

A Centre of Excellence in Learning
at the Heart of the Community



مركز تعلم متميز فى قلب المجتمع

Ras Al Khaimah Academy أكاديمية رأس الخيمة

STUDENT ADMISSION POLICY AND PROCEDURES

RATIONALE

This Policy is designed to assure that all students enrolled in RAK Academy have access to our school curriculum.

RAK Academy accepts students from any nationality, gender, religion, race and curriculum background provided they satisfy the entrance requirements. Applicants are admitted based on their ability to succeed socially and academically in our dynamic learning environment and activity programmes. Students must also demonstrate a good learning ethic, a history of school-appropriate behaviour, and a desire to attend RAK Academy.

AIMS

The aims of this policy are:

1. To ensure compliance with RAK Academy rules and regulations regarding admission to the schools.
2. To ensure a fair, non-biased and inclusive admission policy with equal opportunities for all students.
3. To ensure that all prospective parents understand fully the admission policy and procedures.

LINKS TO THE VISION AND MISSION

- Providing a diverse curriculum, with the British Curriculum and International Baccalaureate Programmes.
- Addressing the individual learning needs of all students admitted to RAK Academy including Additional Learning Needs (ALN), Gifted and Talented and English as an Additional Language learners (EAL)
- Ensuring a secure and caring environment where all students maximize their academic potential
- Developing global citizens for the future

REQUIREMENTS

- The student must fulfill the 85% pass mark for entrance assessments and interview requirements.
- The student must be physically able to utilise and access the school facilities.
- The student must be clearly able to maximize their potential and have the aptitude to prosper in the rich and challenging educational experience the academy offers
- The student should normally have school reports showing good conduct and motivation. The student may be placed on a 3 month probation period if there are
- concerns about previous conduct in school.
- The student and the family must accept the student behaviour management policy and be willing to abide by the policies of the school and its ethos.
- The parents must demonstrate sufficient commitment and approval of the school philosophy, vision and mission statement to become members of the school
- community.
- The parents must agree to and sign the parent contract.
- Parents must support the co-curricular programme (e.g. Community and Service, life skills, camps, after school activities).
- The parents must accept the fee structure of the school in all its aspects and demonstrate the ability to pay the fees over a period of time. Fees are to be paid before the start of each term.

Admission to RAK Academy is subject to all appropriate documentation requirements of both the United Arab Emirates Ministry of Education and RAK Academy being supplied.

Once students are officially enrolled in RAK Academy, they will be assured of continued enrolment provided their achievement and behaviour meet the standards of the school and the conditions of their admission, including the ability to meet fee obligations and supply the necessary documents. However because of the demands of the changing curriculum in moving from Year 6 to Year 7 (Primary School to Secondary School) and Year 9 to Year 10 (Middle years to IGCSE entry) the students must satisfy the entry requirements to these levels to gain admissions into these years.

CONDITIONS OF ENTRY

GENERAL

PRE-KINDERGARTEN FOUNDATION STAGES AND KINDERGARTEN

Applicants for Playgroup, FS1/KG1 and FS2/KG2 will come for a classroom observation for up to two days or longer if required. Please note that the classroom observation visit is not an acceptance but part of the admissions process.

- **To enter the Pre-Kindergarten children must be:**
 - Aged 3 years by December 31st of the year of entry.
 - Toilet trained so that they are able to use the toilet.

- **To enter KG1/FS1 children must be:**
 - Aged 4 years by December 31st of the year of entry.
 - Toilet trained so that they are able to use the toilet.

- **To enter KG2/FS2 children must be:**
 - Aged 5 years by December 31st of the year of entry.

TO ENTER THE PRIMARY SCHOOLS:

- All students entering primary at a year level above Year 1 should have attended school from year 1 and must be of the appropriate age according to the requirements for the entry level to Year 1 i.e. 6 years old by December 31st of the year of entry. I.e. A student cannot enter Year 3 without having completed Years 1 and 2.
- Candidates applying for Year 1 and above will be placed into the correct year group according to the transfer certificate provided by their previous school.
- All students applying for primary school are required to sit an entry test.
- Interview with Head of School or their delegated representative.

TO ENTER THE SECONDARY SCHOOL:

Applicants are required to take diagnostic tests consisting of verbal, quantitative and non-verbal assessment along with written assessments in English and Mathematics.

Applicants will be interviewed by the Head of School or his/her delegated representative/s. Admission for a place is provisional until an interview can be arranged. Identified Beginner EAL students will not be required to provide the written task.

Candidates applying for entry into Year 11 must be able to demonstrate that they are capable of being entered for the (I)GCSE examinations, which students sit at the end of Year 11.

Candidates applying for Year 12 and Year 13 will be assessed and interviewed for their suitability for either the A-Level program or IB Diploma depending on the programme chosen and academic background.

Students will also need an English proficiency level appropriate to their Year placement to be able to access the curriculum. Beginner EAL students are generally not to be enrolled after Year 9.

REGISTRATION

Admission to RAK Academy is subject to all appropriate documentation required by both the Ministry of Education in UAE and RAK Academy having been provided.

Required documentation for Ministry registration:

- Completed application form.
- 3 Passport photographs.
- A valid copy of the applicant's passport.
- A valid copy of the applicant's residence visa (for Expatriates).
- A valid copy of the applicant's Emirates Identification card.
- A copy of the applicant's birth certificate in Arabic or English only. Birth certificates issued in any other language must be translated by certified legal translator and have full attestation.
- An updated Immunization record.
- Copy of the latest school report for applicants applying for years 2 and above.
- Original **Transfer certificate**: The transfer certificate is an official document required for the registration of a student with the Ras Al Khaimah Ministry of Education. It only applies to students entering from Grade/Year 2 and above. ***However, please note that a transfer certificate will be required for FS1/ KG1, FS2/ KG2 and Year 1 should a student join school after November 1st.***
- A Registration fee of AED 400 (Non Refundable-Non Deductable).

Special reports: If the student has been assessed for any special needs or behavioural issues, a supporting report needs to be submitted to the school to ensure the school is equipped to provide the appropriate support.

SCHOOL TRANSFERS:

Transfer within the Emirate: Transfer from one school to another within Ras AL Khaimah requires an official transfer certificate issued from the previous school, and stamped by the MOE in RAK.

Transfers within the Emirate cannot take place after November 1st.

Transfer from another Emirate: Transfer from one Emirate to another requires an official transfer certificate issued from the previous school and stamped by the previous Emirate's Educational Zone.

Transfer from Arabic (Government) School: Transfer from Arabic Government School must take place before November 1st and accepted students school must submit the original Transfer certificate along with a school report with the Ministry stamp.

Transfer from International Schools: An original transfer certificate must be provided for all students applying for Grade/Year 2 and above. Please refer to the transfer certificate requirements.

Information for International Students

Transfer Certificate

The original transfer certificate must be provided on school letterhead. It must have the following:

1. School stamp and signature of Principal.
2. Stamp from Ministry of Education in the country where the School is located.
3. Stamp from UAE Embassy in country where the School is located. If there is no UAE Embassy in the country where the School is located then a stamp can be obtained from the UAE Foreign Affairs in UAE (Dubai or Sharjah).
4. Stamp from Foreign Affairs of the country where the School is located or the stamp can be obtained from the Country's Embassy in the UAE.

NOTE: All Students joining the Academy November 1st onwards in **ALL** year groups must submit a Transfer Certificate showing the grade they are currently studying in from the start of the Academic year to date.

ADMISSIONS PROCEDURES

- Parents contact admissions for more information and/or to arrange a visit to the campus. The Admissions and Registration Office is open from 7.30am-3.00pm during term time and from 9.00am - 1.00pm during some school holidays.
- Parents are required to complete and sign an application form for each applicant.
- Application forms can be obtained directly from the school's admissions office or can be downloaded from the website.
- Completed forms can be submitted along with registration fee and all relevant documents to the admissions personnel or sent via email.
- A Non-refundable & Non-deductible Registration Fee of AED 400 must be submitted along with each completed application form.
- Admissions personnel are available to answer all admissions related enquiries via phone or email.
- Upon receipt of the completed applications, admissions personnel will contact the parents to schedule the entrance test or observation for the applicants.
- These will only be conducted after required documents have been submitted and registration fee paid.

- Applicants for Playgroup, FS1/ KG1 will come for a classroom observation for up to two days.
- All students applying for FS2/ KG2 and years 1 and upwards will sit for an entrance test which is conducted under the supervision of a designated testing member of the faculty, who then passes on the results to the Head of School for the final acceptance and class placement.

An application will be refused for any one or more of the following reasons:

- The parents cannot provide the necessary documentation to satisfy the requirements of the Ministry of Education.
- Following interviews and/or tests the student is not considered by the school to be able to benefit from the educational programmes.
- The student is not supported by his/her previous school either academically or behaviourally and is considered to be unsuitable for school entry.
- The family cannot pay the required fees before the start of term.
- The family is found not to have discharged their financial obligations to a previous school or have not provided a transfer certificate.
- Other members of the school community would not benefit from the inclusion of this student.
- The family lacked appropriate understanding of the school vision and mission statements.

CATEGORIES OF ADMISSIONS

Accepted: Student satisfies criteria for entry to mainstream classes without support.

Provisional: Student satisfies criteria for entry to mainstream classes with the provision of some degree of ALN and/or EAL support. Students will attend all regular classes with some in-class support or a minimum period of withdrawal is made available.

Probation: Based on the information made available it is not certain if a student can benefit from the curriculum or clearly satisfies all the entry requirements and is put on probation for a period of 3 months. The uncertainty can arise from ALN or behavioural matters. During the 3 months the student's progress is monitored closely and if at any time during this period the HOS feels that the probationary enrolment is unsatisfactory the offer of a permanent place will lapse and the student would be withdrawn immediately.

Waitlisted: If a Year Group is full, pupils may be placed on a waiting list until a place becomes available.

Denied: If an applicant has not satisfied the entrance criteria then a period of 12 months must elapse before the applicant can reapply.

ALN (see below)

LEARNING SUPPORT-ADDITIONAL LEARNING NEEDS (ALN)

Limited learning support (ALN) is provided for students with mild learning difficulties and disabilities who need support to succeed in the mainstream class and is based on the particular needs of the students. RAK Academy values individual growth and development and strives to provide all students with the type of support that ensures their success. Support may take on a variety of forms: one-on-one, small group or in-class. The support teacher monitors, assesses and documents student progress relative to the targeted goals for those on this level of support.

Students with ALN requiring further support outside the mainstream curriculum will attend a dedicated class with a differentiated curriculum for a significant part of their programme. The aim is to provide a tailor-made program that best meets the needs of the individual, taking advantage of the expertise and strengths of all those associated with the RAK Academy community. Parents/Guardians of students accessing this level of ALN support will incur extra fees. Regular monitoring and assessment will take place in these programmes to ensure that the school can continue to meet the child's needs. It should also be understood that if a child's needs change and it is determined by the school that the school no longer can support the needs of the child then the school reserves the right to withdraw the child's enrolment.

ENGLISH as an ADDITIONAL LANGUAGE

RAK Academy will enrol students whose educational needs can be met by the school. Students requiring additional support for developing their English skills will be placed into English as an Additional Language (EAL) programme. Those students at Beginner level of entry will incur an additional cost to Parents/Guardians.

Before admission to RAK Academy, students without demonstrated proficiency in English are given a grade-level placement test of a recognized international language test to determine their proficiency in reading, writing, listening and speaking. The language test is part of the information obtained to determine a student's eligibility for acceptance into RAK Academy. The student's previous school reports and ability in their mother tongue are also taken into account when considering a student's application. Students identified as Beginner EAL will generally not be required to undertake reading and writing assessments.

Full Support: The Full EAL programme provides support for newly arrived students with little or no English. The focus is on survival English and the development of oral skills. Students receive small group support every day in focussed intensive EAL classes and are withdrawn for a significant time from the main programme during this stage. This programme incurs an additional fee. It is anticipated that students would only remain in Full Support for 6 to 12 weeks.

Intermediate Support: Students are placed in some mainstream classes but must continue to take English support classes as required to further improve their English proficiency. The Intermediate EAL programme further develops oral English skills, deepens understanding and ability to use English grammar, focuses on reading to find information, deepens understanding of the concepts and academic language of the curriculum, and assists in learning the skills and structure of a variety of written genre.

Transition Support: Students have a reading and writing proficiency close to that of their peers but require additional support in English before entering the mainstream. This support will focus on developing and refining students' reading and writing skills. This support will generally be in-class support.

Mainstream: Students do not require English language support to succeed in the reading and writing requirements of all of their classes.

The Admissions Team, in consultation with the appropriate school Leadership Team and the relevant Learning Support Coordinator, generally makes decisions about admission of students with ALN or EAL. However, the final authority regarding the enrollment of any new student into the school rests with the Executive Principal.

In order to determine whether the Academy can meet a student's individual learning needs to ensure successful personal and academic development, his/her needs will be carefully considered against the current levels of staffing, expertise and resources within the school. This means that students with additional learning needs are accepted into the school on a case-by-case basis. Additional external support or specialist resources may be considered necessary in order for the school to make appropriate provision for the student. The parents will meet this additional cost. The Academy recognizes that it will only admit those students it can make adequate provision.

*This Policy will be reviewed annually by the LMT and SST
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