



مدرسة امباسادور
AMBASSADOR SCHOOL
INSPIRE INQUIRE INNOVATE

POLICY	STUDENT ADMISSION POLICY
FUNCTION	FOR INFORMATION & GUIDANCE
STATUS	RECOMMENDED
AUDIENCE	PARENTS
IMPLEMENTATION	ADMISSION COUNSELLOR
ISSUED FOR	PARENTS
DATE OF REVIEW	Reviewed : APRIL 2017 Next Review : APRIL 2018
LEAD PROFESSIONAL	PRINCIPAL

STUDENT ADMISSION POLICY

AIM

Starting school is a big step for a child and parents. Every child is different and will settle in their own way and time. At Ambassador School we discuss how best to do this partnership with parents. Before a child starts school there are opportunities to visit and discuss any individual needs with staff.

Ambassador School has an open admission policy for students who choose to enroll. We at Ambassador ensure that all children, regardless of ethnicity, culture or religion, home language, family background, gender or ability should have the opportunity to experience a challenging and enjoyable program of learning and development.

This policy sets out the School's aims for admission to students. It also describes the principles and processes which are used to select and admit new students.

The School's admissions support the goals and aims of the school as laid out in its Mission and Vision.

ADMISSIONS PROCESS FLOW

Purpose

To offer admission to all prospects who qualify the school's admission criteria for the respective grade.

Objective

- To collect documents from applicants as per KHDA guidelines at the time of admission.
- To register admitted child with KHDA.
- To maintain admission and withdrawal register.

Process

In case of Walk- in Parents/Online application/Telephonic/Email enquiry - Day 1

- Parents to fill online registration form and admissions team invites applicant's family for child's written assessment and interaction on a specified date and time or a School tour.
- List of documents mandate for admission is shared in email with details about Interaction schedule.
- School Representative receiving the walk-in Parents to update the Walk-in register.
- Admissions team to check availability of seat for the applied grade.
- Enter the Walk-in Parent details in the school Admissions Software.

Day 2

- Parents visit the school with the child and related documents on the scheduled interaction date. The Admission Officer guides the parents on the admission procedure
- Parents interacts with the Principal. Senior Secondary admission students meet the senior academic team.
- Admission Team makes arrangements for the Interaction /written assessment.
- The admission philosophy of the school is inclusive.

There are two ways in which students with SEND are identified during admission.

Parents approach the school and present a diagnosis of their ward. Initial interaction with the Learning Center team is arranged to assess and decide the next steps of intervention and appropriate placement.

If the student is facing challenges at the entrance test, then the admission team arranges an interaction with the Learning Center.

CAT4 report will be used as a diagnostic test to understand the cognitive abilities of new students.

- Parents are informed about the status of the interaction by giving admission offer letter (valid for ten working days)

Day 3

- Parents proceeding for child's admission submit all documents at the admission department with filled-in admission forms (starting Day 2)
- Admission Team to register admitted new student as per regulations by Ministry of Education in KHDA School portal using valid Emirates ID card for child along with one parent.
- Update admissions software pertaining to every student.

The documents required at the time of admission are:

1. Five recent Passport size photographs of the child with white background.
2. Copy of the child's birth certificate. (Attested)
3. Transfer Certificate (Attested)
4. Passport copy of the child with valid visa stamp page.
5. Copy of the child's Emirates ID.
6. Copy of Vaccination Record.

Withdrawal process

- Arrange for an exit interview with the principal in case the parent is applying for T.C.
- Coordinate with accounts department for returning PDC's or refund in case of T.C.
- Update withdrawal to all relevant departments.

CHALLENGES

- Reschedule an interaction session for families who missed the initial specified schedule.
- Families are invited for a next interaction if a child does not mingle well during the first scheduled interaction with Teacher.
- Objectives are monitored through Internal Audits and Management Review Meetings.

FURTHER INFORMATION

For further information about Ambassador School, visit our website www.ambassadorschool.com

If you wish to contact the Admissions Office directly, email admissions@ambassadorschool.com

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Reviewed in April 2017/ Next Review in April 2018