



Admission Policy

In keeping with our mission that all children can learn and all children can succeed The Alpha School is open to students of all nationalities to whom a well-rounded education is offered irrespective of their gender, race, disability, or special educational needs in line with the Ministry Of Education regulations and the schools admission policy.

Placement:

Year group placements are made according to the age norms that operate in the British system. As per the Government regulation a transfer certificate for all children from the child's current school will be required in order to facilitate the correct placement. Cut off dates for any given year are; September 1 to August 31 inclusive. Therefore, placements are made by age as per KHDA requirement as follows:

Year	Age	Key Stage
Year 1	5+	1
Year 2	6+	1
Year 3	7+	2
Year 4	8+	2
Year 5	9+	2
Year 6	10+	2

Assessments

The Alpha School is an inclusive school therefore conducts assessments of all applicants in order to establish their academic level and to ensure that the child is able to access the schools Programme so as to determine the levels of support that may be required.

Applications for Emirati and other students with developing English

Alpha is committed to making its programme available to some students with limited English. In order to do so, the school will employ support staff to support English as Additional Language.

A student with difficulty with English language can be admitted if he or she is judged and able to access the curriculum. The prime aim will be to have students study without support at the earliest opportunity.

Applicants who need learning support

The School will appoint a learning support coordinator to work with students identified as having additional learning support needs or disabilities.



Admission Process

Opening of admissions will be advertised on the school website in February of each year and also through a written circular informing all present and prospective parents of the admission process and timeline.

Enquiry

Parents wishing to register their child will be able to do so either by visiting the school or filling in an online registration form. Admissions department will respond to all enquiries through email or phone and assign an appointment.

Registration

Parents visit the school as per the date and time given for registering their children. (A registration fee is to be paid, adjustable in the tuition fee.) Registration does not guarantee admission.

Admission formalities

Parents complete an application form and submit the form to the school's registration office with the appropriate fee and all appropriate supporting documentation, which must include reports from the current school being attended and the results of any assessments that have been undertaken. The school Admissions Officer (AO) will pass the completed form to the office assistant/receptionist for issuance of:

- Appointment Card for Assessment & Interview date
- Registration receipt
- Admission Package / Fee Structure
- Admission and Fee Payment Formalities
- Parent Handbook / Folder.

Assessment

Assessment of the child and interview with both the parents will be conducted on the given date/time all students who have applied and have been invited for an assessment will be asked to meet the Principal for an informal assessment, the outcome of which will be recorded on the assessment form.

Year 1 students and above will complete a written assessment in core subjects such as English, Mathematics and Science. If English support is required, the Admissions Officer will be informed and assessment arranged with support staff. If the Admission Officer considers that learning



support may be necessary for the child, additional reports may be called for and recommendations recorded in the child's personal file. Further assessment may also be asked for.

Once the Admissions Officer has completed the file it is returned to the Principal to complete with the appropriate letter prepared for parents for final signature. The Principal will comment on whether an offer can be made, but has the right to ask for further information before approving an offer, and has the responsibility of ensuring that the class size policy is respected.

Assessment results

The result is finalised within a week of the assessment and displayed on the School/Office board. In addition parents of successful students will be informed via email to collect the admission fee bill from the school office to be paid at a designated bank.

Acceptance of Offer

Parents of successful applicants will be given 5 working days to accept the offer and secure the place by paying the fee and providing the school with the following documents. Failure to do so the admission will be automatically cancelled and the place will be offered to the next applicant.

- Full passport and visa documentation of both parents and the child
- Any documentation concerning needs for learning support proof of necessary immunization and a school medical form completed and verified by a doctor at the latest within 15 working days of arriving at school
- For FSI children, a completed proforma reference from the child's nursery school or play group
- Outcomes of assessments and a report from the child's current school
- Copy of Birth Certificate
- Last Report Card from previous school
- Passport size latest photographs
- Medical report (if any)
- Copy of paid Admission Fee bill
- Copy of father's C.N.I.C
- School Leaving Certificate attested by:
 - a) Ministry of Education b) Ministry of Foreign Affairs c) UAE Consulate.

Failure to produce any of the above documents will delay admission and placement. In the case of any failure to produce proof of immunization in the due time after admission will result in exclusion until such documentation is obtained. If any part of the completed application and the supporting documentation is found to be false, misleading, or incomplete, the school reserves the right to withdraw the offer of place or to ask that the child is withdrawn from school having been admitted.

Admission Finalised



THE
ALPHA
SCHOOL

On receipt of complete documents and payments outlined above, parents will be directed to the KHDA approved Parent Contract. Additionally, parents will be directed to the E-commerce portal for mandatory purchase of the iPad Bundle (FS2-Y6). Admission is finalised once contract is signed and iPad bundle ordered and paid for through our recommended vendor.

At this point parents are provided with:

Admission Order (original)	Uniform and Stationery Lists	Welcome Letter
Booklist	Identity Card	