



American Academy for Girls Admissions Policy

2023



DUBAI
BRITISH
SCHOOLS



AMERICAN
ACADEMY
FOR GIRLS



مدارس دبي
DUBAI SCHOOLS



GREENFIELD
INTERNATIONAL
School



UPTOWN
INTERNATIONAL
School



JUMEIRA
BACCALAUREATE
School



RAHA
INTERNATIONAL
SCHOOL



Jebel Ali
School



مدارس الشراكات التعليمية
CHARTER SCHOOLS

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Prepared By	Name	Signature
Group Head of Admissions	Lisa Whyte	

Approving committee	Name	Signature
Chief Operating Officer	Sam Truman	
Director of Education US Curriculum	Dr. Joseph Kotarski	

Policy Contents		Page No.
1.	<u>Introduction</u>	3-5
	<u>1.1 Statement of Intent</u>	
	<u>1.2 Aim</u>	
	<u>1.3 Definitions</u>	
	<u>1.4 KHDA</u>	
2.	<u>Policy Procedure</u>	5
	<u>2.1 Prioritisation</u>	5
	<u>2.2 Age cut-off for Year of Entry</u>	6-7
3.	<u>Application Process</u>	8
	<u>3.1 How to Apply</u>	8
	<u>3.2 Documentation to Submit</u>	9
	<u>3.3 Applying to multiple Taaleem Schools within Dubai</u>	9
	<u>3.4 Admissions Pool & Waitlist</u>	9
	<u>3.5 Deferral of Offer</u>	9
	<u>3.6 Returning Students</u>	10
	<u>3.7 Assessments</u>	10
	<u>3.8 Criteria for Admissions</u>	12
	<u>3.9 Consequences</u>	12
4.	<u>Acceptance of Offers</u>	12
	<u>4.1 Special Educational Needs (SEN)</u>	13
	<u>4.2 English as an Additional Language (EAL)</u>	13
	<u>4.3 Class and Set Sizes</u>	15
	<u>4.4 Orientation</u>	15
	<u>4.5 Toileting Policy</u>	16
5.	<u>Registration & Re-registration</u>	16
	<u>5.1 Registration Fees</u>	16
	<u>5.2 Re-registration Fees</u>	16
6.	<u>Withdrawal & Refund Guidelines</u>	17
7.	<u>Acceptance of Policies</u>	18

1. Introduction

American Academy for Girls offers a high quality education to all nationalities from 3 to 18 years old and is non-discriminatory accepting students from all sections of society, including students of determination.

American Academy for Girls and their ethos promotes global citizenship whilst recognising the international profile of schools in the UAE. The curriculum follows the American Common Core which identifies high standards that are aligned to the expectations of colleges in America and abroad. These rigorous standards provide teachers, parents, and students with a set of clear expectations to ensure that all students have the skills and knowledge necessary to succeed in college, career, and life upon graduation from high school, regardless of where they live. The standards promote equity by ensuring all students are well prepared to collaborate and compete with their peers in the UAE and abroad.

1.1 Statement of Intent

American Academy for Girls aims to enroll students who have the potential to flourish in the academic environment the schools provide. They benefit from the wide-ranging education on offer and can take full advantage of the opportunities available, participating fully in the life of the school. The admissions process helps to ensure that there is a good match for the benefit of all concerned. Parents are welcomed as members of the school community and expected to embrace the school's mission, vision, and expectations.

American Academy for Girls fosters a strong community with high academic aspirations for all students. It is committed to inclusion and the support of each student with excellent pastoral care.

We invite all prospective parents to visit and tour the school as well as meet with the Senior Leadership teams and Principal. Interested parents can then apply online through the school websites. We consider each application individually, taking into account academic ability, behaviour, and additional learning needs.

After the application, the student may be required to sit an assessment appropriate to the age and stage of the student. We ensure that all prospective parents and students are treated fairly, equally, and consistently and that the admissions criteria is clear, transparent and accessible.

We welcome students into every grade, depending on availability of places and will offer places to students who have completed the school's admission process for the appropriate grade and met the school's admissions criteria.

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1.2 Aim

The aim of the admission policy is to inform prospective parents of the admission criteria, process and to ensure fairness and equity in the admission procedure.

1.3 Definitions

American Academy for Girls follows the American Common Core Curriculum and operates from Pre-KG to G12.

1.4 KHDA

The Knowledge and Human Development Authority (KHDA) is the educational quality assurance and regulatory authority of the Government of Dubai. The KHDA regulates private schools in Dubai. There are certain requirements that must be met by both parents and the school to enable the student to attend a private school. The KHDA provides a Parental Guide for School Admissions on their website <https://www.khda.gov.ae/> which sets out essential information for parents.

2. Policy Procedure

2.1 Prioritisation

When the school receives an application, students are placed into the admissions pool according to priority groupings as described below:

1. Taaleem board members
2. Taaleem teaching and executive staff children
3. Siblings of students currently attending the school
4. Government partner staff children
5. All other applications

2.2 Age & Cut-off for Grade of Entry

American Academy for Girls uses the student's age by the cut-off date 31st August, in accordance with the current KHDA guidelines and follows the last year group the student has completed, to promote them to the next year. The last year group completed takes priority over age with regard to the student's promotion to the next year group, however, all students are assessed to ensure the teacher is provided information to support placing the child on the correct learning pathway. For Pre-KG and Early Years (Age 3 years-6 years) students are placed according to their age and from Grade 2-12 upwards, the age is a guideline and acceptance to the following grade is determined by a valid school report and/or transfer certificate taking into consideration equivalencies between curriculums.

The student must be the appropriate age to join the grade on or before the 31st August and show they are school ready for the grade they are applying to. In the case of an application for a student to enter a lower year group than their age-appropriate year group due to various reasons agreed by the school and the parents, the school will request a demotion approval from the KHDA once the student is enrolled to confirm that the parents agree for the student to enter a lower year group associated with 31st August cut-off. This is not common practice, but sometimes a necessary agreement between school and parents.

There may, however, be other considerations that could impact whether a student is placed in their age-appropriate year group. This could include:

- a) When it may be in the best interest of the student to be in a year group below age expectations. This will only be completed with express permission of the parent, KHDA and in collaboration with the Head of Inclusion, Head of School and Principal
- b) The cut-off date in the student's country of origin (the school aims to avoid situations in which the student will be penalised on return to their home country, where possible)
- c) The student's successful completion of the equivalent grade elsewhere.
- d) A transcript or report cards from the previous year demonstrating exceptional academic performance and social skills,

American Academy for Girls follows the American Curriculum and welcomes applicants who have been studying within a different curriculum.

The following shows the correct age and year for a student to join and the equivalent grade comparison chart:

	US/IB Grade	Age as of 31st August	UK Equivalent Year
Early Years Programme	Pre-K	3 Years Old	FS1
	KG1	4 Years Old	FS2
	KG2	5 Years Old	Year 1
Elementary School	Grade 1	6 Years Old	Year 2
	Grade 2	7 Years Old	Year 3
	Grade 3	8 Years Old	Year 4
	Grade 4	9 Years Old	Year 5
	Grade 5	10 Years Old	Year 6
Middle School	Grade 6	11 Years Old	Year 7
	Grade 7	12 Years Old	Year 8
	Grade 8	13 Years Old	Year 9
High School	Grade 9	14 Years Old	Year 10
	Grade 10	15 Years Old	Year 11
	Grade 11	16 Years Old	Year 12
	Grade 12	17 Years Old	Year 13

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3. The Application Process

Entry into any year group at any time is possible within American Academy for Girls, where places are available, in accordance with KHDA and Ministry of Education regulations, the following rules apply if students enroll during the academic year:

- 1) Enrolment is open all year for students from KG1 to Grade 5.
- 2) If transferring from a school within Dubai the process must be completed by 15th December for students from Grade 6 to Grade 9, and by 15th November for students in Grade 10 or higher. KHDA may make exceptions on a case-by-case basis.
- 3) If transferring from an American curriculum outside of Dubai, the process must be completed by May 1st of the current academic year. KHDA may make exceptions on a case-by-case basis.

Submitting an application does not guarantee an admission offer or availability of a place.

3.1 How to Apply

Parents complete an online application form and submit the required documents to the Admissions Office. A non-refundable application fee of 525 AED including VAT must be submitted before the application can progress.

If the parent is applying from overseas, the Admissions Office may contact the student's current school and ask for them to assist in the assessment process. Students may be invited to attend an assessment. A confidential reference form will be sent to the student's current school.

Further assessments to establish English language level or learning support needs may be required. American Academy for Girls may also request additional supporting information from the student's current school.

3.2 Documentation to Submit

All relevant information must be declared including details of disciplinary, social, physical, medical or psychological problems and any possible learning support needs. If American Academy for Girls learn that relevant information has not been revealed, any offer of a place may be withdrawn, even if the student has already started within American Academy for Girls.

At application stage parents will be asked to upload documentation, including previous school reports, the photo page of each family members passport copy, Emirates ID's and other documents later requested by the Admissions Team. One of these documents is the 'Transfer Certificate' this will be a document that a parent will ask the student's previous school to prepare and the student will not be able to start their new school without it.

3.3 Applying to Multiple Taaleem Schools within Dubai

Payment of the non-refundable application fee (AED 525) is required when applying to each school within the Taaleem Group within Dubai, unless the school is unable to offer a place due to a waitlist. In such cases, the application fee may be transferred to another Taaleem school.

3.4 Admissions Pool & Waitlist

As applications are completed, they will be reviewed and places offered where possible. Where the number of applications exceeds the number of places available, American Academy for Girls will offer places in the waiting pool, this does not guarantee a place, but the parent will be contacted regularly in order to discuss keeping the application in the waiting pool for the current academic year. Places will be offered from the waiting pool on an ongoing basis as soon as they become available.

3.5 Deferral of Offer

Due to unforeseen circumstances, parents may decide to roll over the admission of the student to another term within the same academic year. This is possible pending availability of the seat and only if parents inform the Admissions team before the date of the student's original admission date.

3.6 Returning Students

Students returning within one year from their date of leaving may be required to sit an additional assessment, and updated school reports will be required.

3.7 Assessments

American Academy for Girls aims to provide a happy, purposeful environment for students, and we try to demonstrate this on assessment days by putting candidates at their ease and making it as pleasant an experience as possible.

3.7.1 Assessments

All new potential students undergo an assessment process with the Admissions Office, regardless of grade, school or country they are from. The school conducts assessments of all applicants to establish the level of English proficiency and to ensure that the student can access the school's program within the levels of support that are available.

- Age-appropriate assessments are utilized for students seeking admission to Pre-K to Grade 2. The students may be involved in more play-based assessments or in-class experiences. Older students, GR1 to GR3 may also be required to complete a one-to-one paper assessment with a teacher that is appropriate for their age.
- CAT4 is being utilized for students seeking admission to Grades 3-12 and students may be required to complete additional assessments for English, Mathematics and Arabic. Whenever possible, students with limited English will be assessed in their native tongue.

American Academy for Girls does not provide entry assessment results to candidates' parents as it considers these to be meaningless in isolation, but a senior member of the relevant grade or Admissions representative is happy to discuss the student's performance.

3.7.2 EAL & SEND

Further assessment for English as an Additional Language and/or Special Educational Needs & Disabilities may be required in order to reach an admission decision, including possible referral for evaluation by Head of Inclusion and/or an educational psychologist. American Academy for Girls strives to ensure that all individual needs can be met and welcome applications from students of determination. Each school has their own 'Inclusion Policy' please ask for this from the school you are applying to.

3.7.3 After Assessment

After the assessment, and once all documentation is received by the school, the application will be reviewed by the Admissions review team which will include the Secondary Guidance Counselor and Head of High School for Grade 9 to 12 applicants. Together with the information provided in the application and school reports, an admission decision will be given in writing to the parent/guardian.

Admissions decisions are made at the discretion of the Principal.

Possible admission decisions are as follows:

1. A place is offered to the student
2. A probationary place is offered to the student, linked to conditions set by the school which must be accepted and met prior to joining
3. The student is waitlisted for a place
4. We are unable to accept the student

3.8 Criteria for Admissions

Within American Academy for Girls, the criteria of acceptance is on an individual basis. However, broadly we seek to enrol the following students;

1. Who are motivated and determined
2. Whose academic performance (where applicable) is at an appropriate level
3. Whose conduct is good overall and those that are respectful to others
4. Who are and whose parents are committed to American Academy for Girls mission and vision
5. Whose qualities will enrich American Academy for Girls community and who will make a positive contribution

3.9 Consequences

Failure to provide accurate information during the applications process may result in the offer of a place being withdrawn.

4. Acceptance of offers

Parents will be given five (5) working days in which to respond and accept the place offered. To secure the place a payment of the registration deposit must be made, which will be offset against the termly fees.

In some circumstances there may be a conditional acceptance which means that the student is accepted, subject to some additional criteria being met within an agreed timeframe. These will be clearly documented

in the admissions offer letter. In order to confirm the students' place, parents must meet the requirements of the KHDA, including submitting all registration documents required by the KHDA authorities.

4.1 Special Educational Needs & Disabilities (SEND)

American Academy for Girls welcomes students of determination. American Academy for Girls will comply with their legal and moral responsibilities under UAE law, in order to accommodate the needs of applicants. Further assessments and information may be sought from parents in order to put effective support in place.

The Head of Inclusion will review and determine the appropriate provision for the student, which may include additional costs to the parents/guardians. This could be either/both in the form of 1:1 Learning Support Assistant, appointed by the family and/or specialist support from outside agencies (such as speech and language therapy, occupational therapy). All conditions for specific intervention must be agreed to by the parents upon acceptance of the admission offer and put into place after admission. Should additional needs be identified after admission, all offers are conditional upon acceptance of supplementary educational provision, outside agency involvement and associated costs deemed necessary by the school.

Parents are expected to provide the school with copies of all medical, psychological or educational assessment reports that are available, before entry to the school. Such materials are a prerequisite in enabling us to provide the best education for the student. Failure to disclose any such information, including the deliberate withholding of information, may result in the student not being able to continue at the school.

For more information on the Inclusive practices of each individual school, and particularly in relation to students with Special Educational Needs or Disabilities please see the school Inclusion and SEND policies listed on their websites.

4.1.2 SEND

Applicants who experience a barrier to learning

We believe that access is not only dependent upon the admission of the student. As stated by the [Implementing Inclusive Education: A Guide for Schools](#) access includes:

“the extent to which a student is able to engage with and actively participate in in appropriately challenging learning experiences”.

Thus, procedures which assess a student's educational need or potential barriers to learning form an integral part of the admissions process. Outcomes of these assessments and information provided by the parent / caregiver allows the Admissions Committee and Inclusion Team to proactively identify aspects that may restrict, limit or prevent a student from accessing education alongside their peers. Particularly vulnerable groups include:

- a. Students of Determination (Students with Special Educational Needs, also known as SEND).
- b. Students whose home language is not English – English as an Additional Language (EAL).
- c. Students who are Gifted & Talented (G&T).
- d. Students who might be subject to abuse or harassment, for whatever reason or may be at risk for significant harm.
- e. Students whose family are in crisis or under great stress.
- f. Students with poor attendance and/or punctuality.
- g. Students who are at risk of disaffection and exclusion from school.
- h. Students who have a temporary high-level need.

Students of Determination (SEND)

In Dubai, schools are committed to (in line with the Dubai Inclusive Education Policy Framework):

- a. Ensuring that admission to the school is not conditional upon the submission of a medical diagnosis and ensuring that students are not refused admission based solely on their experience of SEND.
- b. Ensuring students who experience SEND will receive 'sibling priority' for admission to a specific school or educational programme.
- c. Ensuring that students who experience SEND will be guaranteed the right to receive quality education and training in all types and phases of schooling.
- d. Ensuring that students who experience SEND will be actively supported to participate in the process of learning as they develop their potential, and build relationships with their peers, through social interactions in age-appropriate common learning environments.
- e. Providing access to appropriate provision, resources and curricular options for students of determination.
- f. Ensuring that students who experience SEND will be provided with the support, accommodations and curricular modifications required to enable equitable access to educational opportunities.
- g. Ensuring we promote the principle of equity for students who experience SEND.

For more information on parental rights and responsibilities relating to the admissions process please see the KHDA publication [Advocating for Inclusive Education – A guide for parents](#).

4.2 English as an Additional Language (EAL)

Notwithstanding the fact that English is the main language of instruction, American Academy for Girls is committed to making its EAL program available to students whose first language is not English. If a student is identified as requiring possible EAL support (either through identification by the parentor through the assessment process) the Inclusion Team will become involved and conduct further testing. Based on the results of this assessment and in collaboration with Admissions and the Inclusion Team and respective Head of School support will be put in place in order to support the successful admission of the student.

4.3 Class and Set Sizes

Offers can only be made if a place exists in the grade or subjects are available in High School. Due to the transient and uncertain nature of the international community in Dubai, there must be some flexibility when making offers. Generally, the maximum class size is between 22 and 26.

4.4 Orientation

New students and families that are joining at the start of the academic year

are introduced to the school by the Admissions team. All families will have the opportunity to meet senior members of the academic staff as they make preliminary visits to the school.

The school will hold an orientation day for new students before the new Academic Year to ensure they settle into the school as quickly as possible. There is close liaison between the Admissions Manager, Principal and Heads of Schools.

Students may have placement testing in certain subjects during this period.

4.5 Toileting Policy

All students (Pre-KG upwards) should be fully toilet trained (both urinary and fecal) by the time of starting school and must accept the school's policy on toileting. The school recognises that accidents, both urinary and fecal incontinence, do occur at times and the school will make provision for students where this happens on occasions but if the class teacher is concerned with the frequency of accidents, the student must stay at home until the parents/guardians are confident that the student can return to school fully toilet trained. For more information, please reference the school's procedures regarding toileting.

5 Registration & Re-Registration

5.1 Registration fees

New students will be required to pay AED4,000 of the annual tuition as a non-refundable registration fee to accept a place in American Academy for Girls. This will be deducted from the tuition fees for the joining term.

5.2 Re-registration Fees

Current returning students will be required to pay AED2,000 non-refundable re-registration fee to hold places for the following academic year, if returning to the school, to be deducted from the first term's tuition fees. Failure to pay the re-registration deposit can result in a student's place in the school being revoked.

American Academy for Girls reserves the right to refuse the issue of academic reports and refuse re-enrolment for students when fees are repeatedly not paid on time or if they have not been settled for the previous academic year.

Should the family relocate outside of the UAE or to another Emirate, the school may offer a refund of the deposit before the academic year for joining commences. Such refund requests must be made in writing to our Admissions Office with evidence of the relocation and will be reviewed at the school's discretion. American Academy for Girls reserves the right to seek further documentation to support the request. Unfortunately, they are unable to offer any refund of the deposit for requests for any other reasons other than relocation out of Dubai.

6. Withdrawal & Refund Guidelines

Any student can withdraw from American Academy for Girls at any time of the year, regulation guidelines are listed here [KHDA Refund Policy](#)

Every parent needs to complete a withdrawal form and may have the opportunity to meet a member of the Senior Leadership Team to discuss why they plan to withdraw.

Depending on the time of withdrawal within the term, charges will be made.

All withdrawing students will be notified to the Principal, who will make a final recommendation in conjunction with Taaleem Central Office.

In order to comply with government rules, the school must be informed of the country to which the student is being transferred. If the student is transferring to another school in Dubai or other part of the UAE, Dubai schools will prepare a Leaving certificate which is charged to the parent at AED120. In order to do so the Admissions Manager must be informed in writing of the school to which the student is transferring in order to prepare the correct documentation.

7. Acceptance of Policies

Parents/guardians who accept places at American Academy for Girls agree to the acceptance of all school rules, policies and expectations in force at the school, especially in regard to behaviour, respect for others, attendance, use of school equipment, field trips and academic matters.

Proven and intentional breaches of the school's policies including behaviour, anti-bullying and social media use may result in sanctions including suspension from the school.