



# STUDENT ADMISSION, REGISTRATION AND DISTRIBUTION POLICY

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## **Student Admission, Registration and Distribution Policy**

### **Purpose:**

The purpose of this policy is to provide direction and guidance for parents on the admission of students into Maplewood Canadian International School, in accordance with ADEK policy.

### **Policy:**

Classes commence at Kindergarten level and are open to grade 12.

### **Registration:**

A continuing student will be registered in any education system or stage based on his/her grade progression. A new student will be registered in the following grades/ years (KG1 – KG2 –G1) cording to his/her registered age in the ADEK policy that is authorized by the Quality Assurance division.

<b>Admission ages</b>	<b>School stage</b>	<b>Cut-off days as per School Calendar</b>
4 years	Kindergarten 1	The student must have turned <b>4 years</b> old on or before 31st of August of the school year during which the student is registered, for schools whose academic year starts in September (of the year in which the student is enrolled).
5 years	Kindergarten 2	The student must have turned <b>5 years</b> old on or before 31st of August of the school year during which the student is registered, for schools whose academic year starts in September.
6 years	Grade 1	The student must have turned <b>6 years</b> old on or before 31st of August of the school year during which the student is registered, for schools whose academic year starts in September.

It is mandatory for students in the Emirates of Abu Dhabi, who are between the ages of six (6) and sixteen (16), to be enrolled at Department of Education and Knowledge (ADEK) school, whether public or licensed private school. Parents are responsible for ensuring that children of mandatory school age are enrolled in school no later than June 30th of the year in which their children will begin to attend. Students are expected to attend school on each day of the school academic calendar and parents are expected to ensure that their children attend school. The school has procedures to maintain high attendance.

## **How To Apply?**

### Admission for Kindergarten and Grade 3:

Eligibility is based on the Department of Education and Knowledge (ADEK) rules that specify the minimum age for admission & The academic interview by the school.

### Admissions for Grade 4-12:

Students applying for grades 4-12 are required to go through an admission test MAP test to assess their academic potential.

### **General ADEK admission rules implemented by the school:**

The School complies with the admission requirements below and takes them into account concerning the students' admission, registration, placements and enrollments decisions are based on available space and resources:

#### *1. Fair, Non-Discriminatory and Transparent Approach*

- The school adopts an open approach to accepting students from different ethnicities to achieve fairness, equality and transparency.
- The school allows prospective Parents/ Guardians and their children to visit the School prior to registration so that they may familiarize themselves with it.
- The school re-registers its students in the next grade, if the Parents/ Guardians wish so, as long as there are no behavior issues that justify refusal of the student re-registration. In line with the Tolerance Decree issued upon instructions from His Highness Sheikh Khalifa Bin Zayed Al Nahyan, president of the United Arab Emirates, the school will not re-register the children of any parent who assaults ( whether verbally or physically) any staff member (This includes Administrative staff, teacher, technicians, and ancillary staff, i.e. Workers, helpers, gate keepers and drivers,)
- The school admits students with mild to moderate Special Education Needs and offer additional appropriate learning support as required or needed.
- The school admits students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases, epilepsy and obesity) and offers appropriate support as per the student's needs.

### **Interviews and Placement Tests:**

- The school admits students into any classes based on the interview starts from KG 1 to Grade 3 by the academic staff at MCIS.
- The school may conduct an interview with a student during the mandatory education stage and may require the student to take certain placement tests to give an indication of their performance level(s) to be able to provide proper learning support.
- The school may conduct an interview with a student with mild to moderate special needs, and may require the student to take certain placement tests to give an indication of their performance level(s) to be able to provide proper learning and psychological support.

## Application Documents Checklist

Please make sure to submit the below required documents to the MCIS Admissions Department. ALL DOCUMENTS submitted at any point in the admissions process must be in English or Arabic. If they are in any other language, a legal UAE Translation is required.

- Clear color copy of child's passport
- Clear color copy of child's Emirates ID, if student is present in the UAE if your child does not yet have an Emirates ID, this must be provided to the school as soon as possible. Failure to provide it once it is received could result in your child being removed from the school.
- Copy of student's UAE Residence Visa.
- Student's birth certificate.
- Passport size photo as a JPEG.
- Child's most recent report card in English or Arabic.
- Child's previous year report card.
- Letter of pursuing the study issued by ADEK from eSIS system.
- Transfer Certificate from previous school.
- A clear copy of your child's immunization record with the vaccination names in English.
- Copy of sponsoring parent's passport page, visa and EID front and back side.
- Copy of the family book (Only UAE Nationality).
- Water & Electricity bill
- Health Declaration form.
- Honest Discloser form.
- Student's starting from grade 8, their parent's will be required to sign the attached file regarding the Equivalent System of Private School Certificate.
- Students starting from grade 10 and above joined from different curriculum to the Canadian curriculum required an MOE approval.

Please [click here](#) to process your application - **without the MOE approval, the student will not have the official registration and he/she cannot attend the school.**

☐ I'm aware of the required documents that Maplewood Canadian International School is looking for to enroll my child/children officially by ADEK. In case the documents are not completed, the school has the right to cancel the admission of my child/children and I will not ask for any amount to be refunded.

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please note that any documents not in the requested format (attestations, language, etc.) cannot be accepted and this may delay the registration process.**

## Requirements for ADEK

Location of the school	Requirements
North America, Western Europe and Australia	Transfer Certificate must bear the official school stamp and Principal's signature.
The Middle East (except UAE), South and Central America, Asia, former Russian States, Eastern Europe, and Africa	<ol style="list-style-type: none"> <li>1. Official school stamp and Principal's signature</li> <li>2. Ministry of Education in the country of study</li> <li>3. Ministry of Foreign Affairs in the country of study</li> <li>4. Ministry of Foreign Affairs in Abu Dhabi</li> </ol>
Another Emirate of the UAE	<ol style="list-style-type: none"> <li>1. School stamp and Principal's signature. The Transfer Certificate should be in Arabic</li> <li>2. Ministry of Education of the Emirate. For example, for Dubai schools, the Transfer Certificate should be attested by KHDA</li> </ol>
Abu Dhabi	Abu Dhabi transfers are done online through ESIS system. Once your child's seat is confirmed, the school will provide you with an ESIS number so your child's previous school can transfer the file online, original Emirates ID is required to be scanned.

- All students in GR-1 and above must submit a Transfer Certificate or School Leaving Certificate at the point of enrollment or before the student's first day of school. Without it, the student's start date will be delayed as this is a mandatory requirement from the Department of Education and knowledge/Abu Dhabi (ADEK). The Transfer Certificate must clearly state to which grade or year the student was promoted to at the end of the previous year or the grade/year in which the student is currently enrolled (if enrolling mid-year). The Transfer Certificate should be in English or Arabic, and must be stamped by the School and signed by the School Principal or Vice Principal, and attested.
- Attestations and stamp requirements are dependent on the school location from which you are transferring. Please find your school's location in the above table to determine the necessary stamping authority.
- All documents must be in English or Arabic, otherwise an official UAE translation is required. Birth Certificates must be attested by the Ministry of Health, Ministry of Foreign Affairs and the UAE Embassy of the issuing country except for the United Arab Emirates, Canada, the United States of America, Western Europe, Australia and New Zealand.
- Report Cards & Transfer Certificates must be attested by the Ministry of Education, Ministry of Foreign Affairs and the UAE Embassy of the issuing country except for the United Arab Emirates, Canada, the United States of America, Western Europe, Australia and New Zealand.

## **Student Capacity and Admission Priorities**

- The school shall have a maximum number of **25** Students for each Kindergarten class.
- The school shall have a maximum number of **30** Students for each class (Grades 1 to 12).
- The school gives admission priority for the following categories:
  1. Students with siblings already in the School.
  2. Children of School staff.
  3. Students who attended the School in the previous year or period.
  4. Students who live near the school
  5. New students.

## **Registration**

- The school officially registers a student once the student meets the admission requirements and conditions.
- The school registers the student on ADEK's eSIS system in accordance with the dates set by ADEK for each academic year.
- The school registers the student provided that it has available places.
- If the registration period is over and there is still a vacant spot, then the student will be registered any time during the year upon ADEK's approval. The school administration keeps an eye on student's ability in relation to curriculum outcomes.
- If the transition period is over, the student can transfer to another school in the same Emirate after getting ADEK's approval, taking into consideration the equivalency certificates and the graduation requirements in the UAE, as well as the curriculum

## **Process of Registration**

- Parent have to pay a registration fee of AED 1,000 of the current school tuition fees.
- This fees will be part of the Education fees amount.
- In case of withdrawal, the registration fee is non-refundable following the ADEK policy before the deadline.
- The registration process must be completed through ADEK's school system ESIS.

## **Placement of Students**

- Students will be placed in school years or grades according to their age and grade progression.