



Admission, Registration, Distribution, Withdrawal, Fees, and Transport Policy

2019-2021

Student Admission, Registration, Distribution, Withdrawal, Fees, and Transport Policy

This policy is corresponding to Policy (44) of Student Admission, Registration and Distribution and Article (49) of the Organising Regulations of ADEK.

DEFINITION(S):

For the purposes of this policy **the School** refers to Ajyal International School MBZ (AJIS). For the purposes of this policy, **admission** covers the requirements of and procedures for admitting new students to School.

Registration is the process whereby School offers students (old and new) a place and then enters them on the School roll.

Placement of students refers to the normal expectation that students be placed with their peer group in terms of age: whose birthdays fall within the defined dates of the school year.

PURPOSE(S):

- To provide assurance that the School operates fairly and appropriately in its decisions about admission, registration and placement of students.

POLICY:

This policy sets out the School's requirements for the admission, registration, distribution, withdrawal, fees, placement, and transportation of students. The School has prepared this policy to set out clearly the School's procedures for admission, enrolment and placement.

This policy takes into account the School's obligations as defined in Federal Law No. (29) of 2006 on the Rights of Persons with Special Needs and in ADEK's related regulations and policies. It sets out the School's order of priority for the admission of students if there are more requests than places available.

Admission

The School complies with the admission requirements below and takes them into account in this admission, registration and placement of students' policy.

In accordance with standard protocols in National Curriculum for England schools, it is our desire that admissions be in accordance with the following age requirements, as examples:

Year Level	Grade level	Age by 31st August	Age by 31 st December
FS1	Pre KG	3 Yrs.	3 Yrs. 4 months
FS2	KG 1	3 Yrs. 8 months	4 Yrs.
Year 1	KG 2	4 Yrs. 8 months	5 Yrs.
Year 2	Grade 1	5 Yrs. 8 months	6 Yrs.
Year 3	Grade 2	7 Yrs.	7 Yrs.
Year 4	Grade 3	8 Yrs.	8 Yrs.
Year 5	Grade 4	9 Yrs.	9 Yrs.
Year 6	Grade 5	10 Yrs.	10 Yrs.
Year 7	Grade 6	11 Yrs.	11 Yrs.
Year 8	Grade 7	12 Yrs.	12 Yrs.
Year 9	Grade 8	13 Yrs.	13 Yrs.
Year 10	Grade 9	14 Yrs.	14 Yrs.
Year 11	Grade 10	15 Yrs.	15 Yrs.
Year 12	Grade 11	16 Yrs.	16 Yrs.
Year 13	Grade 12	17 Yrs.	17 Yrs.

It is in the best interest of the children and their development to adhere to this guidance. However, we recognize that some parents may wish their child to be accommodated as per ADEK regulations. Should the parents/guardians insist on following ADEK's cut-off date of birth, they are required to sign an undertaking for the same.

Fair, Non-Discriminatory and Transparent Approach

- The School adopts an open approach to accepting students from different races and ethnicities to achieve fairness, equality and transparency.
- The School allows prospective Parents/Guardians and their children to visit the School prior to registration so that they may familiarise themselves with it.
- The Schools re-registers its students in the next year, if the Parents/Guardians wish so, as long as there are no behaviour issues that justify refusal of the students' reregistration. The School admits students with mild to moderate special education needs and offers additional appropriate learning support as required or needed (see School SEN Policy).
- The School will not refuse or withhold admission of students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases, epilepsy and obesity) and will offer appropriate support as per the student's needs.

Interviews and Placement Tests

- The School will admit students into Foundation Stages 1 and 2 and Year 1 without requiring the students to sit for any form of tests or interviews, though play-dates may be arranged to assess student readiness for school.
- The School may conduct an interview with a student during the mandatory education stage (from Year 2) and may require the student to take certain placement tests to give an indication of their performance level(s) to be able to provide proper learning support but not for the purpose of accepting or rejecting a student.
- The School will undertake interviews and placement tests with all secondary level students to ascertain their readiness to study the National Curriculum for England and consider their ability to graduate from a British Curriculum school.
- The School may conduct an interview with a student with mild to moderate special needs, and may require the student to take certain placement tests to give an indication of their performance level(s) to be able to provide proper learning and psychological support but not for the purpose of accepting or rejecting a student.

Admission Information, Documents, and Records

- The School will require Parents/Guardians to complete a registration form giving full contact details for the student's Parents / Guardians, and details of the student's:
 - 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.).
 - School records for the previous year, if the student has previously attended a school in another Emirate or outside of the UAE.
 - 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).
 - Any other relevant information deemed necessary by the School.
- 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 will be sufficient for the purposes of the School.
- The School will ensure that all newly admitted students (including the students transferred from other schools in the Emirate, from other Emirates, or from schools abroad) submit their vaccination cards and medical records as an integral part of the admission and registration procedure for such students:
 - Students that have been admitted to FS1, FS2, Year 1 or Year 2 must submit a vaccination card that fulfils the "Childhood Immunisation Schedule" of the current HAAD Immunisation Schedule.
 - Students that have been admitted to Years 3 to 13 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.

- The School will not refuse or withhold admission of students who do not have vaccination cards or do not meet all the requirements on their vaccination cards but will accept them on the condition they complete the necessary vaccinations and provide a vaccination card that meets all requirements within the school year. This shall be considered a condition for re- registration for the next school year.
- The School nurse will create new medical records for students registered in FS-Year 1.
- The School nurse will obtain the medical records of transferred students from other schools within the UAE.
- The School nurse will create new medical records of transferred students from schools outside the UAE.
- The Schools will keep records of all student admission files including required information and documents.

Student Capacity and Admission Priorities

- Taking into account the content of ADEK Policy (66), the School will have a maximum number of twenty five students for each class in FS1, FS2 and Year 1.
- Taking into account the content of ADEK Policy (66), the School will have a maximum number of thirty students for each class of Years 2 to 13.
- The School will apply admission priorities if there are more requests for places than available places, as follows:
 1. Students who attended the School in the previous year or period.
 2. Students with siblings already in the School.
 3. Children of School staff.
 4. Students who live near the School.

Registration

- The School will officially register a student once the student meets the admission requirements and conditions and based on parents/guardians' request (applying or filing re-registration form).
- The School will register the student on ADEK's eSIS system in accordance with the dates determined by ADEK each year.
- The School may register students at any time of the year at its discretion, subject to space availability and provided that the School satisfies itself that the student is capable of keeping up with those in the same peer group and can successfully pass the academic year. Refer to ADEK Policy (39) regarding registration and re- registration fees.
- A student may transfer between schools in the Emirate (taking into account the curriculum and equivalency requirements of the high school certificate in the UAE) within the permitted times as per ADEK. In such cases and once approved by both parties, the student's registration on eSIS system and the School's own management systems shall be immediately amended accordingly. Be advised that in case of pending school fees, a student cannot transfer to another school unless all outstanding fees are settled.

- Be advised that no change of schools is permitted once term 2 begins (except students from different Emirates or coming from abroad).

Placement of Students

In accordance with standard protocols in National Curriculum for England schools, as stated above, students will be placed in school years according to their age and year group progression (if a student has had to repeat any year). For further information, refer to ADEK Policy (45).

School Fees

The School shall collect tuition fees and other fees as per the attached fees schedule (see attached list).

The school shall adhere to the regulatory authorities in terms of applied fees. In case of any increase in the tuition and other related fees, the school shall obtain the proper approvals from the regulatory authority prior to applying the increase. Also, the school shall inform parents/guardians about any changes in fees as soon as possible.

Withdrawals and Refunds

The School may retain a certain amount of the tuition fees in any of the following cases:

1. If a student attends any part of only week one of the term or fails to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance before the beginning of a term (by August 15 maximum). In such a case, the School shall retain the value of the registration or re-registration fees.
2. If a student attends from one week and up to three weeks in a term, the School shall retain the value of one full month of tuition fees.
3. If a student attends over three weeks and up to six weeks in a term, the School shall retain the value of two full months of tuition fees.
4. If a student attends over six weeks in a term, the School shall retain the full-term fee.

These cases apply to newly enrolled students as well as students that register after a term has already commenced. Official holidays and absences from class are considered part of the week. The value of one month of tuition fees is calculated by dividing the total tuition fees for the school year by ten months. Any textbook and uniform fees paid to the School are to be refunded to Parents/Guardians if such have not yet been used. Transportation fees should be refunded in the same manner as tuition fees.

Non-Payment of School Fees

The School believes that all children have the right to education, quality education if possible. The school also believes that parents/guardians have entered into a contract with school once they signed all the necessary forms of admission and registration. The School has a clear and transparent policy for non-payment or late payment of School fees.

All parents/guardians are expected to honour their commitment to the school to settle all due fees within the time frame announced by the school, as per the below schedule:

1. Term 1: within one month, starting the eighth of August.
2. Term 2: within one month, starting the eighth of January.
3. Term 3: within one month, starting the eighth of April

Each parent/guardian shall be issued with an invoice and statement of account that clearly state the required dues. Parents/guardians have the right to receive a "Payment Receipt" once they make a payment to the school. If the accountant/cashier does not issue parents/guardians with "Payment Receipt", the parent/guardian has the right to complain to the school administration. This policy encourages parents/guardians to demand a "Payment Receipt" upon making payments to the school.

The school shall initiate reminders to parents/guardians with regards of the need to settle school fees and other fees. These reminders are in form of:

1. Emails
2. SMSs
3. WhatsApps

If parents/guardians do not settle due fees (all fees) within the times stated above, the school shall follow the below steps:

1. A call will be made by a member of the school's accounts team. The call will be logged for future reference.
2. SMSs (Arabic and English) and WhatsApps (Arabic and English) will be sent to the registered mobile number (minimum two each).
3. An email, in Arabic and English, shall be sent to the registered email.

If parents/guardians continue to disregard the attempts to communicate, the school shall issue the parent/guardian with warning letters as per the below:

1. First warning shall be sent as hard copy by courier.
2. Second warning shall be sent within 5 school days of the first warning by courier.
3. Final warning shall be sent to within 5 school days of the second warning by courier (parents/guardians are responsible for courier charges).

4. Upon the sixth day of final warning, if parents/guardians continue to ignore communication with the school, the school reserves its right to suspend the child/children for up to three school days (both from classes and from buses if they are registered in school transportation). The school may repeat this action as deemed necessary. Further, Schools may withhold examination report cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues are settled.

AJIS MBZ encourages parents/guardians to communicate with the school on regular basis with regards to missing payments and/or late payments. The school shall do, based on parental cooperation, everything possible to provide them with assistant.

While applying all the necessary measures, the school shall act in a discrete manner when dealing with non-payment issues in order to protect the student from unnecessary attention and embarrassment.

Transportation

The Schools offers the transport service to any student/students wishing to use this service. Parents/guardians who wish for their child/children to use our School Transport service (AJISSTS) would need to register, either online or manually, with our registrar office.

Kindly read carefully the below rules, guidelines, and regulations:

Registration for STS

- Parents/guardians need to fill AJIS STS form as soon as possible. Be advised that bus seats availability become very hard to arrange after August 8th.
- Parents need to make the full AJISSTS fee payment prior to or an August 8th.
- Parents/Guardians must sign the DOT Parent Commitment form.
- Withdrawal from AJISSTS follows the same procedure as regular school registration withdrawal.
- New registrations for transportation is required at least three weeks before the first day of term for any academic year. Failure to register for the bus service before this deadline may result in the outcome that the transportation will not be available for your child.
- The registration process will take a maximum of 2 working weeks. The bus service will begin maximum 5 working days after registration has been completed. This is to clarify locations and re-route any current routes. You will be sent notification of the bus number within this time.
- All parents will be issued contact details for the School Transport Supervisor and the Bus Matron within 5 working days of registration. Be advised that changes in routes and bus numbers are expected, so kindly bear with us and keep monitoring communication from us.

- In case of change of residence/location, provision of transport service will be subject to the availability of seats on established routes, and may not be implemented until 48hrs.or 2 working days from written request, depending on availability.

Guidelines:

- Depending on location, proximity to school, geographic location of the house, and the status of the roads, the school follows the “**FIRST PICK/LAST DROP OFF**” strategy.
- The school try its utmost best to ensure adequate pick-up and drop-off times of all students. Please respect that all children are important to us. Therefore; we will not necessarily listen to any parent/guardian request for pick-up / drop-off times.
- We reserve the right to deny this service. Allocation of bus facility will be based on the availability of seat on the bus, bus routes, residence location, distance, and history of the student (STS students).

On the bus

- Children should enter the bus as quickly and quietly as possible
- Students should not stand or move from place to place while the bus is in motion.
- Safety belts must be worn at all times. Bus monitor will notify passengers every time they enter the bus that they must wear a seatbelt.
- If a child requires a booster seat it must be provided by the parent and UAE law guidelines should be adhered to.
- Windows and doors should only be opened/ closed with permission of the bus monitor.
- Students must keep all parts of their body inside the vehicle at all times.
- No one should behave in a way which may distract the bus driver or make the journey unsafe/unpleasant for other passengers.
- Malicious damage or vandalism will be paid for by the offenders/ family. Such offense will result in stopping the STS for the guilty student for the rest of the term/year.
- AJIS MBZ does not tolerate or permit any alcoholic drinks, tobacco, substances or potentially harmful devices (matches, lighters, pen knives) to be carried in the school bus. Passengers who do so will be permanently excluded from the bus service and potentially from school.
- Bags and school equipment must be stored safely on the bus.
- All students must adhere to the School behaviour policy, school bus conduct, and Code of conduct.

Parental responsibility

- Please ensure that your child is at their pick up location on time. The buses will leave at the designated time and will not wait for latecomers. Please do not ask the driver to delay because you are running late. It is important that all children reach school safely and on time, therefore once the bus has left a location, it will not return again to pick up the child.

- If your child is not going on the bus to/from home please contact the school no later 11:00 AM for FS students and 12:00 PM Year 1 to Year 13. Any requests shall be declined unless deemed as emergency/force majeure.
- Bus monitors will take daily attendance to ensure all students are accounted for. Parents are required to inform the bus supervisor if a student is absent on a particular day.
- An authorized adult should be at the bus stop on time to collect the child (under the age of 10 years) in the afternoon, if an unauthorized adult or no one turns up then the child will be brought back to school and the parents will be required to arrange transport for the child from school.
- A written request, signed by the parent/guardian, for reasons of safety and security, is required if a drop-off other than usual is requested. Refer to last point in “**Registration for AJSSTS**”.
- All buses have designated pick up and drop off points. All timings will be finalized by the transportation team. Pick up and drop off timings will not exceed 75 minutes as per DOT/ADEK rules and regulations. No personal requests will be granted.
- Students above Year 4 will be responsible to board the bus themselves (home time). It is their responsibility to be on the bus before the time of departure. If the child is not on the bus by this time the bus will leave and you will be required to collect your child from school. Buses leave at 1:15 PM for FS and at 3:15 PM for Years 1 to Years 13, except for Thursdays when all bus trips leave at 1:15 PM.
- Parents/guardians are not allowed on the bus at any time and for whatever reason. This is against school policy and DOT regulations. If parents/guardians have any issues, they are requested to contact school administration. Any violation to this clause might lead to the possibility of suspending AJSSTS to the student/students.

Health and Safety

- All vehicles, drivers and passengers are insured. In case of any claim due to accident, the company’s liability is limited to the comprehensive compensation paid by the insurance company, as per the terms of the insurance policy.
- Under no circumstances shall the bus monitor/supervisor leave the bus during pick up/drop off. It is the responsibility of the parent/guardian to collect the child from the agreed point. If the above is not strictly followed by any parent, the students will be brought back to school and it would be the responsibility of the parents to collect the students from the school. In such cases the transport company will charge the parents AED 50/- per hour, per student for taking care of the students at the school.
- Buses are not allowed to reverse whilst on pick up or drop off. Therefore buses are unable to enter any driveway/ parking area inside villas/compounds. Children must be picked up and dropped off safely from a main road/street location.
- Children with contagious diseases are not permitted to travel in the bus. A clearance certificate should be handed to the school nurse on the day the child returns to school.
- For safety reasons, eating and drinking on the bus other than water will not be permitted.

- Parents or guardians shall compensate the company for any damages caused / sustained on the bus or to other travelers as a result of inappropriate behaviour/actions by their child.
- The school does not take any responsibility for students once they have left the school bus at the designated drop point with an authorized person.

Parent/Guardian Signature	
Date	