

# Admissions Policy

Ambassador International Academy



أكاديمية امباسادور الدولية  
**AMBASSADOR**  
INTERNATIONAL ACADEMY  
INSPIRE INQUIRE INNOVATE

## **Ambassador International Academy (AIA) - Mission Statement**

Inspire our children to be passionate global lifelong learners through an enriched holistic international curriculum that encourages them to inquire and innovate while proactively contributing in meaningful ways to the world.

### **Vision**

Ambassador International Academy is dedicated to creating responsible universal citizens who would be bright leaders of the 21st century by laying a superior foundation through quality education.

### **Our Values**

**A**ccountable for children's learning and development

**M**aintain quality standards across the entire organization

**B**roaden the horizons of our children's experience and knowledge

**A**ttend to the child's individual learner potential

**S**afe and collaborative learning community

**S**ensitive to the needs of students of determination Adopt modern instructional strategies

**D**ocumentation to make learning visible

**O**utstanding teaching and commitment to research

**R**elevant real world education aligned to the child's life experience

### **IB Mission statement**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

### **Aim**

Starting school is a big step for every child and parent. All children are different and will settle in their own way and time. At Ambassador International Academy, we discuss how to do this in partnership with parents.

Ambassador International Academy has an open admission policy for students who choose to enroll.

### **Purpose**

This policy sets out the School's aims for admission to students. It also describes the principles and processes which are used to select and admit new students to different age groups.

The School's admissions process supports the goals and aims of the school as laid out in its Mission and Vision.

To offer admission to all prospects who qualify the school's admission criteria for the respective grade. Before a child starts school there are opportunities to visit and discuss any individual needs with our staff.

### **Criteria for admission**

- Our admission policy requires Pre-KG applicants to turn 3 years of age by 31 August in the year of enrolment, as per KHDA regulations.
- Students entering Grades KG2 and below who have not completed any prior formal education and therefore do not have a transfer certificate will be admitted into the appropriate grade according to their date of birth and the school Age Chart.
- Students applying for Grades 1 and above and those who have previously completed formal education will be admitted to the appropriate grade according to their transfer certificate. Families transferring to AIA from other curriculums or schools which do not follow a September-July academic year should speak to the Admissions Team prior to application to determine the appropriate grade of entry for your child.
- We offer places where spaces are available, regardless of nationality, culture, gender or religion. All applications are dealt with on a first come first served basis.
- Where a grade is at capacity, a child may be placed on the waiting list. Siblings of current students are given priority if the grade applied for is at capacity.

**Additional learning requirements:**

Ambassador International Academy is an inclusive school and aims to support gifted and talented students, English Language Learners and those with special educational needs. We offer additional learning support where we can help the child to progress. Parents should inform the school at the time of application regarding any additional learning support requirements for their child. We are fully compliant with the regulations stated in the Federal Law 29 (UAE) and the Dubai Inclusion policy (2017), however, there may be certain additional requirements for the admission of Students of Determination at Ambassador International Academy such as:

- Submission of the latest assessment documentation (less than 2 years)
- Expert's recommendations and type of support required
- Complete disclosure of medical history, etc.
- Child's readiness to be included in the main-stream school
- Parental support and compliance to specific recommendations from school
- Any new applicant identified as a SOD will be referred to the Inclusion Team, who will in consultation with the Principal/Vice Principal study the reports, observe and assess the child to provide appropriate provisions.

**English language**

Ambassador International Academy delivers the curriculum to children in English. The school offers English Language support to children whose first language is not English and who need support to access the curriculum.

**Admissions Process:****Step 1**

- Parent completes Ambassador International Academy Application Form. Admissions team invites applicant's family for a school tour.
- Parent submits child's school reports from the previous 2 years (where applicable).
- If the applicant has not attended school before (such as in a Pre-KG application) an interaction with a member of the Early Years Team will be scheduled.
- If a special educational need or disability (SEND) is declared additional reports will be requested and a meeting scheduled with the Head of Inclusion (refer to notes above regarding Additional Learning Requirements).

## **Step 2**

- Parents visit the school with the child and related documents on the scheduled date. During their visit's families will have the opportunity to meet with school staff, view the facilities, learn about the curriculum and ask any questions they have.
- Where required, students will complete an interaction with a member of the academic team. Students in Grades 3 and above may be asked to complete a CAT4 test.

## **Step 3**

- Application form and supporting documents (school reports, CAT4 results and notes from teacher interaction) are collated and submitted to the Academic Team for review.
- Provided that the application is complete, a place is available and the child meets the school admissions criteria an Offer of Place will be made and sent to parents via email.
- If no places are available successful applicants will be placed on a waitlist until a place becomes available.
- An Offer of Place must be accepted or declined within five working days. After this point AIA reserve the right to offer the place to the next student on the waitlist. Families holding an expired offer for the same academic year may still be able to accept the offer if a place is still available which can be confirmed by contacting the Admissions Office.

## **Step 4**

- To accept an Offer of Place and complete enrollment all requested documents should be submitted to the Admissions Office. These include, but are not limited to:
  - ✓ Acceptance of Place
  - ✓ Indemnity Form & Consent form
  - ✓ Parent terms and condition
  - ✓ Letter of Undertaking
  - ✓ Health form & DHA medical form
  - ✓ Father/guardian passport, visa, Emirates ID card copy, ID photo
  - ✓ Mother/guardian passport, visa, Emirates ID card copy, ID photo
  - ✓ Student passport, visa, Emirates ID card copy, ID photo, birth certificate
  - ✓ Student Medical Form and immunization records
  - ✓ KHDA Student Leaving Certificate (for transfers within Dubai) or attested Transfer Certificate (for transfers from outside Dubai)

Tuition fees are to be paid according to the invoice sent with the Offer of Place.

The new student will then be registered in the KHDA School portal using the valid Emirates ID card of the child and one parent.

The KHDA parent school contract will then be issued for parent signature.

### **Medical records for all students**

The school requires current and accurate information about your child's medical requirements. You must update the school, should any circumstances change. Children can only begin their educational journey with Ambassador International Academy once the completed medical form has been received by the Admissions office.

### **KHDA Registration**

All students attending school in Dubai are required to be registered on the KHDA system within one month from their enrolment date. Registration requires the child and at least one parent to have their Emirates ID cards. Parents should inform the Admissions Office on application if they or their child do not yet hold valid Emirates ID cards.

### **Re-registration**

Children are eligible for re-registration for the next academic year unless there are significant behavioural issues or any outstanding fees. Re-registration will begin each March. Re-registration fees will be 5% of the tuition fees for the forthcoming academic year, to be paid by the end of May, or in accordance with any KHDA directives.

### **New Applications for the Forthcoming Academic Year**

An application may be made at any point. Staff in the Admissions Office will advise on the procedure as it pertains to each grade.

### **Behaviour**

Good student behaviour is fundamental in enabling the best learning experience possible. We expect that all students attending the school should have a positive attitude to learning and respect for the school community. We aim to provide a safe, secure and supportive environment where students can learn to the best of their ability and teachers can deliver quality teaching. Offers of a place and re-registration are subject to this.

### **Withdrawal process**

- ✓ Parents wishing to withdraw their child(ren) from study at Ambassador International Academy should notify the school in writing by submitting a Withdrawal Form.
- ✓ Withdrawing parents will be invited for an exit interview with the Principal
- ✓ Eligibility for refunds will be determined according to the KHDA Tuition Fee Refund Policy.

### **Further Information**

For further information about Ambassador International Academy, visit our website [www.aiadubai.com](http://www.aiadubai.com)

If you wish to contact the Admissions Office directly, email: [admissions@aiadubai.com](mailto:admissions@aiadubai.com)

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