

**ADMISSION POLICY****APPROVED BY:  
PRINCIPAL****DEPARTMENT:  
REGISTRATION****REVIEW  
ANNUALLY****PUBLICATION DATE:  
JULY 2025****Overview & Rationale:**

International Academic School is a private, co-educational day school that offers a holistic learning program for students of KG1 to Grade 12. The school follows the curriculum laid down by the California Common Code & MOE. We ensure to deliver a high-quality education for the diverse, expatriate community in the UAE.

The school always accepts registration 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 Head of Parent Relations meet with parents and students for a detailed orientation.

While we try to accommodate as many students as we can, there are constraints concerning the 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.

In all cases, admission procedures are laid down by the Ministry of Education.

**Scope:**

The policy applies to all students from KG1 to Grade 12.

**IAS Admission Policy Team:**

- Principal
- Registrar
- Inclusion Department Lead

- Heads of Section
- Career Counsellor
- Transportation Manager

### Role and Responsibilities of IAS Admission Policy Team:

---

- The Principal will be responsible for:
  - ensuring that all members of school staff are familiar with the school admission policy.
- The Registrar will be responsible for:
  - inspecting the documents and collection of admission fees along with the School Finance Officer.
- Inclusion Department Lead will be responsible for:
  - following up with the School Registrar and conducting the screening assessments and identifying potential issues.
- Heads of Section will be responsible for:
  - Meeting students in respective sections for an interview screening.
- Career Counsellor will be responsible for:
  - Reviewing the transcript of all students seeking admission in Grades 10-12 to ascertain if students will meet the credit hours required to qualify for a US High School diploma
- Transportation Manager will be responsible for:
  - arranging and managing of the transportation for new registrations.

### School Structure

---

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

<b>Grades</b>	<b>Age (by July 31<sup>st</sup> for same year)</b>
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+

Semester 1	September - January
Semester 2	February - June

IAS is a US Curriculum School (California Common Core) and therefore all subjects are taught in English except for Arabic, Islamic A (for Arab students), and Foreign Languages (French and Spanish). All students from Grade KG2 to Grade 9 are required to learn Arabic as per UAE law. The school also provides Islamic Studies for Islamic children as per the UAE law.

The majority of IAS students are non-native speakers of English. As such, we support their language development by using the California English Language Development Standards in conjunction with the standards used in other core subjects.

#### Procedures:

---

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 to working together with families in determining the educational placement that is best for each student.

Admission process consists of 3 phases:

- Phase 1: Inquiry
- Phase 2: Assessment/ Interview & Registration
- Phase 3: Enrollment

### 1. The Inquiry Phase:

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 Head of Parent Relations will host school tours daily Monday through Friday from 8:30am — 2:00 pm or by 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 application form should be purchased from the Accounts counter before the assessment. Our aim is to help parents' transition from inquiry to enrollment as efficiently as possible.

## **2. Assessment and Registration Phase:**

### **Placement Screening-**

All incoming students are required to complete a reading, writing, and numeracy screening from Grade 1 to Grade 12 post enrolment. Students entering Kindergarten will be invited for an observational, practical screening to determine school readiness. The screening tools are designed to indicate appropriate grade-level readiness. Students re-entering International Academic School will be exempted from re-assessment, with documentation of continued education during the absence.

- **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.

- **Admission for SEN students**

The admission philosophy of the school is inclusive. The students who have special needs are admitted, after the detailed assessment, if the school has the facility to support their special educational needs.

## **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.

- **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 in KG1 to Grade 12 is 1:25 under normal circumstances. But adhering to Covid regulations of maintaining 1 meter distance between students, the ratio for instruction in (KG1) and (KG2) is 1:15 and in Grades 1-12 is 1:20 (with some variance based on classroom size).

- **Late Enrollment**

The school has a rolling admission policy. Students may be accepted if 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.

- **Documentation**

The following documents should be submitted at the time of admission -

- Admission form duly filled
- Transfer Certificate from previous school (for Grade 2 upwards) (1 original or attested copy), (if a student is coming from a different Emirate or from another country)
- Student's and parents' original emirates ID, in addition to a copy (without Emirates ID the registration can't be done as it's an online registration)
- Copy of student's/mother's/father's valid passport & Residence Visa (Family Book for UAE local residents).
- Copy of Birth Certificate
- Copy of Vaccination Book
- Copy of final term report card (or the most recent report card)
- Continuation certificate for the current year

Document translations (if necessary) must be attested for authenticity.

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 enrollment
  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 must be verified by the Indian Consulate in Dubai and the Foreign Affairs Ministry in the UAE.
  - For students coming from other countries, 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.

- **Medical Information**

The relevant medical information regarding the pupil should be provided.

- Information regarding allergies, special medical conditions, etc.
- Up to date contact details, and emergency telephone numbers for both parents
- Most recent school reports

- Evidence received all necessary vaccinations. (Please consult your physician if in doubt)

- **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 student's name will be taken off the school rolls on the following grounds

- Consistent failure to pay fees on due date. (3 reminders through mail)
- Absence from school for a period of 30 continuous days without prior permission of the school authorities.
- Repeated failure in any class for a period of 2 years in succession.
- For gross misconduct resulting in damage to the name of the school.
- The student whose name is struck off the rolls may be considered for re-admission to the School at the Principal's discretion but may be required to go through all the formalities of new admission.