessment to evaluate their current academic level.
- Registration takes place from 7:30 a.m. to 3:00 p.m.
- Registration will take place electronically and manually; electronically in Orison and e-SIS.
- Parents will be given the result of the evaluation within 5 working days
- Parents will be given a file from the Registration office which will contain a school fees list, a registration form, a bus form, bus rules, a discount list, a health history form and a copy of the 'Behavior and Achievement Policy'.
- Parents will need to allow at least 30 minutes for each registration both manually and electronically.
- A copy of this policy will also be made available to parents.
- Parents will take the admission slip and proceed to the Finance Department to pay the AED 500 registration fee, which is non- refundable unless the school reverses the decision for entry to the school.

## **Registration Period**

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All existing students at Al Ain American School must re-register for the next Academic Year by March. New students must register during the announced registration period, which is set by the Registration Officer; as spaces may be limited.

## **Late Registration**

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All students are expected to register at the times specified by Abu Dhabi Education Council. An application for late registration can be supported by an exception letter from Abu Dhabi Education Council. However the school will take into account the number of students in the class before an exception is considered.

## **Transfer Letter & Withdrawal Letter**

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- Parents can get a Transfer Letter or Withdrawal Letter usually at the end of the Academic Year except for those relocating.
- Transfer Letter or Withdrawal Letter within the Academic Year will not be given without permission from Abu Dhabi Education Council, along with an approval letter from the accepting school.
- Transfer Letter or Withdrawal Letter will require 24 hours notice.
- Transfer Letter or Withdrawal Letter should be signed by the Principal, Registration Officer and Finance Department. The Librarian will also sign to make sure the student has returned any borrowed books.
- Transfer or withdrawn student procedures will be processed and updated electronically on e-SIS.

## **TWM Pursing Study and Certificate of Good Conduct**

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- Upon request, parents can get a TWM or CGC within 24 hours.

## **Students Leaving School before the End of the School Year or for Long Absenteeism**

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- Students leaving before the end of the school year, or are absent for a long time should clarify both cases by getting a permission letter from ADEC.

## Monitoring & Review

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This policy is monitored and reviewed on a regular basis.

<b>Created</b>	<b>Reviewed</b>
10/11/2015	19/06/2016