ADMISSIONS HANDBOOK

Aldar Academies

Review

The admission handbook provides the admissions team at Aldar Academies schools with a thorough understanding of the admissions protocol. The handbook also serves as a reference for the streamlined Admissions stages, service guidelines, communication standards and templates, policies, and procedures.

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Admissions Policy - Implementation and Exemptions

All schools are required to observe and implement this policy guidelines as a minimum expected service level.

Exemptions will only be granted for legal (contravention of local and / or federal legislation), technological, cultural, or physical reasons. Sufficient supporting documentation is required in order to obtain an exemption.

Objective and/or Scope

This policy aims to ensure regulatory compliance when registering students at Aldar Academies, and as such is aligned with Abu Dhabi's Department of Education and Knowledge (ADEK), corresponding to Article (44) of the Organising Regulations 'Student Admission, Registration, and Distribution', which covers the requirements and procedures for admitting students to school.

Policy / Process

1. School Tours

Parents are welcome to visit the school prior to submitting an application so that they may familiarise themselves with the facilities, location and the quality of education offered in Aldar Academies. School tours are led by the Parent Relations Executives and/or a representative from the school's leadership team, with a member of the admissions team present for any questions relating to admissions. Tours can be booked via the Aldar Academies website and are held in person and/or virtually.

2. Applications

2.1 Applications for Admissions are accepted via the on-line form on the Aldar Academies website. The on-line registration form feeds directly into Aldar Academies' student database, Engage. The Aldar Academies Admissions Department is required to sort applications according to the admissions criteria below:

2.2 Applications are dealt with on a first-come-first-served basis. Principals may use information from admission tests (CAT tests) or assessment visits to prioritise the application of individual cases to ensure an appropriate balance of gender, nationalities, English as an Additional Language (EAL), medical or additional support needs across a year group or phase of the school.

2.3 Where a year or grade is oversubscribed, we may have to decide between two or more candidates who meet our admission criteria. In such circumstances, priority placement will be given to those students with

2.3.1 A sibling already in the school.
2.3.2 A student whose parent is a current member of our staff.
2.3.3 A student who wishes to transfer within Aldar Education network.
2.3.4 A student whose parent is a current member of the Aldar group.
2.3.5 A student whose parent is a stakeholder agreement employee.
2.3.6 A student with a particular skill, talent, or aptitude.

2.4 It is the responsibility of the parent to update Aldar Academies on any changes that may lead to a misinformed decision on a child's application, or changes to personal contact details or personal status.

3. Entry Assessment Process and Requirements

Admissions considers the current capacity at the recommended year or grade level for shortlisting applications for the school to consider. The school will give special attention to an applicant's prior academic and non-academic records (as measured by grades, previous school reports and attendance) and may decide to:

3.1 Offer a place without an assessment on the strength of a previous school report.
3.2 Offer a place on the strength of a previous school report when transferring within Aldar Academies.
3.3 Invite a student to the school for an assessment. The purpose of the assessment is to evaluate the skills of each student and, in the case of younger children, assess school readiness and levels of maturity. The assessment will provide a basis for the school to identify any support or intervention judged necessary to support admission.

3.3.1 Applicants for Nursery/FS2/Year1 /Year2 and Pre-KG/KG1/KG2/Grade1 will be invited to attend an observational playdate.
3.3.2 Applicants for Year 3/Grade 2 and above may be required to sit a test in the form of an on-line computer assessment.
3.3.3 Aldar Academies reserves the right to refuse requests for repeating assessments.

4. Waiting List

4.1 Aldar Academies has a rigorous set of waiting list management procedures. Following a successful on-line application for Year 9 for Al Yasmina School or Year 10 for Al Ain Academy, Al Bateen Academy or Al Mamoura Academy, will be required to choose I/GCSE (International/General Certificate of Secondary Education) subjects in preparation for the two year I/GCSE programme. For information about the Options Programme and I/GCSE subjects, please refer to the I/GCSE Options Brochure on the relevant academy's website.

4.2 Applicants for Year 12; The A-Level and International Baccalaureate Diploma Programmes are both rigorous 2-year qualifications recognised by all leading Universities worldwide. The minimum entry requirements to enrol are:

4.2.1 Five (5) I/GCSE subjects, including Mathematics, English and Science with a Grade C (or Grade 5) or above.
4.2.2 With Grade B (or Grade 6) or above I/GCSE in the subject(s) to be studied at either A-Level or IB DP.
4.2.3 All applicants, both new students and existing Aldar Academies' students, are required to complete an application form
4.2.4 In addition to previous school reports, applicants are required to submit their predicted I/GCSE grades and attend an interview at the school. At this stage, successful applicants will receive a 'Conditional Offer' which will be confirmed only upon achieving the required grades (see point 8 for further details regarding conditional offers).
4.2.5 Applicants in the second year of an I/GCSE (Year 11), A-Level or IB DP programme (Year 13) are expected to have studied the first year of the qualification in the current/previous school. Exam boards and topics much correlate with the school's offering. Acceptance into these year groups is at the principal's discretion.

4.3 registration, playdate, or assessment, if the school is unable to offer a place, the child's name will automatically be placed on the Aldar Academies waiting list database.
4.4 The waiting list is reviewed as and when places become available, where the priority terms in point 2.2 and 2.3 apply.
4.5 It must be noted that being on the waiting list is not a guarantee of admission or acceptance.

5. Rejection of Applications

5.1 Aldar Academies maintains the right to decline applications where it is deemed that it would not be in the best interests of the child to be placed at the school. Such circumstances may include:

5.1.1 Students for Early Years Foundation Stage who are not fully independent and toilet trained.

5.1.2 Students in Year 2/Grade 1 and below who have low levels of communication and low social and emotional skills who may struggle in a school environment.

5.1.3 Students for Year 3/Grade 2 to Year 6/Grade 5 with insufficient knowledge, numeracy, and literacy skills to successfully access the curriculum.

5.1.4 Students for Year 7/Grade 6 or above who do not have the language level proficiency, age related expectations, or the academic skills and knowledge to access the curriculum

5.1.5 Post 16 Students (Year 12 and 13) who have failed to achieve the minimum I/GCSE qualifications required (as per point 3.5).

5.2 Children applying for a place in Nursery, FS2, Year 1 and Year 2 or Pre-KG, KG1, KG2 and Grade 1 will not be rejected due to a lack of English. Similarly, at later stages of the school, a student's lack of age-appropriate English skills should not prohibit admission but could provide the basis for planning additional support or additional staffing requirements.

6. Year Group/Grade Placement

6.1 Aldar Academies require children to be a minimum of:

6.1.1 3 years old on or before the 31st of August of the current school year for Nursery and 4 years old on or before the 31st of August of the current school year for FS2 for English National Curriculum Schools.
6.1.2 3 years old on or before 31st August for Pre-KG and 4 years old on or before the 31st of August of the current school year for KG1 for American Curriculum Schools.

6.2 Children will be placed in year groups or grades in accordance with ADEK regulations. Where practical, a child will be placed into the year group according to their age from Nursery to Year 2 and Pre-KG to Grade 1 and according to year/grade progression from Year 3/Grade 2 and above. For example, when a child completes Year 2/Grade 1 they will be enrolled in Year 3/Grade 2 and when a student completes Year 3/Grade 2 they will be enrolled Year 4/Grade.

English national curriculum schools Year system		American curriculum schools Grade system	
Year Group	Minimum age on 31st August	Grade	Minimum age on 31st August
Nursery	3 years	Pre-KG	3 years
FS2	4 years	KG1	4 years
Year 1	5 years	KG2	5 years
Year 2	6 years	Grade 1	6 years
Year 3	7 years	Grade 2	7 years
Year 4	8 years	Grade 3	8 years
Year 5	9 years	Grade 4	9 years
Year 6	10 years	Grade 5	10 years
Year 7	11 years	Grade 6	11 years
Year 8	12 years	Grade 7	12 years
Year 9	13 years	Grade 8	13 years
Year 10	14 years	Grade 9	14 years
Year 11	15 years	Grade 10	15 years
Year 12	16 years	Grade 11	16 years
Year 13	17 years	Grade 12	17 years

6.3 The requirements for equivalency and the national high school certificate will be taken into consideration when placing a student in the appropriate Year/Grade group. Students must complete 12 Years of continuous schooling, successive Year/Grade must follow, and they must graduate in Year 13/Grade 12. In the case of students who receive additional educational support, the educational goals and purposes stipulated in their Individual Education Plan (IEP) will be adjusted to accommodate the promotion. Any exceptions are subject to pre-approval by ADEK on a case-by-case basis

6.4 In rare cases, new and current Aldar Academies' students may be required to repeat a Year/Grade subject to availability of comprehensive information on school attendance, academic performance and/or student maturity and/or age appropriateness. In these circumstances the following will apply:

6.4.1 A decision to retain a child and not promote to the following year group must be made with the approval of parents and the agreement of ADEK.

6.4.2 The parent shall be requested to sign an acknowledgment confirming they are aware of the implications listed below and that the request is accepted at their discretion with no liability on the school or ADEK:

6.4.2.1 Continuity and loss of retention opportunities as a student cannot repeat a Year/Grade more than twice in their school career.

6.4.2.2 Equivalency requirements.

6.4.2.3 Military service for male students.

7. Offers

7.1 The offer of a place is at the discretion of the principal as guided by this policy and ADEK regulations.

7.2 Upon receipt of confirmation from the School, Admissions will issue an 'Offer Letter' confirming a place at the School and the Year or Grade the student will be placed in, including the registration fees pro-forma invoice.

8. Conditional Offers

Following assessment and in consultation with the parents, schools may offer a conditional place within a particular school setting, at the discretion of the individual Principal, and subject to appropriate support arrangements to enable the child to fully access the curriculum at the appropriate age level. Conditional Offers will be made in the following circumstances:

8.1 To post-16 students (entering Year 12) as entry to Year 12 depends on the student's examination results in Year 11. (See point 3.5).

8.2 At the Principal's discretion to students who require assisted learning support with parental agreement.

8.3 For some Nursery/Pre-KG and FS2/KG1 students, conditional offers may be subject to enrolling children in a nursery before they join the school, particularly where the observations made by the school indicate that a child requires further support and/or pre-school experience to successfully access the early years' curriculum

8.4 For Aldar academies internal transfers, offer is conditional subject to current school finance clearance, failure to get finance clearance from your current school by June 1st the offer will be withdrawn.

8.5 When students change their curriculum in Year 11/Grade 10, as they must provide the MOE equivalency certificate and the board exams pass results at the end of the academic year.

8.6 In all cases, the school reserves the right to withdraw the offer if the terms of the conditional offer are not met.

9. Acceptance of offer

9.1 7 calendar days to complete the digital acceptance form, accept the terms and conditions. If the 'Digital acceptance form' is not received by Aldar Academies after the deadline stated in the offer letter, the school has the right to withdraw the offer.

9.2 Once the parent accepts the offer's terms and conditions, they are requested to upload the registration fees payment proof as per the proforma invoice included in the offer. The Finance department will issue receipt once the amount reflects on the school bank account and confirm the seat. This fee is deducted from the tuition fees for the initial year of admission. However, the registration fee is non-refundable if the place is not taken up at that School, though it can be transferred if the child takes a place at another Aldar Academies' school. Registration fees for school places for the following academic year stated on the offer letter.

9.3 Parents must submit their child's documents to be registered in ADEK's student registration database, eSIS. This is including but not limited to previous school transfer certificates and reports, medical books, vaccination cards, Emirates Identity cards, birth certificates. Admissions will provide the parents with 'Essential Documents and Forms Pack" with the offer of a school place.

9.4 Registration can take place at any time of the academic year but will be dependent upon ADEK approval in case the registration is received outside the specified registration window indicated by the relevant authorities.

9.5 Once a child is registered, parents are not permitted to request a year group change without justification.

9.6 Parents will not hold the school responsible, if their child does not make minimum required academic progress, and/or abide by the school's behavioural expectations as out lined in the 'Student Home School Agreement'.

10. People of Determination

10.1 If any declaration of additional support needs is made within the application, then the school will seek to meet the child and parent/s in person to assess needs and support. The Head of Inclusion/Senior Leadership Team and/or Head of Year may be involved in these meetings and further assessments may be required e.g., WRAT or BPV tests.

10.2 Students with additional support needs will be offered the support appropriate to their needs as long as it is determined that the school is able to fully accommodate their needs and that the school is the correct educational placement for them.

10.3 Medical, chronic health conditions and/or English as an Additional Language (EAL) where additional support is required at school, shall not limit access to the school as long as the needed support is within the scope of the school.

10.4 Should parents fail to disclose any relevant information about their child's mental, psychological, physical or behavioural needs, the offer of a place may be withdrawn if the school is unable to cater to the educational needs of the student.

11. Adult Education

11.1 Parents are required to sponsor 18-year-old males if in full-time education. To facilitate the Visa process, parents are required to request a letter from the school confirming enrolment, until the end of the specific academic year and giving the males date of birth.

12. Reasons for not offering a place and re-applications

Aldar Academies has the right to withdraw an offer of a place:

12.1 For new students or current Aldar Academies' students for Post 16 A-Level or International Baccalaureate Diploma courses (Year 12 and Year 13) should the student fail to achieve the minimum I/GCSE subjects required as per point 3.5.

12.2 For any family who has failed to pay their registration fee and/or Term 1 tuition fees or provide the necessary documents prior to the start of school.

12.3 Should parents fail to disclose any relevant information about their child's mental, psychological, physical or behavioural needs, if the school is unable to cater to the educational needs of the student.

12.4 For the following academic year from any family who has failed to settle any outstanding invoices, despite a series of documented reminders and communications.

12.5 For the following academic year should the student fail to comply with school's Academic Standards.

12.6 For the following academic year should the student fail to comply with school's behavioural standards as outlined in Aldar Academies' Management of Student Behaviour Policy.

13. Year 6/Grade 5 Progression to Year 7/Grade 6 between Aldar Academies Schools

13.1 Students at an Aldar Academies school who transition to an Aldar Academies secondary school environment will be supported through transition with a well-planned transition programme.

13.2 Al Yasmina Academy - Priority for entry into Year 7 at Al Yasmina Academy will be given to existing Al Yasmina Year 6 students. After an agreed date, any available places will be offered to Year 6 students from other Aldar Academies' schools in line with the agreed admissions criteria. For any additional available places, students from non-Aldar Academies schools will be offered in line with the admissions criteria stated in this policy.

13.3 West Yas Academy – Priority for entry into Grade 6 at West Yas Academy will be given to existing West Yas Grade 5 students. After an agreed date, any available places will be offered to Year 6/Grade 5 students from other Aldar Academies' schools in line with the agreed admissions criteria. For any additional available places, students from non-Aldar Academies schools will be offered in line with the admissions criteria stated in this policy.

13.4 Al Mamoura Academy – Priority for entry into Year 7 at Al Mamoura Academy will be given to existing Al Mamoura Year 6 female students. After an agreed date, any available places will be offered to Year 6 female students from other Aldar Academies' schools in line with the agreed admissions criteria. For any additional available places, female students from non-Aldar Academies schools will be offered in line with the admissions criteria stated in this policy.

13.5 Al Bateen Academy - Any Year 6 child currently attending Aldar Academies Primary Schools (The Pearl Academy, Al Muna Academy, Al Mamoura Academy) will be given a priority placement in Year 7 at Al Bateen Academy (see 12.5). Parents will be informed by Admissions of the requirement to apply on-line.

13.6 Transfers between Aldar Academies' schools may be subject to appropriate support arrangements and/or parental undertakings as required, at the discretion of the principal.

13.7 The principal reserves the right, in exceptional cases, not to offer a place to a child who has attended another Aldar Academies' school if:

13.7.1 The student has repeatedly breached and / or seriously violated the Aldar Academies Behaviour Policy. This includes violent conduct and other Level 3 violations as indicated within Aldar Academies Behaviour Policy and ADEK Private Schools Policy Guidance information.

13.7.2 The family has not engaged with the school to support the child with their behaviour.

13.7.3 The student does not have the language level proficiency, age related expectations, or the academic skills and knowledge to access the curriculum.

13.7.4 School fees remain outstanding despite several reminders and suspension in line with ADEK guidelines.

14. Intention and Registration

14.1 Parents of current students are required to confirm their intentions for the following academic year before the deadline given by the school within term 3.

14.2 The Parent Relations Executive will send an Intention and Registration communication to current parents in January with a link to the leavers Survey and a Leavers Form. The registration fees invoice will be sent in April.

14.3 To secure their place for the following academic year, parents are required to pay a registration fee of 5% and no more than 2000 AED of the annual tuition fees. This fee will be deducted from the tuition fees for following academic year. Failure to pay the registration fee may result in their place being withdrawn.

References

1. This policy follows ADEK Policy 44 of The Private Schools Policy and Guidance Manual
2. This policy corresponds to Article (49) of the Organising Regulations.
3. Student Behaviour Policy, Article 55 of ADEK Organising Regulations Student Behaviour Policy
4. Ministerial Resolution No. (883) in 2019 Regarding the System of Equivalency of Private Schools
5. MOE Decree (5) 2021 regarding the cut-off date for calculating the age of acceptance for students

Responsibility

Definitions

Students Admissions, Registration, and distribution - For the purposes of Admissions policy, covers the requirements of and procedures for admitting students to School, Registration is the process whereby schools offer students a place and then enter them on the school 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.

Responsibilities

1. School Owners and Board of Trustees – Review and approve the School's Admission, Registration and Placement of Students Policy.

2. School Principal – Prepare an Admission, Registration and Placement of Students Policy, and ensure its compliance with the Council's requirements - Submit the Admission, Registration and Placement of Students Policy to the Board of Trustees for confirmation and to the Council.

Application Journey |Objective and/or Scope

This service guideline defines and determines the company to make certain that all prospective pupils are invited to playdates or evaluations. The goal of the playdates and assessments is to collect relevant information about a student's performance or development, or to establish a student's interests so that judgements can be made about their learning process, learning support concerns, and appropriate help may be provided. Similarly, to guarantee that students of the proper age are enrolled in the appropriate year group, as well as to keep informed about current and future academic year offers.

Guidelines

1. Online Application form

1.1 The application is loaded into the MIS once the online form on the website admissions page is completed and submitted by the parents.

1.2 The default stage name for the submitted application set as application received.

1.3 Admissions to contact parents to verify the received applications and immediately change the admission stage to application verified, while maintaining a complete fit record.

1.4 Admissions to send the standard verification email following the call verification.

1.5 Completed verification during the phone call acknowledgment

1.5.1 Pending verification templates requesting an update on the missing information.

1.6 Admissions to manage a standard admission stage name allocation, a primary allocation status application must be kept verified, followed by allocation to the relevant admission stage in accordance with the priority placement and the application progression.

2. Priority Placement

2.1 Applications are dealt with on a first-come-first-served basis. SLT may use information from admission tests (CAT tests) or assessment visits to prioritise the application of individual cases to ensure an appropriate balance of gender, nationalities, English as an Additional Language (EAL), medical or additional support needs across a year group or phase of the school.

2.2 Where a year or grade is oversubscribed, we may have to decide between two or more candidates who meet our admission criteria. In such circumstances, priority placement will be given as below:

2.2.1 A sibling already in the school, a confirmation of parents' contact information, ensuring a link to the existing account code is required.

2.2.2 A student whose parent is a current member of Aldar Education, ensuring the parent staff records formed and verified in the school MIS contacts' additional information fields, If the staff is working in a different school, the school HR must confirm their eligibility and communicate with other schools if the parent staff is working in different school.

2.2.2.1. HR-AE Parent Staff
2.2.2.2. HR-AE Parent Staff name
2.2.2.3. HR-AE Parent Staff School

2.2.2.4. HR- AE Parent Staff ID
2.2.2.5. HR- AE Parent Staff Edu Allowance Yes/ No

2.2.3. A student who wishes to transfer within Aldar Education network, a verification of the internal transfer requests, including the collection of supporting forms and reports is required.
2.2.4. A student whose parent is a current member of the Aldar group and subsidiaries ensures Aldar Properties and subsidiaries Additional information field box is checked.
2.2.5. A student whose parent is a stakeholder agreement employee ensures the relevant Additional information field box are checked.
2.2.6. Students' scholarship program, information on successful applications to be addressed by HQ, Terms and conditions will apply.
2.2.7. Network cross-selling waitlist

3. Waiting list:

3.1 Admission to manage the applications and assessments waiting lists and the reactivated declined or expired offers.

3.2 Admissions to cross-sell the waitlist to one of the network schools and to update the admission stage name and AIF for successful cross-sold applications.

3.3 Admissions must send a waiting list notification to parents who wish to keep their application on the waiting list on a bi-weekly basis.

3.4 Admissions to update the waiting list student's static addition and category allocation on Engage waiting list. maintaining the waiting list standard points set and the date of application on a first come, first served basis.

3.5 Admissions to contact the parent if a spot becomes available and to arrange assessment for the waitlisted applications and assessment or to send offer for the offers on a waiting list.

3.6 If a student is selected but fails to appear for the entrance interview or assessment, If the parent does not respond, the application will be returned to the waiting list or closed, and they will be notified of the closure status.

4. Assessments:

ssions considers the current capacity at the recommended year or grade level for shortlisting applications for the school to consider. The school will give special attention to an applicant's prior academic and non-academic records (as measured by grades, previous school reports and attendance) and may decide to:

4.1 Offer a place without an assessment on the strength of a previous school report.

4.2 Offer a place on the strength of a previous school report and internal transfer form when transferring within Aldar Education. In the case of any assessed application within the Aldar network, no further evaluation is required.

4.3 Invite a student to the school for playdate/ assessment. The purpose of the assessment is to evaluate the skills of each student and, in the case of younger children, assess school readiness and levels of

maturity. The assessment will provide a basis for the school to identify any support or intervention judged necessary to support admission.

4.4 Early year and lower primary playdates:

4.4.1 Applicants for early years and lower primary will be invited to attend an observational face to-face playdate or virtual.
4.4.2 During the schools breaks and the overseas Applicants. would request a video requesting "request what is required by the school to be "schools will send this.
4.4.3 Senior leadership must confirm and schedule weekly early years and lower primary playdates, which are then shared with the admissions team for playdate invitation management.
4.4.4 To support the high flow of applications for the new year open admissions, two playdates must be scheduled per week and booked in school assessments calendar, considering school breaks, that must be confirmed by the education team and shared with admissions.
4.4.5 Admissions shall ensure the preparation of entry observation forms, cover page, and distribution to the SLT to add their assessment observation notes.
4.4.6 Admissions is in control of the playdate invitations, MIS stage updates, date and time updates, and distribution of the list of confirmed attendees to the SLT / FOH.
4.4.7 Admissions shall share the applications supportive documents with the SLT for review.
4.4.8 Admission must be present at playdates, greeting families, directing them to the playdate area, introducing the team, and advising parents on the next step after the playdate or assessments.
4.4.9 SLT conduct the observation and provide the principal with a status report on offers recommendations, and declines.
4.4.10 SLT shall send completed observation forms, cover pages, and feedback to admissions, whether to confirm the offer or to recommend learning support for those who do not meet the year group entry requirements, as well as to mention areas for improvement.
4.4.11 SLT shall Introduce any POD or learning support concerns to the Head of Inclusion within 24 hours, in case HOI will be present during the playdate.
4.4.12 Admissions will contact the no-show and offer a rescheduling option if the family is still interested.

4.5 GL - CAT4 - Year 3 - Year 12 - MAP Assessments Yea Grade 3 -Grade 12

4.5.1 GL CAT4/MAP is an online test measures the students verbal, non-verbal, quantitative and spatial reasoning.
4.5.2 Admissions to share the students reports and supporting documents of the applicants with the SLT for review.
4.5.3 Admissions shall arrange the assessment invites, MIS prospective stage update, Date and time update, and distribution of a list of confirmed attendees to the FOH ensure a welcoming waiting area for the parent.
4.5.4 Admissions to manage the CAT4 / MAP assessment scheduling counting the school's break.
4.5.5 Admissions administer the test invigilator.
4.5.6 Admissions shall download and distribute the results to SLT for review straight after the assessment along with the cover page to the SLT to add their notes and reviews.
4.5.7 Admissions must update CAT4 / MAP additional information fields straight after the assessment.
4.5.8 SLT shall send the assessment results to admissions, whether to confirm the offer or to recommend learning support for those who do not meet the requirements for a place, as well as to mention areas for improvement within 2 working days.
4.5.9 SLT may Support on the assessment observation when required.

4.5.10 SLT shall Introduce any POD or learning support concerns or highlights to the Head of Inclusion.
4.5.11 Admission would request re-assessment after SLT consultation.

4.6 Year 10/11 Subjects Choices

4.6.1 Admissions to verify the applications and the uploaded reports and to share the information with the head of year for review.
4.6.2 Admissions to arrange the CAT4 entry assessment.
4.6.3 Post the assessment, Admissions to share the results with STL for review and to confirm the family meeting date to discuss the I/GCSE subjects' choices.
4.6.4 SLT to advise Admissions to make an offer of a place or not providing the reasons to be disclosed in the rejection email.
4.6.5 Admissions will make a conditional offer based on subjects' availability.
4.6.6 Offers of a place in Y11 are only made in exceptional circumstances when the subjects, examination boards, and Principal approval are consistent.

4.7 Post 16 phase

4.7.1 Admissions to verify the applications and the uploaded reports and to share the information with the head of year for review.
4.7.2 Admissions to arrange the CAT4 entry assessment.
4.7.3 Following the assessment, Admissions will share the results with STL for review and will confirm the date for the family meeting to discuss the A Level subject choice and the career path.
4.7.4 SLT to advise Admissions to make an offer of a place or a recommendation for learning support for those where we are not offering places.
4.7.5 Admissions will make a conditional offer based on subjects' availability and subject to results predicted.
4.7.6 Offers of a place in Y13 are only made in exceptional circumstances when the subjects, examination boards, and Principal approval are consistent.

4.8 US Grade 9-12

4.8.1 Admissions to verify the applications and the uploaded reports, transcripts and to share the information with the head of year for review.
4.8.2 Admissions to arrange the MAP entry assessment.
4.8.3 Following the assessment, Admissions will share the results with STL for review and will confirm the date for the family meeting to discuss the elective subject's, credits, and the career path.
4.8.4 SLT to advise Admissions to make an offer of a place or a recommendation for learning support for those where we are not offering places.
4.8.5 Admissions will make a conditional offer based on subjects' availability and subject to results predicted.
4.8.6 Offers of a place in Grade 12 are only made in exceptional circumstances when the subjects, examination credits, and principal approval are consistent.

5. Rejection

5.1 Completion of the rejection form by the SLT is required adding the reasons and the areas of improvements, the rejection form to be signed by principal and uploaded to the DMS by the registrar.

5.2 Updating the admissions stage name as failed academic or behaviour based on the SLT decision.

5.3 Sending the standard decline letter, which will include the identified areas for improvement.

5.4 If a POD is rejected, Admissions will send the standard decline letter with no additional information, and to maintain a high level of privacy.

6. Enrolments

6.1 Standard offers

6.1.1 Sending the standard offers within 24 hours from receiving the offer recommendation along with the parents' information pack, registration essential required documents and toilet trained policy for early years offers.
6.1.2 Updating the admissions stage as offer awaiting acceptance is a must.
6.1.3 Notifying the parents that the offer has been sent, as well as advising on the next steps and the offer expiry date (The offer valid for 7 calendar days).
6.1.4 Maintaining the standard follow up on offers and observing a reasonable extension if possible.
6.1.5 Maintaining the admissions notes logs with the follow-up records.
6.1.6 Sending the standard expiration letter for incomplete acceptance after phoning the parents and informing them on the offer's expiry date.

6.2 Inclusion

6.2.1 Students will be given an equal opportunity for admission.
6.2.2 A waiting list will be maintained, and children will be invited from the list on a first come first served basis.
6.2.3 When a place becomes available the needs of a student with additional learning needs will be fully evaluated to establish if it is possible for the school to accommodate their needs, and if so, with what level of required support and intervention. Review of all diagnostic and evaluative reports, observations of the child in their current setting and meetings with specialists working with the child will be necessary to ensure the correct placement and a successful transition. Parents are required to provide all information and assessments to support our evaluation of their child's needs.
6.2.4 The placement of students identified as POD are carefully considered, taking into account the needs of the individual and the capacity of the class, teachers and year team. Account is taken of the student's needs, the needs of their peers, protective factors such as friendship groups and relationships with teachers. An effective placement ensures that an advantageous learning environment is maintained for all concerned.

7. Conditional offer

7.1 Principal shall liaise with the Head of Inclusion, if additional support may require on a one-to-one basis. Meeting to be held giving recommendation to parents and agreement sought in writing from parents – Parental Agreement and all meetings to be minutes and attached to the child's DMS into Engage.

7.2 Head of Inclusion and Principal shall arrange and be present at the meeting with parents, when learning support is required. Admissions to request the specialist or supportive documents to be reviewed by the inclusion team, inclusion to confirm offer or decline.

7.2.1 Admissions to send a conditional offer of a place with wording for learning support and parental contribution in offer letter.

7.2.2 Update the conditional offer additional information fields in engage for tracking and reporting.

7.2.3 Inform the parents that the conditional offer has been sent as per the discussion with the HOI, advising on the following steps and the offer expiry date (The offer valid for 7 calendar days).

7.2.4 Maintaining the standard follow up on offers and observing a reasonable extension if possible.

7.2.5 Maintaining the admissions notes logs with the follow-up histories.

7.2.6 Admissions to Inform the HOI/ Principal of the acceptance to ensure recruitment/placement of staff for one-on-one support. HoI to liaise with the family to provide support in identifying a suitable candidate as 1:1 support and to collate necessary documentation to complete ADEK PASS/Tarasol approvals.

7.2.7 Sending the standard expiration letter for incomplete acceptance after phoning the parents and informing them on the offer's expiry date.

7.2.8 Conditional offer on waiting list, Admissions to send waiting list application status to the family as directed by the school inclusion offering to move the application to the next year.

8. Registration

8.1 Acceptance

8.1.1 The default stage name for the acceptance is set to offer accepted once the parent completes the online acceptance and submit the file.

8.1.2 Admissions to check the acceptance stage on daily basis.

8.1.3 Admissions to verifying the web submission control form, essential registration documents, deposit slip, ensure saving the payment proof on the DMS and to advise the parent if the payment reference number is required to match the correct students.

8.1.4 Admissions will continue to accept applications manually in the event of a MIS technical error, and will upload the acceptance form, registration documents, and deposit slip to the student's DMS.

8.1.5 Admissions should notify school finance of the new accepted and completed offers and refer them to DMS regarding payments proof, also to comment on the current admissions stage notes (Finance to move).

8.2 Payment

8.2.1 Finance to check Engage DMS and match the payment proof with the bank statement daily.

8.2.2 Finance issues receipts upon reflecting the full payment on the bank account and move the student to new intake.

8.2.3 Invoicing and payment as per the fees policy.

8.2.4 Refund as per the fees policy "The registration Fees are non-refundable after 30th June and non-transferable to siblings or to next Academic year".

8.3 Offer letter Terms and conditions

8.3.1 Inclusion condition as defined on the offer letter if any.
8.3.2 Attendance 95% attendance rate.
8.3.3 Essential registration documents submission and completion.
8.3.4 Registration fees payment proof.
8.3.5 Annual tuition fees payment agreement.
8.3.6 Fees policy acceptance.
8.3.7 Equivalency grade system understanding
8.3.8 Toilet trained for early years

8.4 Compliance

8.4.1 Ensure compliance with regulatory requirements when registering students at Aldar schools and as such is aligned with Abu Dhabi's Department of Education and Knowledge (ADEK) corresponding to Article (44) of the Organising Regulations 'Student Admission, Registration and Distribution' which covers the requirements of and procedures for admitting students to school.
8.4.2 Adhere to ADEK 2021/Circular/CS/03 regarding the cut-off date for calculating the age of acceptance for students.
8.4.3 If a child of FS2 age is permitted entry to Nursery, the parent needs to sign an undertaking that they are fully aware that the compulsory subjects do not start until Year 2 in ADEK English and Arabic format, and to acknowledge that the child will not be permitted to 'jump' a year, once enrolled.
8.4.4 Any downgrade is subject to ADEK approval and the provision of a signed parental undertaking letter.
8.4.5 ADEK approval is required for historical misplacement requests that include a signed parent's letter and an eSIS registration sequence letter.
8.4.6 The registrar shall manage the enrolment and acceptance in accordance with the school's approved capacity in eSIS.
8.4.7 The registrar is responsible for any missing or pending registrations in eSIS. When the school confirms the start date, the child should be added to eSIS.

Responsibility	
School Principal	Confirming the person in charge of assessments during breaks and holidays, Implementation, and review
School Leadership Team	Conduct 2 early years and KS1 playdates per week or/and whenever required to support the flow of the application. Sending the results to admissions within 2 working days along with the completed observation forms and cover pages. Confirm the offer or to make a recommendation for learning support. Introducing any POD or learning support concerns to the Head of Inclusion
Operations & Support Services Manager (OSM)	Ensure the Playdates/assessment rooms, devices, and resources are all accessible, Implementation and review
Schools Admissions	Managing the application journey in alignments with the approved timelines. Fill up the places adhering to AA Admissions Policy and ADEK Registration guidelines. Updating Engage mail merge templates following the HQ Enrolments guidance. Managing the database and holds a 20% observant overbooking.

Schools Finance	Review the Annual proforma invoice, Engage templates setup for the new year deposit payment. Verifying receiving the registration fees and matching the payment proof with the bank statement issuing the receipts accordingly or report any shortfall in the amount of registration fees received. Moves the completed payment to new intakes upon issue the registration fees receipt
HQ Finance	Responsible for updating the fees and refund policy, share any update to the acceptance fees letter, and updating the pro-forma invoices
HQ Enrolments	Development, Implementation, training, quality assurance and review

References

1. PL-OP-ME-001 Aldar Academies Admissions Policy
2. SG-OP-ME-004 Internal Transfer
3. Toilet Trained Policy
4. Attendance Policy
5. Payment & refund Policy
6. Proforma Invoice
7. Essential registration documents
8. Engage DMS
9. Admission dates range
10. Application verification list
11. Siblings link
12. Engage prospective lists
13. Conditional offer templates with learning support

Internal Transfer | Objective and/or Scope

This service guideline defines and determines the company to streamline a consistent internal transfer process for Aldar academies applications alignment with the group admissions policy. Additionally, to retain AA students within the network, subject to availability and priority placement.

Guidelines

Prospective students transfer post assessment, Offer If this is the case, then admissions contact the other school and request the assessment results, share the assessment results with SLT for review. Any further assessment /principal interview etc.) to be done individually in exceptional cases when required.

1. Current students transfer within the registration period as per ADEK cut-off date until mid-October

1.1 Admissions view the enrolment figures showing available spaces, view current students' leaving dates in engage.

1.2 Admissions view AA internal transfer applications in engage prospective stage.

1.3 Admissions to maintain priority placement as per the Admissions policy, giving 1st priority to siblings, 2nd priority to staff-child, and 3rd priority to AA internal transfer where possible.

1.4 Prospective school collect signed parents' consent form to request the student's information from leaving school.

1.5 Prospective school admissions contact leaving school PRE to inform them of the parent's request for an internal transfer, requesting the student's school report, internal transfer and the recent CAT4 assessment if necessary.

1.6 Leaving school brings the retentions workout to a close.

1.7 If retention is not possible, leaving schools' admissions share the completed internal transfer form and reports with the prospective school admissions teams advising on any outstanding fees to start the transfer process.

1.8 Admissions will monitor transfer requests to ensure that a student does not move more than once per year unless exceptional circumstances are provided by Enrolment HQ.

1.9 Leaving school class teacher/Head of Year or Inclusion shall complete the internal transfer form and send it to admissions within 2 working days reporting on the student/family attendance, behavior, pastoral, or inclusions needs. If there is a delay due to school breaks, admissions may proceed with the application as regular.

1.10 Prospective school admissions submit the report and supporting documentation to the SLT for review.

1.11 Admissions will upload the necessary documentation to the students' DMS.

1.12 If a student admissions decision is made to offer a place, Admissions will send a conditional offer (This offer is conditional subject to current school finance clearance failure to get Finance clearance from the current school by June 1st the offer will be withdrawn).

1.13 Prospective school admissions to notify the leaving school of the application status when registration is completed in order to send the leaver form.

1.14 Leaving school finance signs, the clearance "No outstanding fees" & to mention the Darna points balance.

2. **Current students transfer post the registration period as per ADEK Cut-off date *(Do not promise - Offers are subject to ADEK approval).***

2.1 In accordance with the preceding procedures, once the prospective school receives the admissions decision, it is passed to be offered. Admissions should receive no objections from ADEK, the request should be sent through the CXMS, providing ADEK with the necessary documents.

2.2 In the circumstance of ADEK's approval:

2.2.1 The current school finance officer to verify the payment status and outstanding balance.

2.2.2 The future school to send offer letter following the admission process, liaise with the current school to withdraw the students from ADEK. Prospective School to email ADEK to readmit the child attaching the previous approval once they receive the signed acceptance, Payment proof, essential registration documents and forms.

2.2.3 The current school Finance officer to calculate the pro-rated charges based on the transfer request date counting to the last date of attendance the current school.

2.2.4 The current school finance officer to sign the clearance (No Outstanding Fees) and transfer any credited balance to the future school.
The future school Finance officer to issue the tuition fees pro-rated invoice based on the entry date mentioned on MIS and confirmed by the school Admissions.

3.1 In the circumstance of ADEK's declined:

3.1.1 Admissions to pause the transfer request.

3.1.2 Admissions to send the decline letter to the parent providing ADEK decline reason

3.1.3 Future school Admissions to and inform the current school admissions on the decline status.

Responsibility

School Principal	Implementation, review and accountable for retentions.
School Senior Leadership	Responsible for completing the internal transfer from within 2 working days.
School Admissions	Prospective schools responsible to collect signed parents' consent form to request the student's information from the current school and to make the current school PRE aware of the internal transfer requesting the Internal transfer form and provide the parents' consent to share the students' information. Current school admissions are responsible for the internal transfer documents collection.
School Parents Relations	Responsible of student's retention, completing the departmental clearance, obtaining everyone's signature, and having the principal sign and stamp the leaver form. Also, to update the MIS exit interview fields
Operations & Support Services Manager (OSM)	Implementation and responsible for the overall departmental clearance.
School Finance	Responsible to inform the school PRE on any outstanding fees, Calculate the charges, Transfer the credit balance if any and to transfer of Darna points to the future school.
School Librarian	Responsible for Library books clearance.
School IT	Responsible for the device's clearance
HQ Enrolments	Implementation, Review & Quality assurance

References

1. PL-OP-ME-001 Aldar Academies Admissions Policy
2. SG-OP-ME-000 Leavers
3. SG-OP-ME-000 Application Journey
4. Current School internal transfer form

Re-Registration | Objective and/or Scope

This service guideline defines and determines the company's commitment to retaining all eligible students for the following academic year, as well as retaining potential leavers and filling positions.

Prerequisites

1. Re-registration Qualtrics survey set-up
2. Marketing creatives
3. Current pupils noted in engage
4. Inclusion and pastoral excluded list
5. Credit Control Team updated outstanding list
6. Schools' communication touch points
7. Staff children list
8. Principal's letter

Guidelines

1. Commence

1.1 HQ Enrolments launch the Qualtrics re-registration survey in mid-January.

1.2 HQ Marketing distributes digital creatives to schools' PREs in mid-January.

1.3 Admissions to request the re-registration exclusion list from the Head of the pastoral and Inclusion in mid-January.

1.4 Inclusion and pastoral shall refer to the procedure for ending study for the following year as described in the behavior and inclusion policies.

1.5 Admissions to update graduate students' leaving dates and admissions status as confirmed leavers, sending leavers forms to parents in mid-January, and completing clearance activities as soon as they received the leaver form, as well as updating the leaving information and the school retention additional information fields.

1.6 Parents Relation to arrange the principal letter, including the re-registration survey link as well as a showcasing accomplishments and investment during the previous academic year in order to identify who intends to re-register in mid-January.

1.7 Parents Relation shall publish an open notification for re-registration on all school communication channels and send the principal letter through the parent portal in Jan 24th.

1.8 Principal letter should be sent to Nursery – Year 10 parents, Year 11: Insert this para in the letters: Offers for Year 12 based on your child's examination results. Therefore, re-registration fee is refundable, should your child not be accepted into Year 12, Year 12: Insert this para in the letters: Students entering Year 13 may do so depending on their examination results. Therefore, this registration fee is refundable if your child does not continue with their studies.

1.9 Do not send to notification to Year 13/ Grade12 and the Year 6's Al Muna, Pearl, Al Mamoura year 6 boys.

1.10 Admissions will create a change of status share list that will be shared with Credit Control Team on a weekly basis.

2. Re-registration status

2.1 Current

2.1.1 Admissions shall change all existing students' re-registration status to 001 current by mid-January and 006 staff children unpaid for the eligible staff children.

2.1.2 Registrar shall create and distribute re-registration communication touchpoints for publication and implementation with the PRE.

2.1.3 Registrar will oversee the follow-up activities to ensure that 001 current lists are cleared by March 18th.

2.2 Intended to Re-register

2.2.1 Admissions shall export the survey response daily and update the admissions status accordingly.

2.2.2 Admissions shall update the re-registration status daily for continuing students' as 002 Intended to Re-register "Until the re-registration fees are paid, this enrolment is not confirmed".

2.2.3 Staff child who is not entitled for education allowance, to be marked as 002 Intended to re-register until payment made, they must be committed to the re-registration cutoff-dates.

2.2.4 Any change of the student's re-registration status posts the invoicing date, admissions must share with the Credit Control Team a change of re-registration status list on weekly basis.

2.2.5 Credit Control Team to action the invoice update within two working days.

2.3 Confirmed leaver

2.3.1 As a result of a response as a leaver, Admissions shall update the re-registration status as 003 confirmed leaver, informing the Parents Relation to begin retention action.

2.3.2 Parents Relation to initiate the retention process for non-returning students and update MIS retention tracker. Refer to the leavers service guidelines.

2.3.3 School Admissions will oversee the retention action. Parents Relation will notify Admissions of the retention status in order to update the database and backfill if retention is not possible.

2.3.4 Once the leaving date has been entered into the MIS, no invoice will be sent out for the confirmed leavers students for the following academic year.

2.3.5 Any change of the student's re-registration status posts the invoicing date, Admissions must share with Credit Control Team a change of re-registration status list on weekly basis.

2.3.6 The principal withdrawn list will be marked as confirmed leavers once the principal office shares the final list after the Credit Control confirmation. Admissions to update the reason for leaving as 021 School withdrawal outstanding fees and undecided.

2.3.7 Once the seats are released, any additional re-registration requests or payments should be confirmed with Admissions to advise on seats availability.

2.4 Sponsored by Employer

2.4.1 This status will be allocated for company pay; the parent must provide a company letter confirming that the company will pay the fees.

2.4.2 Admissions to share with the Credit Control Team the pay type list exported from Qualtrics, the survey results indicating the choice of a full-year or term invoice and whether the employer will be responsible for payment.

2.4.3 Based on the payment record, any movement to this status should be reviewed and confirmed by the Credit Control Team. In the absence of records, the Credit Control Team will request and follow up with parents on any necessary supporting documents.

2.4.4 Upon request from parent for the full year invoice before July1st, the Credit Control Team will provide pro-forma tuition fee invoice or "To Whom it May Concern Letter" including the fees structure with the validity till 30th June. No manual tax invoices will be issued at any circumstances to ensure proper controls are in place.

2.4.5 No deadline extensions will be granted unless a change of status is obtained.

2.5 Undecided

2.5.1 As a result of the response as undecided, Admissions to update the status as 005 undecided informing the Parent Relations for retention action.

2.5.2 Parent Relations shall contact the undecided parents to determine the reasons for being unsure, with a deadline of March 18th.

2.5.3 Parent Relations should consult the Senior leadership if necessary to ensure productive retentions.

2.5.4 Parent Relations should provide Admissions with an update on the undecided list status every Tuesday to ensure that both departments are on the same page when it comes to reporting.

2.5.5 Any change of the student's re-registration status posts the invoicing date, admissions must share with Credit Control Team a change of re-registration status list on weekly basis.

2.6 Staff children unpaid

2.6.1 Admissions to prepare a list of staff children to include the account code, pupil code, student's name, year group, form, parent staff name, parent staff school, AE employee ID, education fees eligibility (Yes/ No)

2.6.2 Before returning the list to admissions, the school HRO must verify, validate, and mark the staff education entitlements in the list. If the staff is at another school, they must communicate with the other school's HRO.

2.6.3 School HRO to confirm the education eligibility of the staff listed children

2.6.4 Admissions to confirm with the school HRO the continuation of the eligible staff children for the upcoming Academic year, reviewing the staff check box, eligibility, name, school, and the staff ID by mid-January.

2.6.5 Admissions will check for any changes in status following the school HRO validation, update the MIS, and send the final list to Credit Control Team.

2.6.6 Admissions to update the staff children admissions status on engage as a 006 staff child unpaid in January's third quarter only for the continuing eligible staff.

2.6.7 Admissions to share the staff children eligible list with Credit Control Team. for full year invoicing.

2.6.8 Credit Control Team will change the admission status of eligible staff children to 007 Confirmed re-registration and will issue full year invoices to the eligible staff children list by July 1st.

2.6.9 Credit Control Team must notify the staff of any differences (if any), and the staff must pay the difference directly to the school.

2.7 Confirmed Re-registration

2.7.1 Students who are unable to register with ADEK due to missing documentation or those with an outstanding account balance, will not be able to enrol for the next academic year until they complete the missing documents and clear the outstanding fees.

2.7.2 The seat will be reserved only for the student upon receiving the registration fees of an exact amount of (2000 AED) in the school bank account and issuing the re-registration fees receipt by the school Credit Control Team.

2.7.3 The Credit Control Team will check the bank statement daily and issue receipts once proof of payment from parents is received. Assuring that there are no outstanding fees from prior years, 1st and 2nd term must be paid and commitment to settle the 3rd term fees after signing a written undertaking. If not, the re-registration will consider as partial payment against T3 O/S. hence, the seat will not be confirmed.

2.7.4 If the full re-registration amount is successfully received and there are no outstanding balance records, Credit Control Team should change the re-registration status to 007 confirmed re-registration.

2.7.5 After receiving confirmation from Credit Control Team that the payment was successful, admissions will send a mail merge from engage to inform the parents of their child's reserved seat for the following school year.

2.7.6 Re-registration won't be permitted until all fees for the current academic year have been paid.

2.8 Principal Extension:

2.8.1 Principals continue to have discretion to grant families extensions to pay the re-registration fees from May 1st until May 30th as a deadline after which seats need to be released. No extensions will be allowed beyond May 30th, beyond this, seats will be released, unless the parents pay the re-registration

2.8.2 Credit Control Team should review and finalize the unpaid student list who are qualified to re-register next Academic year under Principal discretion based on their commitments and clean historical records this must be in written along with principal justification filling undertaking letter signed by the principal and the parent.

2.8.3 The reviewed list by Principal to be sent to the Credit Control Team to raise the re-registration invoice as per timeline and confirm re-registration.

2.8.4 Accounts should NOT accept payment post the principal withdrawal notice from June 1st onward, without consultation with admissions on the available seats.

2.8.5 It is the school responsibility to manage comms around the extensions.

2.8.6 Final accountability rests with principals, to account for the bad debt created from non-payment of fees when an extension is granted.

2.8.7 The re-registration is neither refundable nor transferable to other sibling or another academic year after June 30th.

2.8.8 Admissions to review the leavers and withdrawals list in engage, observe available seats during the re-registration period and the summer for replacement following the application service guidelines.

2.9 Aldar Scholarship

2.9.1 Students who involved in the Aldar scholar ship program will be assigned to 010-Aldar Scholarship admissions status by the school admissions

2.9.2 Credit Control Team to generate the invoices as per the scholarship protocol.

3. Credit Control

3.1 The re-registration confirmation must not be sent if there is an outstanding balance in the student's account.

3.2 By May 1st if the parents pay the re-registration fee while there is an outstanding balance, the re-registration fees amount will be applied toward any outstanding balance on the student account.

3.3 Invoicing, refund, and the payment as per fees policy.

Responsibility	
School Principal	Implementation & review and accountable for the bad debt created for non-payment of fees when an extension was granted.
School Senior Leadership	To follow up on the undecided and conduct exit interviews with those who have already decided to leave.
Operations & Support Services Manager (OSM)	Implementation, adherence to the procedure, and timetable & review
School Admissions	Implementation, adherence to the procedure, and timetable

School Parent Relations	Implementation, adherence to the procedure, and timetable
HQ Enrolments	Creation, Execution, Compliance, and Review

References

1. PL-OP-ME-001 Aldar Academies Admissions Policy
2. PL-OP-ME-000 Leavers
3. PL-OP-ME-000 Internal Transfer
4. Fees Policy
5. Qualtrics Parent Survey Response
6. Contacts Additional information fields for Aldar education staff children.
7. School HRO validation list on the staff education fees eligibility
8. Credit Control outstanding lists

Flow & Timelines

The principal letter includes the survey link	Jan 24th	In a letter from the principal outlining achievements and investment from the previous academic year, includes a link to the re-registration survey for parents to complete. The PRE will publish an open notification for re-registration on all school communication channels and send the principal letter through the parents' portal.
FOH 1st Reminder	Feb 7th	The school Registrar shall send re-registration emails as a first reminder, as well as design an effective communication touchpoint with the Parent Relations Executive to be sent to the parents via all approved communication channels (Portal notification - SMS - Newsletters – Displays and screens – Parents links)
FOH 2nd Reminder	Feb 14th	The school Registrar shall send re-registration emails as a second reminder, as well as design an effective communication touchpoint with the Parent Relations Executive to be sent to the parents via all approved communication channels (Portal notification - SMS - Newsletters – Displays and screens – Parents links)
FOH 3rd Reminder	Feb 22nd	The school Registrar shall send re-registration emails as a third reminder, as well as design an effective communication touchpoint with the Parent Relations Executive to be sent to the parents via all approved communication channels (Portal notification - SMS - Newsletters – Displays and screens – Parents links)
Follow-up calls from Parents Relations and SLT	Mar 1st – 18th	PRE and SLT will contact parents who have yet to re-register and those who are undecided. If necessary, filling out the survey on behalf of the parent; providing the final confirmed re-registration intentions list
Credit Control re-registration invoice	Mar 24th	Credit Control to send out a re-registration invoice to everyone who intended to re-register." The Invoice due date is May 1st".

Credit Control Payment 1st Reminder	Apr 10th	Credit Control to send the 1st payment reminder to all current students excluding the eligible staff children and the confirmed leaver.
Credit Control Payment 2nd Reminder	Apr 17th	Credit Control to send the 2nd payment reminder to all current students excluding the eligible staff children and the confirmed leaver.
Credit Control Payment 3rd Reminder	Apr 24th	Credit Control to send the 3rd payment reminder to all current students excluding the eligible staff children and the confirmed leaver.
Principal Discretion	May 1st - 30th	Principals continue to maintain the discretion to grant families extensions to pay re-registration fees filling out a justification form. No extensions will be granted after May 30th. After that, seats will be released.
Re-registration deadline	May 31st	The deadline for re-registration confirmation for all schools
Final withdrawal notices from the Principal Office, Seats released	Jun 1st	There will be no additional registration fees collected unless the admissions team has first checked availability.

Leavers | Objective and/or Scope

This service guideline defines and determines the company to streamline Aldar Academies' leavers procedures and database. Furthermore, to standardise consistent retention practices across the academies, to ensure process adherence and compliance, and to analyse the school's attrition logs in Engage for development plans.

Guidelines

1. School Parents Relations

1.1 Any staff member who has received a leaving notification must direct the parent to the Parents Relations Executive if they are informed that a parent has intention to leave the school.

1.2 Parents Relations Executive shall contact the parent within 24 working hours of being aware of the parent's intention to leave and observing the reasons for leaving.

1.3 Parents Relations Executive shall arrange an exit interview to record any concerns and clarify whether the parent can be retained.

1.3.1 Regarding reasons for leaving such as leaving UAE or Leaving the Emirates, the Parents Relations Executive shall schedule a meeting to discuss any necessary paperwork to help student's transition, provide advice on leaving protocol and sending the leaver form in the standard leaving confirmation email that includes a link to the exit survey.

1.3.2 Leaving due to a reason other than leaving the Emirate or the country, the Parent Relations Executive shall arrange a meeting with the parent of the leaving child and a senior leadership team member to discuss retention options and get input on the leading cause of their decision.

1.4 Parents Relation Executives should discuss the retention options with the principal deploying the active retention programs if applicable for financial reasons (i.e., in-school retention committee opportunities).

1.4.1 Parents Relation Executives should discuss the retention options with the OSM for transportation and facilities reasons and get approval from the principal if a solution can be offered. (Please refer to the retention service guidelines for more details SG-OP-ME-018)

1.4.2 Parents Relations Executives should discuss the reasons for leaving due to education or pastoral with school senior leadership for possible retention and resolution of the complaint.

1.5 Parents Relation Executives shall cross-sell other schools within the Aldar Academies network if retention in their school is not possible.

1.5.1 If a school within the network is not suitable or available, the Parents Relations Executive should inform the Experience Hub of the parent details and their case history so the Experience Hub team can support in cross selling the family to a school within the Aldar Education network (ie. Al Shohub, ADNOC, Charter Schools)

1.6 Parents Relations Executives shall update the retention Additional information fields on engage set up on current school, leaving information, AIF Lookup:

1.6.1 RTN/SCH exit interview date
1.6.2 RTN/ SCH Exit interview conducted: Drop Down (Yes/No)
1.6.3 RTN/ SCH Exit interview type: Drop Down (Phone call – Virtual meeting – Face to face meeting)
1.6.4 RTN/ SCH Exit interview outcome: Drop Down (Retained – Retention not possible) if it is still ongoing, add an update to the leaver's notes).
1.6.5 RTN/ SCH Date of receiving leaving notification
1.6.6 RTN/SCH Date of receiving leaving form

1.7 If Retention is not possible: Parents Relations should initiate the leavers process for the confirmed leavers by entering the student's leaving date in engage and sending the leavers form to the parent, copying admissions to notify them that the student has been confirmed to leave providing the leaving information for MIS update.

1.8 Parent Relations Executive shall follow up with the parents until they return the signed leaver form, collecting all clearance signatures, and returning the completed, signed, and stamped forms to admissions.

1.9 Parents Relation Executive to send monthly leavers report to the principal for leaving reasons insights and CC' Customer Relations Manager for HQ support in retention and auditing.

2. Schools Finance

2.1 Finance shall generate weekly list of outstanding fees for leavers and distribute the list to Principals, Parents Relations, and Admissions.

2.2 Finance to notify the Parents Relations Executive and Admissions when the outstanding fees settle to finalise the leaving process

3. Principal

3.1 Principal shall review the reasons for leaving insights developing a correction strategy.

3.2 Principal shall sign and stamp the leaver form, if all balances have been paid and all items have been returned (books, instruments, sports equipment, IT devices).

4. School Admissions

4.1 Upon receiving the leavers confirmation, Admissions shall verify and fill any missing leaving information in engage.

4.2 Admissions shall update the admissions stage & status to confirmed leavers.

4.3 Admissions to ensure the backfilling is actioned in accordance with the admissions policy and service guidelines.

4.4 Confirmed leavers completed clearance

4.4.1 Admissions shall upload the completed, signed, and stamped form to the students' DMS.
4.4.2 Admissions must retain the student on the current stage until the term report is released and the eSIS marks files are exported before moving them to the leaver stage in engage at the end of the student's last day, while noting the date of leaving if it is close to the end of the term.
4.4.3 At the end of the Year HQ Enrolments will transfer the confirmed during the academic year rollover.

4.5 Confirmed leavers outstanding clearance

4.5.1 Admissions must retain the student on the current stage until the term report is released and the eSIS marks files are exported before moving them to the leaver stage in engage at the end of the student's last day, while noting the date of leaving if it is close to the end of the term.
4.5.2 Admissions to add note on the leaving information that the clearance still pending. If the leaving date during the Academic year.

4.5.3 At the end of the Year, HQ Enrolments will transfer the confirmed during the academic year rollover.

4.5.4 Admissions should not issue eSIS withdrawal, Transfer letter or eSIS report card for the pending clearance

4.6 eSIS Withdrawal

4.6.1 During the Academic year, Admissions should ensure that the mark entry completed at the end of each term before the withdrawals following ADEK guidelines, If the student leaves during the term, admissions will send a notice to the parent informing them that the student will not be receiving the school or eSIS reports.

4.6.2 Admissions should not withdraw any students at the end of the academic year before eSIS transition confirmation as per ADEK guidelines.

4.6.3 Next year eSIS reservation might happen by the destination school, Admissions should keep an eye on any canceled reservation for pre-transition quality control.

4.6.4 After ADEK confirming eSIS rollover completion, Admissions shall request a 'No Objection' letter to transfer the students to the new school. This is confirmation between schools that they have offered that child a place ensuring the release only for cleared students.

4.6.5 Admissions shall print eSIS withdrawal/Transfer letter when/ if required for students moving outside Abu Dhabi and UAE. (Subject to ADEK guidelines) only for cleared students.

4.6.6 At the start of the new academic year if the clearance remains pending, admissions can withdraw the students retaining them by ticking fees outstanding in eSIS.

4.7 Graduate and phase transfer students

4.7.1 When re-registration begins, a standard leaver form will be sent by the registrar to all AA graduate students, as well as the phase transfer students for Al Ain Academy, Al Bateen Academy, Al Mamoura academy and Al Yasmina Academy Year 13 – West Yas Academy Grade 12 – Al Muna Academy, The Pearl Academy Year 6 – Al Mamoura Year 6 boys.

4.7.2 Admissions shall update the leaving date to coincide with the end of the academic year.

4.7.3 Admissions shall update the leaving information, leaving date, Reason for leaving, Destination school/University, Type of transfer- Term of leaving - Year of leaving and leavers notes

4.7.4 Admissions upload the principal's signed leavers form to the students' DMS.

Responsibility	
School Parents Relations	Responsible for students' retention, leavers protocol control and MIS retention update.
School Finance	Responsible to Finance to verify the school's business plan.
School Principal	Responsible to produce correction strategy based on the reasons for leaving reviews.
School Admissions	Responsible for the MIS leaving information database update, and eSIS withdrawal management.

Operations & Support Services Manager (OSM)	Responsible to review the proposed enrolment targets considering the school's actual class size and operational facts, as well as implementation and review.
HQ Enrolments	Development, Alignment, Review and Quality Assurance
HQ Customer Relations	Implementation and Quality assurance
HQ Finance	Alignment, Review and Quality Assurance

References

1. Internal transfer Service Guidelines
2. Re-registration Service Guidelines
3. Retention Service Guidelines
4. Cross-selling Service Guidelines
5. Fees Policy

Cross Selling| Objective and/or Scope

This service guideline defines and determines the company's customer-centric focus in increasing customer awareness of the larger schools within the group and what distinguishes each school.

Additionally, it boosts customer satisfaction, increases engagement, and aids in the formation of strong and long-lasting customer relationships. Additionally, to ensure that Aldar Academies' database is segmented in order to develop the ROI within the network.

Guidelines

1. **HQ Enrolments**

   1.1 Liaise with engage IT super user to grant a read access to the admissions team

   1.2 Share weekly list of the number of open seats across the Academies with FOH

   1.3 Develop Cross-sell admissions stages in the prospective window

   1.4 Develop Cross- sell enquiry source in registration window

   1.5 Develop Cross- sell enquiry source in registration window

   1.6 Develop Cross-selling additional Information field

2. **HQ Information Technology**

2.1 IT engage super user liaise with the schools' IT for engage installation

2.2 IT engage super user to grant access to the cross-sell Additional information fields

3. **School Admissions**

3.1 Admissions team will cross-sell waiting lists to other schools in the network where space is available for the following:

3.1.1 Admissions application no availability.
3.1.2 Assessment waitlisted.
3.1.3 Assessments conditional offers on a waiting list.
3.1.4 Offer on a waiting list.

3.2 Successful merger for Parents who show interest in transferring his application to a specific school:

3.2.1 Admissions will send the waiting list to upsell school in the network where space is available through the approved email address. Enrol@Aldareducation.com , providing the parents name, email, phone number, child name, date of birth and year group.
3.2.2 Admissions to update the admissions stage name to the upsell school name.
3.2.3 Admissions will send the parent the standard email to confirm that his or her child/ren's applications have been transferred to the upsell school name. The email will also provide the admissions in charge's contact information and AA prospectus to the parent.
3.2.4 Admissions on the upsell should email and/or phone within 24 hours of receiving the request, as well as updating the primary school on the application status and contact being done through Enrol@Aldareducation.com.
3.2.5 Admissions to update the enquiry source for the converted application to the school's name, as well as updating the additional information field:

3.2.5.1 Cross-sold date
3.2.5.2 Cross-sold checkbox
3.2.5.3 Cross-sold checkbox school name
3.2.5.4 Cross-sold checkbox was successful Yes/No

3.3 Ineffective merger If a parent does not express a desire to transfer his application to a specific school

3.3.1 Admissions will send the standard waiting list transfer letter referring to range of schools in the network where space is available along with AA prospectus to the parent.
3.3.2 Admissions to update the admission stage name to 36-Cross-sold to a range of schools, adding a note on the admissions stage note as well as updating the cross-sell date.

3.4 Admissions to confirm the total number of cross-sold application on the schools' weekly enrolments report
3.5 Admissions to maintain our customer-centric focus by not sending the parent away to re-apply but to offer all the support to transfer the application to AA future school.
3.6 In the case of any assessed application within the network, no further evaluation is required (Offers on waiting list)

4. **HQ Customer Service**

4.1 The Aldar Education Experience Hub is to assist schools in cross-selling applicants under the following circumstances:

4.1.1 Schools need to cross-sell outside of their cluster (ie. ADNOC to Aldar Academies OR Cranleigh to Al Shohub etc.)

4.1.2 Parents wish to leave their current Aldar Education school due to change in location, financial status, demographic requirement, curriculum requirement or school complaint and they no longer wish to coordinate the transfer with the school

4.1.3 Parent contacts the Experience Hub directly via email, phone or walk in, to discuss schooling options and the Experience Hub is required to arrange a school viewing for the parent and put them in touch with the relevant team member at school level

4.2 The Experience Hub will send the parent relations executive, based in the school that they are cross-selling the applicant too, an email and CC' enrol@aldareduation.com to keep track of all cross-selling efforts happening internally and externally.

4.3 The Experience Hub will inform the parent that a member of staff from the relevant school will be in-touch to support them with their application.

4.3.1 The parents' relations executive should then contact the parent via email and/or phone within 24 hours of receiving the lead from the Experience Hub

4.4 The Experience Hub will contact the parent within 3 days, unless otherwise stated, to check in status of their request and confirm that the relevant schools have contacted them to support them with their application

4.5 The Experience Hub is to confirm the total number of cross-sold cases in their weekly cross-selling report that is submitted to the Customer Relations Manager and Group Head of Enrolments

4.6 The Experience Hub is to ensure that customer satisfaction is maintained by following up with the parent once the school confirms the final status of the parents' application, to close the loop and offer additional support where may be required.

4.7 In the case of any assessed application within the network, no further evaluation is required.

4.8 Upon successful enrolment, the school in which the applicant was cross-sold to, the admissions department is to update the admission stage name of the cross-sold school on Engage for auditing and reporting purposes.

5. School Parents Relations

5.1 Enquiries

5.1.1 PRE to cross-sell the enquiries waiting lists to other schools in the network where space is available.

5.1.2 PRE to advise the parents on the enquiry status when being transferred to the recommended school based on the parents' Location, Curriculum, and fees preference.

5.1.3 PRE to send the enquiry status standard communication along with AA prospectus to the parent

5.1.4 PRE to update the enquiry status as cross sold adding the name of school on the enquiries live file and close the enquiry.

5.1.5 For any enquiries that stand out as not beings suitable for an AA school (i.e., Fees, Location etc), the PRE can flag this with the Experience Hub for cross-selling outside of the network to ADNOC, Charter Schools and Al Shohub.

5.2 Retention

5.2.1 PRE to cross-sell other Academies within the network if retention at the current academy is not possible adding note in the leavers notes on Engage as cross-sold.
5.2.2 PRE to contact the cross-sold school directly, make them aware by email (enrol@Aldareducation.com - of the cross-sold activity to arrange a school tour and to start the enrolments process.
5.2.3 The other way round to confirm the successful conversion by email for database update
5.2.4 PRE to update the cross-sell additional information field (Date, Check box, Cross-sold from and the status Yes/No)
5.2.5 Leaver's transfer will be given the internal transfer priority placement where possible adhering to the internal transfer & leavers SGs"

6. **Conditions**

6.1 SEN applications to be flagged in the primary cross-sell communication.

6.2 The retained internal transfers should not be completed unless all fees at the existing school have been settled.

6.3 Cross-sell priority placement to be given to the intended school in a sequence of the school preliminary priority placement (Sibling, School staff, Internal transfer, Aldar staff, corporate, date of application and the cross-selling).

Online Application Form

Apply now

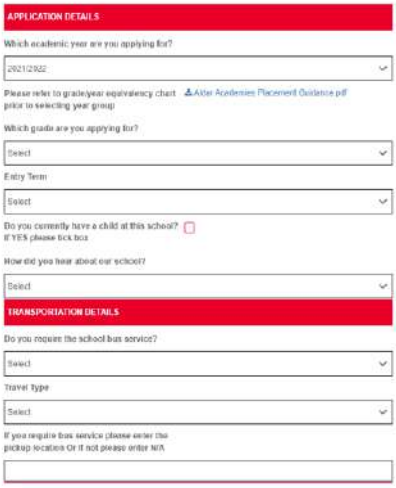
Parent applies online at www.aldaracademies.com They select apply now and click the logo of school they wish to apply to. This application page also contains FAQs and tour information.

When the logo is clicked, the application form comes up, with data entry required. The application is loaded into the MIS once the online form on the website admissions page is completed and submitted by the parents the admissions stage automotive set as application received.

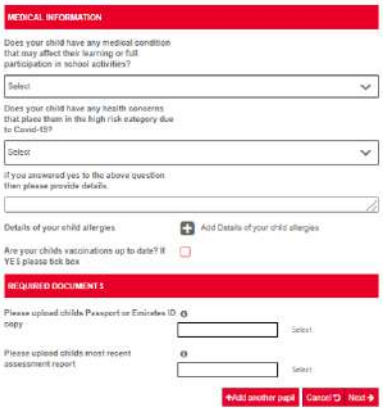
Top message: “Thank you for your interest in West Yas Academy. Please note, in order to complete the enrolment form, we politely request you to upload your child’s passport or Emirates ID and their most recent school report”

Fields for Online Applications - 2 Contacts entry set as a mandatory

Student Information and Application details



Education and Medical information:



Application verification checklist

Admissions must verify the application within 24 hours of receipt.

Verification Items
Verify the name as per the attached Passport copy/ Emirates ID
Verify the date of birth as per the attached Passport copy/ Emirates ID
Verify the Nationality as per the attached Passport copy/ Emirates ID
Confirm the entered religion into the application form
Confirm the student's 1st Language

Confirm the current school's name and location
Confirm current Year/ Grade
Verify if the applicant's age is appropriate for the year group.
Check the current sibling and Link to the sibling account code if it's not linked
Verify if the applicant has a new sibling application
Check the application to see if it is for an Aldar Education staff child, Ask for the Employee ID
Verify whether they applied to more than one Aldar school and what their first preference
Inquire as to whether the child has been assessed at any Aldar academies.
Check the contact information for both parents, confirm the information, and define the primary, emergency contact, Profession, job title and company name
Inquire about any inclusion or learning support that might be needed; if so, request the necessary supporting documents.
Check to see if the child is listed on a protection registry.
Verify whether a bus service is required. If so, check and update the MIS with the pick-up location.
Advise on the application status, next steps, and the timeline to hear back from you

Admissions Stages

1. Application

1.1 Received: Following the submission of the application form, the application data will be loaded into the MIS with an automated stage name set up as application received.

1.2 Verified: Used when the application is verified, the application status verified acknowledgment notification is sent. If there is still missing information, Admissions must send an application status pending verification notification.

1.3 Sibling: This stage name created for the school's internal use to manage the sibling's priority placement, specifically for a new application of a brother/sister of a current registered student in the relevant school. Admissions must ensure that the new applicant is linked to the existing sibling and the contact account code of the primary parent who is financially responsible.

1.4 Applicant Sibling: When a new family applies for multiple students, this stage name was created for the school's internal use to manage new sibling priority placement. Admissions must ensure that all family applications are linked to a single primary contact who is financially responsible. Also, if possible, arrange for a family assessment.

1.5 On waiting list: When the year group is full and the parents do not want the application to be processed until a confirmed place becomes available, keep the application on the waiting list and send the application status - waiting list notification. Maintaining bi-weekly application status updates to be sent to the parents.

1.6 AA inter School Transfer: Admissions will notify the current school's PRE of retention activity if the school fails to return the child, exchange internal transfer forms, and school reports. Without parental permission, do not reveal any confidential information.

1.7 Overseas: This stage name was created for the school's internal use to manage the assessment booking.

1.8 Decline AA School preference: When a parent prefer other Aldar academies, decline the application at this stage and send the close notification.

1.9 Decline Fees: When the decline due to school fees. Cross sell other Aldar academies with lower fees, if possible, decline the application at this stage and send the close notification.

1.10 Decline Location: When the location is out of catchment area, Distance, cross sell other Aldar academies which would be near to the applicant location, decline the application at this stage and send the close notification.

1.11 Decline Year/ Grade: Year/Grade equivalency issues, decline the application at this stage and send the close notification.

1.12 Decline Curriculum: When a parent prefers another curriculum, cross-sell it within the network before declining the application; decline the application at this point and send the close notification.

1.13 Decline Preference: When a parent has a preference for an out-of-network school, ask for the school's name and keep a log on admissions stage notes on engage; decline the application at this stage and send the close notification.

1.14 Decline no response: When you failed to reach the parents for 3 attempts, send the application status closed no response notification.

1.15 Declined Out of age: When the child age is not appropriate for the year group they applied to, decline the application at this stage and send the close notification.

1.16 Declined-SEN Cannot Accommodate: Use this stage after the inclusion community review and receiving the final decision. The rejection form must be completed, signed by the principal, and uploaded to the student DMS.

1.17 Declined-Duplicate: When a parent applies more than once, decline the duplicate applications that have not associated with account codes.

1.18 No availability: When you reach your maximum capacity and begin maintaining your pending applications on the pipeline.

1.19 Move to next academic year: When you retain your no availability and waiting list, and the parents wish to keep their application for the following year.

1.20 Not Meeting IB/AL/DP Requirement: When the students results and credits are not meeting GCSE/IGCSE, IB and the US diploma credit requirements.

1.21 AE Staff: This stage name created for the school's internal use to manage Aldar Education staff children priority placement.

1.22 Decline School demographic: When the parent declines due to the academy's population structure.

1.23 Declined Siblings/Other Discount: When a parent declines due to a lack of a discount scheme offered.

1.24 Decline Distance learning: This was developed during the COVID pandemic and is no longer in use.

1.25 Waiting list cross-sold (Schools names): Stage names created, used when admission cross-sell wating list to a specific school within Aldar Education.

1.26 Cross-sold to a range of schools: This stage name developed for the cross sold application to multiple schools and sending the application status – No available seats.

2. Assessment

2.1 Required: This stage name created for the school's internal use to manage the assessments invites.

2.2 Report required: When you request additional school reports if the uploaded report to the MIS is insufficient.

2.3 Invited to: When admissions confirm the assessment date and time and send out the assessment/playdate invitations.

2.4 No Show: When admissions call the parents the day after the assessment if the child does not appear and rescheduling is not possible.

2.5 Re-scheduled: When rescheduling no-show assessments and when a parent asks for a reschedule.

2.6 Re-assess: When the SLT requests re-assessment for a student with a low academic level after discussing areas for improvement.

2.7 Failed Academic: Allocate to this stage, after the principal final review to the academic decline reasons, and signing the rejection form, uploading the rejection form to the student DMS.

2.8 Failed Behaviour: Allocate to this stage, after the principal final review to the behaviour decline reasons, and signing the rejection form, uploading the rejection form to the student DMS.

2.9 SEN Cannot Accommodate: Allocate to this stage, after the principal final review to the inclusion decline reasons, and signing the rejection form, uploading the rejection form to the student DMS.

2.10 Offer on waiting list: For successful applications, to be offer when we have confirmed place becomes available.

2.11 Passed to be offer: This stage name created for the school's internal use, to manage the approved offers by the SLT, to be used for patch offers.

2.12 Waitlisted: To arrange assessment on waiting list for disparate parents who is willing to be assesses on waiting list.

2.13 Declined: When the parent is no longer interested in continuing with the assessment.

2.14 Awaiting results: This stage name was created for internal use at the school to manage the collection of assessment feedback.

2.15 Declined AA internal transfer: When parents decline after receiving an assessment invitation expressing interest in other Aldar Schools.

2.16 Nursery visit required: This stage to be used when you invite for playdate and the head of early years request a nursery visit.

2.17 Waitlist for offers with conditions: Allocate upon the completion of the assessment for students with determination and the HOI decision to offer conditional, but your school's inclusion capacity does not allow. Cross-selling is possible while maintaining strict confidentiality of sensitive information only upon the permission of the parents.

2.18 Declined preference: Allocate if the parent mention preference to another school outside the Aldar during the assessment timeframe.

2.19 Low score last to be offered: Allocate when the school considers the academic level as not being at the anticipated level, but it may be taken into consideration if many open seats remain available.

3. Enrolment

3.1 Offer awaiting acceptance: Once admissions has sent out the offer, make a mandatory change so that the parent can complete the online acceptance.

3.2 Offer accepted: Once the parents complete the online acceptance, uploading the documents, completed forms, and uploading the payment proof, the automotive stage set-up will be changed to offer accepted. The disclosures received must be verified by the Registrar.

3.3 Declined Fees: Allocate when the parent declines the offer due to fees.

3.4 Declined AA School preference: Allocate when the parent declines the offer due to preference to join other Aldar academies.

3.5 Declined Year/Grade: Allocate when the parent declines the offer due to Year and grade equivalency issue.

3.6 Declined Location: Allocate when the parent declines the offer due to distance and catchment area.

3.7 Declined Curriculum: Allocate when the parent declines the offer due to curriculum preference.

3.8 Declined Preference: Allocate when the parent declines the offer due to another school preference out of Aldar group. Admissions shall log the school's name into the admission stage notes.

3.9 Declined Failed to offer Sibling: Allocate when the parent declines the offer for not being able to try accommodating the family.

3.10 Declined No Response: Allocate when admission fail to reach the parent for 3 attempt to accept the offer. Admissions shall send the offer expiry notification.

3.11 Declined-Expired offer: Allocate if the acceptance and payment confirmation within the approved time frame.

3.12 Declined Siblings/Other Discount: When the parent declines the offer due to a lack of a discount

3.13 Decline Distance learning: When a parent declines an offer because of the proposed distance learning method.

4. Registration

4.1 Current Pupil: Upon successful completion of all registration requirements (payment, acceptance, registration document and forms) and progression to the current stage.

4.2 Pending Documents: For the incomplete documents. Inform the parents that no confirmation letter will be sent until all required documents and forms are received. Verify overseas acceptance, inquire about arrival date, and provide a reasonable deadline. If the student has a pending document, they should not transfer to the current stage.

4.3 Not Registered on eSIS: If the student still not registered full time with ADEK, If the student has not registered in eSIS, they should not transfer to the current stage.

4.4 Complete documents: This stage name created for the school's internal use for documents management. All the additional information fields must be checked.

5. Leavers

5.1 Confirmed Leavers: When you receive a leaving confirmation from the Parents' Relationship Executive, that student with attendance/absence record is displayed on the MIS.

5.2 Non-Starter: When you receive a withdrawal notice for a registered student who has no attendance or absences. The parents must notify the admission before the start date.

Admissions Templates

Application status - Verified

Dear «Greetings»,

Thank you for applying to enrol your child «PR_PUPIL1_First_Name» in XYZ Academy, our Academy offers the Britisl curriculum and operates a 13-year curriculum from FS1 to Year 13.

The purpose of this email is to acknowledge receipt of your application and to confirm that the information in your application is correct and has been verified over the phone with the school Admissions in order for your child's application to be processed.

Kind Regards,

Admissions Team

Insert your standard branded signature

Application status – Pending Verification

Dear «Greetings»,

Thank you for applying to enrol your child «PR_PUPIL1_First_Name» in XYZ Academy, our Academy offers the Britisl American curriculum and operates a 13-year curriculum from FS1/ Pre-KG to Year 13/Grade.

The purpose of this email is to acknowledge receipt of your application and to confirm the information we received i your application is correct. Can you please kindly confirm and answer the below questions by emailing your answers the admissions team on admissions@XYZacademy.sch.ae no later than DD/MM/YYYY

1. Name (As per the Passport): «PR_PUPIL1_First_Name» «PR_PUPIL1_Surname»
2. Date of Birth (As per the Passport): «PR_PUPIL1_BirthDate»
3. Gender: «PR_PUPIL1_Gender»
4. Nationality:
5. Religion: «PR_PUPIL1_Religious_Affiliation»
6. Entry Year Group: «PR_PUPIL1_Entry_Year_Group»
7. Entry Term: «PR_PUPIL1_Entry_Term»
8. Student’s 1st Language:
9. Academic Year:
10. Current school name:
11. Your Residential Address:
12. The Father and the mother’s job title and the name of the company:
13. Has your child ever received additional learning support in school or had an IEP (Individual Education F experienced any behavioural social or emotional difficulties, or ever been assessed or accessed therapy fr

psychologist or a Behaviour, Speech, Applied Behaviour Analysis or Occupational Therapist? (Yes or No), If yes, then please send us the supporting documents

14. Does your child have any medical condition that may affect their learning or full participation in school activities? (Yes or No) If yes, then please send us the supporting documents

If you are a current parent at XYZ Academy, please enter your invoice account code and the name of your child/ren.

If you have applied for more than one child, please advise his/her full name, date of birth and Year Group to locate and link them as siblings under one account.

Kindly be advised that places are dependent on availability.

Kind Regards,

Admissions Team

Insert your standard branded signature

Application Status – Closed No response

Dear «Greetings»,

We trust our email finds you well and safe.

Our records are showing that we have not received your response within the given time to start processing «PR_PUPIL1_First_Name»'s application. Therefore, this means we are no longer able to process your request for admissions and, it is with regret that we must inform you that the application has now been closed.
If you wish to re-open the application, this will be subject to the availability in «PR_PUPIL1_Entry_Year_Group».
We wish «PR_PUPIL1_First_Name» all the best.
Best Regards,

Kind regards,

Admissions Team

Insert the school standard branded signature

Assessment invitation

Dear «Greetings»,

We hope this email finds you well.
We are pleased to invite «PR_PUPIL1_First_Name» for an assessment at AcademyX.

The Cognitive Abilities Test (CAT) is the formative assessment of English National curriculum schools. The test is a 90-minutes, computer-based assessment which will be conducted on school premises.

The purpose of the CAT is to provide the school with a rounded profile of a child's ability in order to target support, provide the right level of challenge and make informed decisions about a student's progress.

There is no syllabus, and it does not require any preparation.

The assessments are scheduled for Day, date month 2022, at 00:00 am/ pm

Kindly confirm «PR_PUPIL1_First_Name»'s attendance.

Looking forward to welcoming «PR_PUPIL1_First_Name» to AcademyX

Kind regards,

Admissions team

Insert the school standard branded signature

Playdate invitation

Dear «Greetings»,

Thank you for applying to XXXXX Academy on behalf of your child, «PR_PUPIL1_First_Name» for «PR_PUPIL1_YearGroup»).

We are pleased to inform you that we are in the position to invite «PR_PUPIL1_First_Name» for a playdate on DD - MM – YYYY at 00:00 am/pm.

The purpose of this playdate is for «PR_PUPIL1_First_Name» to meet our teachers and for us to ensure he/she is ready to join us in September 2022. Following the playdate, we will make an informed decision and contact you with the result of your application.

Kindly make sure that «PR_PUPIL1_First_Name» has a good night's sleep and a nutritious meal before attending the playdate.

Please do consider having a conversation with «PR_PUPIL1_First_Name» about the process in advance so he/she will not be surprised or upset. Explain that he/she will meet with the FS teacher in reception, and the

FS teacher will take him/her to visit an FS classroom where some children are already learning while you wait outside.

It is important to explain to «PR_PUPIL1_First_Name» that he/she will not be visiting his/her brother or sister's classroom and that you will not be coming inside the FS classroom. The FS teacher will take a photo of «PR_PUPIL1_First_Name» for our records.

During the visit, the teachers will be taking notes on «PR_PUPIL1_First_Name»'s academic and social-emotional development. After the playdate, the team will meet and discuss the potential outcomes which could include immediate offer, re-invite if there is a need for further observation, nursery/school visit or a further meeting with the parents.

Please ensure yourself and «PR_PUPIL1_First_Name» attend on DD - MM – YYYY at 00:00 am/pm.
at XXXX Academy. Please plan to arrive 15 minutes earlier as the playdate will be held in small groups. Therefore, we are kindly asking you to be as punctual as possible.

In order to support your application, please forward copies of the following documents to admissions@xxxxacademy.sch.ae (in case you have not yet managed to upload them during the application submission stage).

1. Nursery report (if applicable)
2. Copy of Birth Certificate or Passport showing child's Date of Birth

Please confirm «PR_PUPIL1_First_Name»'s attendance by email admissions@xxxxacademy.sch.ae no later than 00:00 am/pm on day -date – month 2022. Please be advised places are dependent on availability.

If you have any further questions about the admissions process, please do not hesitate to contact the Admissions Team.

Kind regards,

Admissions Team

Insert the school standard branded signature

Application status – Waiting list

Dear «Greetings»,

We are writing to you regarding your application for a school place submitted for «PR_PUPIL1_First_Name» in «PR_PUPIL1_Entry_Year_Group» in September 2023.

We regret to inform you that we cannot offer your child a place at this time. We realise that this is disappointing news for you, however, «PR_PUPIL1_First_Name»'s name has been added to the waiting list, and we hope that a place will become available later in the year.

Alternatively, we would like to suggest a few alternate options for you to consider:

1. Refer your application to Al Bateen Academy and contact the Admissions Team on admissions@albateenacademy.sch.ae For more information on Al Bateen Academy please click here https://www.albateenacademy.sch.ae/en/home

2. Refer your application to West Yas Academy and contact the Admissions Team on admissions@westyasacademy.sch.ae For more information on West Yas Academy please click here https://www.westyasacademy.sch.ae/en/home

3. 3.Refer your application to Al Mamoura Academy and contact the Admissions Team on admissions@almamouraacademy.sch.ae For more information on Al Mamoura Academy please click here https://www.almamouraacademy.sch.ae/en/home

Defer «PR_PUPIL1_First_Name»'s application to the next academic year 2023-2024 by emailing admissions@XXXXacademy.sch.ae no later than DD-MM-YYYY.

Please feel free to contact our admissions team at XXX and they can support with offering alternative options within the network to support you with your child's admission with an Aldar Academy school.

Thank you again for your application and your interest in XXXX Academy.

We would like to wish «PR_PUPIL1_First_Name» all the very best for the future.

If we can be of assistance, please do not hesitate to contact us.

Kind regards,

Admissions Team

Insert the school standard branded signature

Application status – No available places

Dear «Greetings»,

We trust this email finds you well and safe.

We are writing to inform you of the latest updates regarding the application of Child Name at Academy X admissions for the academic year 2022-2023.

Available school places at this current stage are likely to be extremely limited. After careful consideration, we are unable to process your application further and your child's application will be placed on waiting-list

Parents' applications to place their children with us are not taken lightly, and we acknowledge the hard work you have put into the school search and application process. We also realise that receiving this news is disappointing for you.

However, we have now reached a stage where we can suggest a few alternate options for you to consider:

1. Refer your application to Al Bateen Academy and contact the Admissions Team on admissions@albateenacademy.sch.ae For more information on Al Bateen Academy please click here https://www.albateenacademy.sch.ae/en/home

2. Refer your application to West Yas Academy and contact the Admissions Team on admissions@westyasacademy.sch.ae For more information on West Yas Academy please click here https://www.westyasacademy.sch.ae/en/home

3. Refer your application to Al Mamoura Academy and contact the Admissions Team on admissions@almamouraacademy.sch.ae For more information on Al Mamoura Academy please click here https://www.almamouraacademy.sch.ae/en/home

Defer «PR_PUPIL1_First_Name»'s application to the next academic year 2023-2024 by emailing admissions@XXXXacademy.sch.ae no later than Day-Date-Month-year.

Please feel free to contact our admissions team at XXX and they can support with offering alternative options within the network to support you with your child's admission with an Aldar Academy school.
Thank you again for your application and your interest in XXXX Academy.

We would like to wish «PR_PUPIL1_First_Name» all the very best in the future.

Kind regards,

Admissions Team

Insert the school standard branded signature

Application status – Declined Preference

Dear «Greetings»,

We are writing to confirm «PR_PUPIL1_First_Name»'s application status is: XXXX declined as per your request.

However, if you wish to reactivate your child's application (subject to availability) please email admissions@XXXacademy.sch.ae.

Thank you again for your interest in XXXX Academy.

We would like to wish «PR_PUPIL1_First_Name» all the very best in the future.

Kind regards,

Admissions Team

Insert the school standard branded signature

Application status – Decline *(Academic/Behaviour)*

Dear «Greetings»,

We trust this email finds you and your family well and safe.

Thank you for applying to XXX Academy. We understand that choosing the right school for your children is one of the most important decisions a parent can make, and we value your application to our Academy.

Following careful consideration of the application, we regret to inform you that we are unable to offer XXX admission into XXX Academy for Year xxx

Please be assured that the application process considers both the needs of the applicant and the current student population with the expectations of and support available within the program. The admissions process at Aldar Academies is thorough so that upon admission we can be reasonably certain that we can adequately support a child's learning and growth with a degree of confidence.

We acknowledge your strong interest in XXX Academy and so it makes the task of sending you this news especially difficult. We thank you for your interest in XXX Academy and we wish XXX all the best in his/her future studies.

Should you wish to reapply in the future or look at other opportunities within the Aldar Academies network of schools, we would be happy to assist you.

"Pupil name" needs (insert the areas of improvement may require) in order for him/her to be able to reapply next year.

Please click here to share your feedback on the enrolment process at Aldar Academies.

Kind regards,

Admissions Team

Insert the school standard branded signature

Application status – Decline *(Inclusion)*

Dear «Greetings»,

We trust this email finds you and your family well and safe.

Thank you for applying to XXX Academy. We understand that choosing the right school for your children is one of the most important decisions a parent can make, and we value your application to our Academy.

Following careful consideration of the application, Following the inclusion discussion, we regret to inform you that we are unable to offer XXX admission into XXX Academy for Year xxx

Please be assured that the application process considers both the needs of the applicant and the current student population with the expectations of and support available within the program. The admissions process at Aldar Academies is thorough so that upon admission we can be reasonably certain that we can adequately support a child's learning and growth with a degree of confidence.

We acknowledge your strong interest in XXX Academy and so it makes the task of sending you this news especially difficult. We thank you for your interest in XXX Academy and we wish XXX all the best in his/her future studies.

Should you wish to look at other opportunities within the Aldar Academies network of schools, we would be happy to assist you.

Please click here to share your feedback on the enrolment process at Aldar Academies.

Kind regards,

Admissions Team

Insert the school standard branded signature

Offer Letter

Offer of a place at XYX Academy for Academic Year 20XX -20XX

Child's Name: «PR_PUPIL1_First_Name» «PR_PUPIL1_Surname»
Year: «PR_PUPIL1_Entry_Year_Group»

«Greetings»,

We are delighted to inform you that we are offering your child a place at XYZ Academy for the academic year 20XX-20XX on the start date of DD-MM-YYY. Please note that this date is subject to change and will be confirmed later in the year.

In order to accept the offer and secure your child's place at XYZ Academy, you are kindly requested to:

1. Complete the acceptance form within 7 calendar days of the date of this letter. Please find below the login credentials required to complete the acceptance form.
2. Ensure payment is made within 7 calendar days of the date written on this letter. You are kindly requested to make payment via the methods outlined on the below pro-forma invoice and upload the confirmation of payment.
3. Upload the Essential Registration Documents and Forms within 7 calendar days of the date written on this letter. Enrolments documents and forms enclosed with this letter. You will receive your child's placement confirmation only when you complete the essential documents and forms submission.
4. Acknowledge the student attendance rate for 2022-23 should be 95% or above: Please click here to view the attendance policy.
5. Acknowledge the fees policy for 2022-23: Please click here to view the fees policy.
6. Acknowledge students entering Aldar Academies from Grade Curriculum. Please be advised all new students entering Aldar Academies will be required, as per ADEK policy, to complete 12 years of compulsory education to obtain the "Al-Thanawiya" leaving certificate. This will mean that your child will complete up to Year 13 of the English curriculum, the equivalent of Grade 12.

Please be advised that if you do not accept this offer of a school place for your child within 7 calendar days the offer will be withdrawn. Please do not hesitate to contact us at admissions@XYZacademy.sch.ae if you have any questions about this offer.

We look forward to welcoming «PR_PUPIL1_First_Name», into Aldar Academies.

Yours sincerely,

Admissions Team

XYZ Academy

Essential Registration Documents

To comply with the Department of Education and Knowledge (ADEK) regulations and approval for your child to join our school, you are required to provide soft copies of all documents and complete the online forms as outlined in the attached Essential Registration Documents and Forms Pack. Please submit, via your online web application, all documentation and forms requested within 7 calendar days. In order to ensure the school has accurate and up to date information and to enable the school to meet the requirements for registration with Department of Education and Knowledge (ADEK), it is essential that you provide all items requested.

Important note: Failure to provide the documents may result in your child's place being withdrawn.
Please use your personal username and password to access your web application in order to upload your child enrolment and payment acceptance letter, your essential documents and forms, along with your confirmation of payment slip:
Essential Registration Documents Checklist

- Completed acceptance web application
- Confirmation of payment slip
- Student's, Father's, and Mother's Emirates Identity Card (EID) - Both sides
- Student's, Father's, and Mother's Passport copy
- Student's, Father's, and Mother's residential visa (not applicable to UAE Nationals)
- Student's Birth Certificate
- Childs Immunization Record
- Your address location Proof – either ADDC (electricity) bill or Tawtheeq
- Passport size photograph of student
- Copy of 2 most recent school reports
- Transfer Certificate (applicable if current school is outside of Abu Dhabi)
- Essential Registration forms to be completed online:

  Form 1: Parent Security Pass
  Form 2: Student Health Record
  Form 3: Consent Medical Issues
  Form 4: Parental Consent to Administer Emergency Medication
  Form 5: Learning Support Information
  Form 6: Consent Form for Photography and Images of Children
  Form 7: Consent Form for Use of Photographic Devices at School Events by Parents
  Form 8: ICT Parents Acceptable Use Agreement

Fees Payment, Registration and Withdrawal

To ensure that you secure a place for your child this academic year, please pay the acceptance deposit of AED 2,000 within 7 calendar days of receiving the offer.

To help us identify your payment, please mention your child's name and date of birth clearly in the reference details and send an electronic copy of the transfer via email to finance@XYZaacademy.sch.ae and admissions@XYZacademy.sch.ae

You will receive before school starts an invoice for the first term fees, which must be paid to allow your child to attend the school on the first day. For your convenience, there are several options for payment. The fees

can be paid by cash or cheque (UAE Dirhams only) during the school's working hours, which are Sunday to Thursday 8am until 3pm.

Alternatively, payment can be made by bank transfer. All payments should be made in UAE Dirhams. Please note when paying via electronic transfer, the remitter will be liable for and must accept any bank and foreign exchange charges incurred.

Aldar Academies reserves the right to retain the registration fee, in accordance with Article (44) of the Regulations of Private Schools, if a student does not attend the school.
If, for any reason, you wish to withdraw your child, and are seeking a refund of any amount paid, we request that parents submit the withdrawal forms to the Registrar before 30th June. Failure to do so may affect your refund eligibility. Please note, your refund will be processed within 14 days from the date of submission of the withdrawal form, which should be accompanied with the original receipt of fees payment. Please click here to view fees payment policy.
To complete the acceptance form, upload confirmation of payment, upload essential registration documents and forms required to support your child's application, please visit the web application via the link below

Visit our web application – Click_here
Enter your username - «ContactsEmailID1»
Enter your password - «Verification link»
Completed acceptance - Mandatory
Upload confirmation of payment - Mandatory
Upload essential registration documents and forms - Mandatory
Read and agree on the offer terms and condition - Mandatory

Insert the school Proforma invoice

Admissions Team

Insert the school standard branded signature

Application status – Offer Expired

Dear «Greetings»,

We trust this email finds you and your family well and safe.

We are writing to inform you that the offer for a school place for «PR_PUPIL1_First_Name» in «PR_PUPIL1_Entry_Year_Group» is now expired.

Therefore, as we have not received the essential required documents to confirm the place, we regret to inform you that the offer has now been withdrawn.

If you wish to re-open the application, this will be subject to the availability in «PR_PUPIL1_Entry_Year_Group».
We wish «PR_PUPIL1_First_Name» all the best in his/her future studies.

Kind Regards,

Admissions Team

Insert the school standard branded signature

Application status – Confirmed registration

Dear «Greetings»,

Thank you for choosing to enrol (student's name) at XYZ Academy. We understand that choosing a school for your child is one of the most important decisions that you will make as a parent; and we believe that you have made the right choice.

Academy Information
You will receive the detailed welcome information from (insert PRE-Name), our Parent Relations Executive (PRE) via email towards the end of the academic year. This will include everything you need to know to prepare your child to join the Academy.

In the meantime, if you have any questions, please email Ms. (insert PRE-Name), our Parent Relations Executive and she will be more than happy to assist you.

Registration

Please ensure that you have read your offer letter carefully and complied with any conditions and deadlines specified. If you have any questions about the admissions or ADEK registration process, please contact admissions@XYZacademy.com

New students must submit the following documents to complete their mandatory registration with ADEK, effective August 1st, 20XX

1. Student's actual Emirates ID card
2. Both parents' actual Emirates ID cards
3. Stamped End of Year Report
4. Transfer Certificate for student moving from other Emirates and countries.

The ADEK system is not yet open for registration for the next academic year; we will inform parents via email once this is live.

Important note

As per the Organising Regulations of Private Schools in the Emirate of Abu Dhabi for the year 2013, we must ensure all students attending school are fully registered with the appropriate authorities. This is a statutory requirement, and no exemptions are permitted by law.

You are strongly advised to complete your registration to ensure that all mandatory documents are issued, and your child is registered with the appropriate authorities.

Finance

If you have any questions regarding the payment of term or full-year fees, please visit our Finance office in the admin area or email finance@xyzAcademy.sch.ae

School Transport Services

If you would like more information about our school transport services, please visit our Transport service desk at the reception or contact XYZ

Application Experience Survey

Families play an important role in school success. We actively use feedback to constantly improve and provide you with the best possible service. Please click here https://aldar.eu.qualtrics.com/jfe/form/SV_eCXXfiR609WHzxP to start the survey. Typically, it takes 3 minutes to complete.

Kind regards

Admissions Team

Insert the school standard branded signature

Inclusion Conditional Offer – Behaviour Therapy

Dear Parent,

As part of our admission process, we are required to review all applications, this includes reviewing the reports provided by you.

Based on this information, we are pleased to offer your child a Conditional Place in XXX, for academic year XXXXX provisionally for one academic year, starting on XXXX .

Aldar Academies believes strongly that parents, and school need to work closely together to ensure appropriate support in in place to ensure students' needs are met. This support is necessary to achieve a successful transition into school so must be in place from the start of the academic year.

Access to Behaviour Therapy services is required for XXXXXX to support successful engagement in all areas of the school curriculum and address identified areas of difficulty. The family is responsible for providing the school with a specialist assessment and recommendations from a qualified Behaviour Therapist.

Inclusion Conditional Offer – Behaviour Punctuality

Dear Parent,

We are pleased to offer «PR_PUPIL1_First_Name» a conditional place in the new academic year starting on 28th August 2022 (date to be confirmed).

As part of our admission process, we are required to review all applications, this includes reviewing your child's previous school reports.

On the reports provided by you from the previous school, they advise of low-level behaviour issues.

Aldar Academies believes strongly that a young person's behaviour for learning is key to successful academic performance, and their ability to adhere to school behaviour expectations is an essential requirement. The expectation is that students, parents, and schoolwork closely together to achieve this.
I have enclosed a copy of the Home School Agreement which clarifies the high standards that we expect from all our students.

We appreciate your support in ensuring that «PR_PUPIL1_First_Name» behaviour/punctuality will be of the highest standard.

Inclusion Conditional Offer – Cognitive Assessment

Dear Parent,

As part of our admission process, we are required to review all applications, this includes reviewing the reports provided by you.

Based on this information, we are pleased to offer your child a Conditional Place in XXX, for academic year XXXXX provisionally for one academic year, starting on XXXX.

Aldar Academies believes strongly that parents, and school need to work closely together to ensure appropriate support in in place to ensure students' needs are met. This support is necessary to achieve a successful transition into school so must be in place from the start of the academic year.

Parents agree to undertake a full cognitive assessment administered by an Educational Psychologist to establish areas of relative strength and weakness, enabling appropriate strategies and support to be put in place so that early intervention is effective.

Inclusion Conditional Offer – Inclusion Assistant

Dear Parent,

As part of our admission process, we are required to review all applications, this includes reviewing the reports provided by you.

Based on this information, we are pleased to offer your child a Conditional Place in XXX, for academic year XXXXX provisionally for one academic year, starting on XXXX.

Aldar Academies believes strongly that parents, and school need to work closely together to ensure appropriate support in in place to ensure students' needs are met. This support is necessary to achieve a successful transition into school so must be in place from the start of the academic year.

Provision of a 1-1 adult, an Inclusion Assistant, is required for XXXXXX to access learning and implementation of relevant strategies to support wider needs. The family is responsible for employment and payment of this individual.

1. Provision of an experienced Inclusion Assistant.
2. You will be responsible for the Inclusion Assistant's employment contract and all payment of their salary.
3. Important documents in respect of the Inclusion Assistants to be provided-you will undertake to provide the school with copies of the Inclusion Assistant's attested Educational Certificates, Passport, Visa, EID, CV, Police Clearance, and Self-Introduction Form, and signed a No Objection, so that these can be submitted for ADEK approval
4. Provision of Educational Psychologist or Specialist report

Inclusion Conditional Offer – Learning & Academic Support

Dear Parent,

We are pleased to offer your child a conditional place in the academic year 20XX-20XX starting on XX month, 20XX (date to be confirmed).

As part of our admission process, we are required to review all applications, this includes reviewing your child's previous school reports and subsequent entry assessments.

Based on this information, our offer of a place at XXX Academy is provisionally for one academic year 2021-2022 in Year (xx). The school will work with you and your child closely throughout the academic year, providing guidance and feedback to ensure that your child is fully supported to achieve the required academic expectations of the school. However, should your child not meet the school's academic progress expectations, your child will not be re-registered for the following academic year.

A final decision advising if your child will remain with us in AY XX/XXX will be communicated with you in Term 3 of AY XXX.

Inclusion Conditional Offer – Occupational Therapy

Dear Parent,

As part of our admission process, we are required to review all applications, this includes reviewing the reports provided by you.

Based on this information, we are pleased to offer your child a Conditional Place in XXX, for academic year XXXXX provisionally for one academic year, starting on XXXX.

Aldar Academies believes strongly that parents, and school need to work closely together to ensure appropriate support in in place to ensure students' needs are met. This support is necessary to achieve a successful transition into school so must be in place from the start of the academic year.

Access to Occupational Therapy services is required for XXXXXX to fully access the curriculum. The family is responsible for providing the school with a specialist assessment and recommendations from a qualified Occupational Therapist.

Inclusion Conditional Offer – Speech and Language Therapy

Dear Parent,

As part of our admission process, we are required to review all applications, this includes reviewing the reports provided by you.

Based on this information, we are pleased to offer your child a Conditional Place in XXXX, for academic year XXXX provisionally for one academic year, starting on XXXX.

Aldar Academies believes strongly that parents, and school need to work closely together to ensure appropriate support in in place to ensure students' needs are met. This support is necessary to achieve a successful transition into school so must be in place from the start of the academic year.

Access to Occupational Therapy services is required for XXXX to fully access the curriculum. The family is responsible for providing the school with a specialist assessment and recommendations from a qualified Occupational Therapist.

END