

Policy 44: Student Admission, Registration and Distribution

DEFINITION(S):

For the purposes of this policy, admission covers the requirements of and procedures for admitting students to Summit International School (SIS). Registration is the process whereby SIS offers students a place and then enters them on the SIS admissions 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 SIS operates fairly and appropriately in our decisions about admission, registration and placement of students.

POLICY:

SIS has prepared this admission, registration and placement of student's policy and submitted it to the Council for approval along with the Temporary License application, for a new School, or any other category of licensing. This policy sets out the SIS's procedures for admission, enrolment and placement.

Admission

SIS complies with the admission requirements below and takes them into account in our admission, registration and placement of students' policies:

Fair, Non-Discriminatory and Transparent Approach

- SIS accepting students from different races and ethnicities to achieve fairness, equality and transparency.
- SIS allow prospective Parents/Guardians and their children to visit the School with notice prior to registration so that they may familiarize themselves with it.
- SIS will re-register our students in the next grade, if the Parents/Guardians wish so, as long as there are no behavior issues that justify refusal of the students' re-registration.
- SIS admits students with mild to moderate special education needs and offers additional appropriate learning support as required or needed.
- SIS does not refuse or withhold admission of students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases, epilepsy and obesity) and must offer appropriate support as per the student's needs.

Interviews and Placement Tests

- SIS admits students into their kindergarten stage (KG1 or KG2) which precedes the mandatory education stage without requiring the students to sit for any form of tests or interviews.
- SIS may conduct an interview with a student during the mandatory education stage 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 and not for the purpose of accepting or rejecting a student.
- SIS 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 and not for the purpose of accepting or rejecting a student.

Admission Information, Documents, and Records

- The School shall 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 SIS.
- 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 SIS enrollment purposes.
- SIS requires 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:

- Students that have been admitted to SIS kindergarten (KG1 or KG2) or Grade one must submit a vaccination card that fulfils the “Childhood Immunization Schedule” of the current HAAD Immunization Schedule.
- Students that have been admitted to SIS Grades 2 to 8 must submit a vaccination card that fulfils the “Childhood Immunization Schedule” and the “School immunization Schedule According to Grade” of the current HAAD immunization Schedule.
- SIS will conditionally accept students whose vaccination cards or do not meet all the requirements on their vaccination cards with the expectation the necessary vaccinations will be administered and will provide a vaccination card that meets all requirements within the school year. This shall be considered a condition for reregistration for the next school year.
- The SIS nurse must create new medical records for students registered in kindergarten or Grade 1.
- The SIS nurse must obtain the medical records of transferred students from other schools within the UAE.
- The SIS nurse must create new medical records of transferred students from schools outside the UAE.
- SIS will keep confidential records of all student admission files including required information and documents.

Student Capacity and Admission Priorities

- SIS shall have a maximum number of twenty five students for each kindergarten class (KG1 and KG2)), with a space of no less than 1.5m squared per student for schools operating before 2010, and space of 2.16m squared for schools operating after 2010.
- SIS shall have a maximum number of thirty students for each class of Grades 1 to 8, with a space of no less than 1.5m squared per student for schools operating before 2010, and space of 1.67m squared for schools operating after 2010
- SIS will apply admission priorities if there are more requests for places than available places, as follows:
 1. Students who attended the SIS in the previous year or period.
 2. Students with siblings already in the SIS.
 3. Children of SIS staff.
 4. Students who live near the SIS.

Note: priority is given to Emirati students in schools scoring good or higher.

Registration

- SIS will officially register a student once the student meets the admission requirements and conditions.
- SIS will register the student on the Council's eSIS system in accordance with the dates determined by the Council each year.
- SIS may register students at any time of the year at their discretion, after receiving approval from ADEC in case the specified registration time finished, subject to space availability and provided that the SIS 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 Policy (39) regarding registration and reregistration 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). In such cases, the student's registration on the Council's eSIS system and the SIS's own management systems shall be immediately amended accordingly.

Placement of Students

Students will be placed in school years or grades according to their age and grade progression (if a student has had to repeat any grade).