



# Admission Policy

## Academic Year 2025–2026

Document control	
Policy responsibility	SLT
Creation date	August 2025
Next review date	August 2026



## Purpose and Scope

This policy establishes the procedures, criteria, and responsibilities for admitting students to ANS, ensuring a transparent, equitable, and inclusive process that complies with the regulatory standards set by the Abu Dhabi Department of Education and Knowledge (ADEK). It applies to all new applicants seeking enrolment from KG1 through Grade 11.

## Principles

Admissions shall be conducted fairly, without discrimination based on nationality, gender, religion, ability, language, or socio-economic background. Students with chronic health needs and learners of determination shall be supported and accommodated according to their required educational provisions, as permitted by the school's capacity.

## Eligibility Criteria

Students may apply for admission at any grade level, subject to minimum age requirements and availability of seats. Enrolment in KG1 and KG2 does not require placement tests or interviews. From Grade 1 upwards, assessment and interview components may be administered to identify learning needs and appropriate placement, not as grounds for refusing admission.

## Admissions Process

### 1. Application Submission

Parents/guardians complete the official school registration form and submit all required documentation.

### 2. Required Documents

- Completed admission/registration form with accurate student and parent/guardian details.
- Student's Emirates ID and passport/visa copy.
- Vaccination record/medical history or health card.
- Previous school academic reports and transcripts (for transferees Grade 1 and above).
- Additional assessments, Individual Education Plans, or specialist reports, if applicable.
- Any other documents requested by the school during processing.

### 3. Written Assessments

For Grade 5 and above, the school administers short written assessments in:

- **Arabic Writing**
- **English Writing**
- **Mathematics** (multiple-choice format)
- **Science** (multiple-choice format)

These assessments are primarily used to determine the student's instructional level and needed support pathways.



4. **Interview Stage**

An interview is conducted with the student (Grade 1 and above) by designated school staff. Heads of Department and the school social worker may provide comments that contribute to understanding the student's social, personal, and academic profile.

5. **Good Conduct Requirement**

Students entering Grade 5 and above must provide a Certificate of Good Conduct from their previous school.

6. **Evaluation and Recommendation**

The admissions team reviews written assessment results, interview notes, and conduct documentation. Heads of Department and the social worker provide consolidated comments that inform the admissions decision.

7. **Final Approval and Registration**

The Admission Officer finalizes the recommendation and seeks approval from the Principal. Once approved, the Admission Officer completes the registration process and issues an official acceptance and enrolment confirmation.

**Inclusion and Support**

Students with identified additional needs or learners of determination shall receive individualized accommodations and support plans, where appropriate, consistent with the school's capacity and regulatory guidance.

**Communication of Decisions**

Parents/guardians will be notified in writing of the school's decision, the recommended placement level, the necessary support provisions, and the next steps in the enrolment process.

**Data Protection and Record Keeping**

All records about applications, assessments, interview notes, and decisions shall be maintained securely and confidentially as mandated by ADEK's Records Policy and applicable data protection standards.

Section	Details
Effective Date	This policy will be effective as of August, 2025.
Approval/Authorization	Approved by: Dr. Denis Peters
	Title: Principal
	Date of Approval:
Signature	
Review and Revision	This policy will be reviewed annually, or as needed, to ensure compliance with changing regulations.