

## 1. Student Admission, Registration and Placement

### Aim

- To provide an honest and fair approach to student admissions and registration

### Cross reference

- This policy follows ADEC Policy 44 of The Private Schools Policy and Guidance Manual.
- This policy corresponds to Article (49) of the Organising Regulations.

### Procedure

#### ***Admission***

- Current Wales International School parents are sent a re-registration letter in January so that they can re-register for the next year, if they wish to do so, as long as there are no behaviour issues that justify refusal of the students' re-registration.
- Wales International School follows the admission priorities below which are applied in priority order:
  1. Students who attended the School in the previous year or period (except those with behavioural issues which are impacting severely on the learning of the other children in the class).
  2. Students with siblings already in the School.
  3. Children of School staff.
  4. Students who live in Shamkha City.N.B. Priority is given to Emirati students when the school achieves Good or above during inspection.
- At Wales International School new parents are requested to pay a registration fee of 1000AED when they register their child and submit their forms. This registration fee payment completes the registration process.
- Once the school places are full, a waiting list is generated on a first come, first served basis.
- Wales International School organises school visits for prospective Parents/Guardians and their children, so that they can meet the staff and visit the school before they register.
- Wales International School admits students with mild to moderate special education needs and students with chronic health conditions. Wales International School offers appropriate support as per the student's needs, which are assessed by the SENDCO and/or School nurse.
- Wales International School admits students from different races and ethnicities in order to achieve a diverse student population.
- Students are registered on eSIS within the time period permitted by ADEC. Students will only be registered outside of this time period with permission from ADEC.

### ***Interviews and Placement Tests***

- Wales International School admits students into kindergarten (KG1 or KG2) without a test or interview. Students and parents are only requested to attend a familiarisation play day pre-registration.
- Prospective students are required to take placement tests in English, Arabic and Mathematics to give an indication of their performance level(s) to be able to provide proper learning support.
- The SENDCO conducts an interview with students and their parents with mild to moderate special needs, to identify their need and level of support required.

### ***Class Sizes***

- KG1 and KG2 have a maximum of 25 students per class with a minimum space of 2.16m<sup>2</sup>
- G1 to G12 have a maximum of 30 students per class with a minimum space of 1.67m<sup>2</sup>

### ***Admission Information, Documents, and Records***

- Parents/Guardians are required to complete a registration form detailing:
  - Full parental contact information in both Arabic and English
  - Basic details (full name in both Arabic and English, date and place of birth, nationality, address, information about Parents/Guardians, etc.).
  - Official documents (identity card issued by the UAE, vaccination card, etc.).
  - Wales International School Medical form
  - School records for the previous year, if the student has previously attended a school in another Emirate or outside of the UAE. A school report is required (can be the eSIS report) along with the Wales International School report, which the previous school must complete.
  - Documents pertaining to students with special educational needs such as previous individual education plans and relevant assessments, as well as evidence pertaining to gifted and talented students such as advanced learning plans and provisions (if needed).
- If a student is transferring from one School to another in a different Emirate, a transfer certificate to the other Emirate is needed. If no transfer certificate exists, a report card or equivalent document from the previous School shall be sufficient for the purposes of the new school. If the time period for transfers has elapsed, then school will seek approval from ADEC before the transfer.
- Wales International School insists that all newly admitted students (including the students transferred from other schools in the Emirate, from other Emirates, or from schools aboard) submit their vaccination cards and medical records as an integral part of the admission and registration procedure for such students:

## **Registration**

Wales International School officially registers a student (in school and on eSIS) once the student meets the admission requirements and conditions. All student admission files are transferred to their student file.

### **Registration requirements**

- Students that have been admitted to kindergarten (KG1 or KG2) or Grade 1 must submit a vaccination card that fulfils the “Childhood Immunisation Schedule” of the current HAAD Immunisation Schedule.
- Students that have been admitted to Grades 2 to 12 must submit a vaccination card that fulfils the “Childhood Immunisation Schedule” and the “School Immunisation Schedule According to Grade” of the current HAAD Immunisation Schedule.  
(This shall be considered a condition for re-registration for the next school year.)
- The School nurse creates new medical records for students registered in kindergarten or Grade 1 and must obtain the medical records of transferred students from other schools within the UAE.

### **Placement of Students**

Students will be placed in school grade according to their age and grade progression.

Section	Grade	National Curriculum of England Year	Minimum age on 31 <sup>st</sup> December 2018	Minimum age on 1 <sup>st</sup> September 2018
<b>KG</b>	KG1	FS2	4 years	3 years 8 months
	KG2	Y1	5 years	4 years 8 months
<b>Primary</b>	GR1	Y2	6 years	5 years 8 months
	GR2	Y3	7 years	6 years 8 months
	GR3	Y4	8 years	7 years 8 months
	GR4	Y5	9 years	8 years 8 months
	GR5	Y6	10 years	9 years 8 months
<b>Secondary</b>	GR6	Y7	11 years	10 years 8 months
	GR7	Y8	12 years	11 years 8 months