

Admission Policy



ADMISSION POLICY

INTRODUCTION

The school is a private, co-educational day boarding school that offers a holistic learning program for students of KG to Grade XII. IAS is an International American School which follows American California Standards. We ensure to deliver a high quality education for the diverse, expatriate community in the UAE. IAS offers a World-Class Education, where all students' needs are met through targeted interventions, support, and inclusive practices. Where every child is welcomed, every parent is involved and every teacher is valued. International Academic School prides itself on an admission policy that does not discriminate against any child or family. All children are welcome to apply to International Academic School, regardless of nationality, ethnicity or religion.

International Academic School accepts registration at all times during the school year through our Admissions Office. We admit students of any nationality who demonstrate that they will successfully cope with our academic program and contribute positively to the school. At the start of the academic year, the Principal, Senior Leadership Team and Senior Administrative Officer meet with parents and students for a detailed orientation.

While we try to accommodate as many students as we can, there are constraints concerning limitations of numbers in each class. Preference is given to siblings. The rest are put on a waiting list and informed as and when vacancies arise. Due to the transient nature and sometimes uncertain nature of the working population in Dubai, exceptions are made where necessary.

In rare cases, a conditional/provisional offer may be made with parents clearly understanding the nature of the conditional offer.

Requirements as per UAE Law and KHDA:

All students from Grade KG 2 to Grade 9 are required to learn Arabic as per UAE law. The school provides Islamic Studies for Islamic children as per UAE law.

Grade Levels

International Academic School places students in age-appropriate grade levels.

Grades	Age (by July 31st for same
KG1	4
KG2	5
Grade 1	6
Grade 2	7
Grade 3	8
Grade 4	9
Grade 5	10
Grade 6	11
Grade 7	12
Grade 8	13
Grade 9	14
Grade 10	15
Grade 11	16
Grade 12	17+

Admission Process

Introduction -

The admission process has been designed to make certain that students are appropriately placed in the school, while maintaining the integrity and consistency of the school programming and policies. Proper placement will ensure that those students admitted have a higher probability of a successful learning experience. The Admissions Team is committed for working together with families in determining the educational placement that is best for each student.

Admission process consists of 3 phases:

- Phase 1: Registration/Inquiry
 - Application Forms
 - Obtaining Information from previous schools
- Phase 2: Assessment
 - Assessments are used for baseline purposes and for instructional programming
 - Students may not be rejected based solely on assessments.
- Phase 3: Enrollment

Phase 1: The Registration / Inquiry

Prospective families are invited and encouraged to visit the school, whenever possible to experience for themselves the programming and practices that make International Academics School a world-class learning community. Our Parent Coordinator will host school tours daily Sunday through Thursday at 11:30am — 2:00 pm on prior appointment.

When visitation is not an option, we trust that families will take the time to thoroughly review our website and fill up the online application forms, once application is filled up, the admission office will revert to the parents with further details. Parents can contact us directly on the contact number mentioned on the website for inquiries.

The supporting documents that are required when a registration is submitted are:

- Sponsor's Emirates ID
- Applicant's Photo
- Parent's (sponsor) Visa
- Parent's (sponsor) Passport
- Applicant recent school/nursery report (at least two years if applicable)
- Applicant's Visa
- Applicant's passport
- Applicant's immunization

It is a UAE Ministry of Education / KHDA requirement that all documentation must be submitted to the school before any child may attend as a pupil. Parents are asked to complete the Document Submission Form which is a binding undertaking to provide the UAE authorities with documents as requested. All documentation must be written or translated in English before an application can be accepted. Any translated documents should also be attested.

Transfer Certificate:

Every student is required by UAE Ministry of Education Law to produce a transfer certificate from their last school. This is strictly enforced and failure to produce a properly completed certificate, or a legally binding undertaking to produce all the necessary documentation, will result in your child's place being withdrawn. Please discuss your child's transfer certificate requirements with the Registrar, as your country of origin and last school is taken into consideration.

The Certificate must contain the following information -

1. Date of enrolment
2. Year group or Grade placement
3. Date the child left the school
4. School stamp and signature

- For students coming from Emirates other than Dubai, the Transfer Certificate should be attested by The Ministry of Education of that Emirate.
- For students coming from Oman, the Transfer Certificate should be attested by the Ministry of Foreign Affairs and the UAE Embassy located in that country.
- For students coming from Gulf Countries other than Oman, the Transfer Certificate should be attested by The Ministry of Education, The Ministry of Foreign Affairs and by The UAE Embassy located in that country.
- For coming from India, from CBSE/ICSE Boards, the Transfer Certificate should be attested by the Education Officer of the area, from where the Transfer Certificate is obtained. The seal and signature of the officers have to be verified by the Indian Consulate in Dubai and the Foreign Affairs Ministry in the UAE.

Medical Information

The relevant medical information regarding the pupil should be provided.

1. Information regarding allergies, special medical conditions, etc.
2. Up to date contact details, and emergency telephone numbers for both parents
3. Most recent school report
4. Evidence received all necessary vaccinations. (Please consult your physician if in doubt)

*Applications may be found on the school website and obtained through the Register Office. Our aim is to help parents' transition from inquiry to enrollment as efficiently as possible.

Phase 2: Assessment

International Academic School offers a high standard US education to a range of students with varying learning needs and requirements. Teachers are expected to teach each student as an individual and meet their learning needs accordingly. For this reason, prospective students are required to undergo assessment tests provide starting points and to assist with appropriate class placement and services.

KG Assessment: Students entering Kindergarten will be invited for an observational, practical assessment to determine school readiness. The assessment tools are designed to indicate appropriate grade-level readiness.

Grades 1 – 12: All incoming students are required to complete the MAPP Tesst (short version) for reading and math. MAP Assessment test is self-regulating and adapts to the child in real-time, as the test progresses for a pinpoint picture of learning, achievement, and readiness.

For internal transfers amongst branches, students are exempted from the assessments. Students re-entering International Academic School will be exempted from re-assessment, with documentation of continued education during the absence.

Selected students are informed via email. Parents collect the admission forms from the Administrative Office and submit them, duly filled, along with required documents (as mentioned under the heading documentation).

Acceptance Qualifications

Student acceptance is based on space availability and consideration of the following:

- Age appropriateness for the requested grade level as per International Academics School Placement Policy and Ministry of Education requirements.
- Age entry is 4 years old as of July 31st in the year of application. The child should be toilet trained.
- Successful completion reports of the previous school year, or favorable mid-term reports.
- Previous school records.

Conditional Registration / Acceptance

Students not meeting minimum placement standards or those unable to arrange assessments may be granted conditional acceptance by the division level Principal. Students will be allowed one term to meet the specific conditions of acceptance.

Admission for SEN students:

The admission philosophy of the school is inclusive. IAS treats all applications equally and admits pupils with a range of Educational Needs. School Admission Policy ensures that admission into all education settings, including early years is not conditional upon the submission of a medical diagnosis.

The School registrar requests past school reports and also confidential information about the previous school regarding the child's abilities in terms of basic skills, language, and emotional factors.

Obtain health concerns and parental information.

All new enrollees at IAS complete baseline assessments to provide teachers with baseline for instructional programming for the student.

All IEPs from outside agencies or schools are accepted and reviewed by the SEND.

***No additional fees are collected for profit.**

Phase 3 Enrollment Phase:

Enrollment Disclaimer The school makes every effort to enroll students who have fully completed the application process and who have met the academic acceptance requirements.

Grade Placement

The grade placement policy allows students to continue in the grade in which they are enrolled or have most recently completed rather than advancing to a higher grade. A conservative placement is used in order to best serve the educational needs of the student. Subject to the MOE approval, the school reserves the right to place a student at the grade level that best serves the educational needs of the child regardless of the previous grade completed or age of the child.

Class Placement

The goal of the class placements is to create homogenous sections within each grade level. Each of the sections will be as balanced and diverse as possible considering the following student characteristics:

- English language fluency
- Educational needs
- Ability level
- Cultural background
- Mother tongue language
- Gender
- Others

Class Size Policy

The teacher-student ratio for instruction:

KG Phase is 2:25

Grades 1-12 is 1:25.

Late Enrollment

The school has a rolling admission policy. Students may be accepted as long as there is at least one month remaining in the term, they have current school documents, and provided they are assessed at grade level. Students in Middle School or High School will not be considered for enrollment if more than 20 in-session days have expired in the term, unless they are transferring from another school in which they were in full attendance prior to application with IAS. In any case, the Primary/Middle level Principal will make the final decision in consultation with the Principal, and after receiving recommendation from the previous Principal.

Withdrawal Rules

One month written notice of intention of withdrawal is to be submitted to the school authorities.

The 'Application Form', duly completed is to be submitted at the School Office along with a fee fixed by the Ministry towards the Transfer Certificate after the letter of intent. In case of overseas transfer, an additional fee is to be remitted towards the stamping process of transfer certificate with the Ministry of Education.

In case of refund and recovery, the school fees will be calculated as follows:

- If the student attends school for two weeks or less, a month's fees will be deducted;
- If the student attends school for period ranging between two weeks and one month, two months' fees will be deducted.
- If the student attends for more than a month, three months' fees will be deducted.
- Transfer Certificate will be issued only after all the school dues have been cleared.

Strike-Off Rules

A pupil's name will be taken off the school rolls on the following grounds

1. Consistent failure to pay fees on due date. (3 reminders through mail)
2. Absence from school for a period of 30 continuous days without prior permission of the school authorities.
3. Repeated failure in any class for a period of 2 years in succession.
4. For gross misconduct resulting in damage to the fair name of the School- upon KHDA approval
5. Students may seek re-admission to the School at the Principal's discretion, but may be required to go through all the formalities of new admission.

