# New Academy **School**

# **Admissions Policy**



First Implemented: March 2016 First Reviewed: April 2017 Second Reviewed: April, 2018 Last Reviewed: April,2019 Next Review: March 2020



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#### 1. Purpose

This policy sets out the criterion for deciding the Admission process and fee structure in the NAS.

To support families and ensure that the admission process is transparent and effective, to meet the needs of all parents.

#### 2. Policy Statement

- To support the school's Vision and Mission Statement
- To support parents by enabling them to understand the admissions process
- To support the school by ensuring NAS receive the correct information to be able to respond quickly to applications
- To ensure there is a good match between student and NAS for the benefit of all parents, so that needs are suitably met
- To support the NAS in ensuring it adhere to UAE law and KHDA guidelines.

#### 3. Entitlement

- 3.1 <u>Introduction</u>: NAS strives to be as inclusive as possible when considering all admissions, especially those with specific additional learning requirements or special educational needs. The school offers an American curriculum program in an international context with an emphasis on the importance of inquisitive learning and enrichment activities. NAS instills and integrates UAE local cultural and Islamic values and beliefs as part of the school overall learning objectives.
- 3.2 <u>Language of instruction</u>: English is the language of teaching, learning and daily operation at NAS. As an American Curriculum school we strive for students to become fluent in all aspects of the English Language and to meet the expectations for their age.
- 3.3 <u>Grade level</u>: Students are placed in age-appropriate grade levels as per the KHDA and ministry guidelines. If Students was failed in last attended school and get admission in same grade last result will be discard for this grade.
- 3.4 <u>The role of SLT</u>: SLT oversee the admissions policy of the school and ensure that it allows the school to maintain its mission and to prosper. The policy is updated and reviewed regularly. Admissions appeals should be addressed to the Principal/ VP who may consult with SLT although the Principal's decision in all matters of admissions is final.
- 3.5 <u>Eligibility:</u> NAS admits children between the ages of 4 and 18 years old.
- 3.6. Inclusive Education Admission:

As per the Inclusion and Gifted & Talented Policy NAS will accept all students based on the following UAE Government policies and guidelines. Federal Law No. 29 of 2006 and Law No.2 of 2014. Executive council resolution no.2 of 2017reulating private schools in the Emirate of Dubai. {Article: 4-14and 13-17}



*My City.. My Community a City for Everyone Agenda: Inclusion Vision 2020 The Dubai Inclusive Education Framework of 2017* 

For details with regards to the admission of students with determination please refer to NAS Inclusion and Gifted and Talented Policy.

#### 3.7 APPLICATION PROCEDURES:

- Contact should be made with the school either by telephone, personally or email. An appointment will be made to meet the Registrar and to tour the school.
- A completed registration form must be submitted to the school administration office. If the child has already been at school the following should be included:
  - The child's latest school report.
- All new prospective students are required to take assessment. Based on the results, as well as when considering the interview with parents and students, the school will then make a decision on whether it can adequately support the student to achieve to their full potential. The following outlines the procedures implemented for admissions (please see appendix 1 for a graphical representation):
  - The registrar schedules an appointment for intake assessment and testing, after discussions with a relevant grade teacher regarding availability.
- Assessment fee is AED 300 non- refundable and non- transferable.
- If the application is successful and a place is available ; One-time Admission fees of AED 1000 is charged for newly enrolled students non- refundable non- adjustable and non-transferable. A letter of offer will be issued along with joining information. **Documents required for new admission**:

1- Copy of birth certificate.

2- Copy of passport on which the child is registered (A photocopy of a valid resident visa for expatriates).

3- Copy of UAE National ID card for both student and parent and the original for student who is new admission or from another country for register them in KHDA system.

- 4- Copy of vaccination card for kindergarten and the original card for Gr1-Gr 12 students.
- 5-5 recent 6X4 photographs for kg and 3 form Gr.1-Gr.12.

6-4000 DH per child (1000 AED registration fees.3000 AED deducted from the school fees).

o Transfer certificate from the previous school to include: date of enrolment; year group placement; date the child left the school; school stamp and signature.



- Online registration inquiries, procedures and forms are also available on the school official website; <u>www.newcacdemyschool.com</u>, visitors and parents are kindly requested to read through and follow the indicated steps.
- Existing students should reserve their seats for next academic year with payment of AED 1000, nonrefundable but adjustable against tuition fees.

#### 3.8. Provisional ACCEPTANCE:

- A student may be offered a provisional place at NAS. This means that application to the school may not satisfy one or more of the admissions criteria. The following must then be provided:
  - o further documentation about the child's schooling;
  - o evidence of application for residency or your residency status;
  - o CRASH COURSE/SUPPORT CLASS in English or Maths prior to re-sitting the placement test
  - o A review period may be set at which point the student's progress will be reviewed to establish if NAS is the most suitable school to meet the child's particular needs.
- If the conditional criteria are not satisfied NAS retains the right to withdraw the place and ask the parents to seek alternative arrangements for their child's education. NAS will assist as far as possible to find a suitable alternative.

#### 3.9. WITHDRAWAL OF AN OFFER OF PLACE

NAS aims to maintain the highest standards in all that it does. NAS requires all employees, contractors, parents, children and visitors to maintain a high standard of conduct. There is a minimum standard of behavior and conduct to ensure people at NAS feel happy, safe, valued and confident.

Hostile or aggressive behavior is not tolerated in NAS and such behavior will result in the withdrawal of a child's place at NAS. Behavior and conduct of children, parents or their immediate family in or out of school likely to bring NAS into disrepute will also result in the withdrawal of a child's NAS place.

A verbal warning, followed up with written confirmation, will be issued in the first instance warning that the Code has been breached. Secondly, a formal written warning will be issued.

Finally, the NAS place will be withdrawn with immediate effect and the child should be removed from school.

#### 3.10. FEE PAYMENT, REGISTRATION AND WITHDRAWAL

NAS Fee Structure for Academic year 2019-2020.

#### **School Tuition Fees**



Admission Fees- One-time Admission fees of AED 1000 is charged for newly enrolled students nonrefundable nonadjustable and non-transferable

**Registration & Assessment Fees** - Registration fees is AED 3000, non-refundable but adjustable against tuition fees. Assessment fees is AED 300 nonrefundable and non-transferable.

**Seat Reservation (for existing students)** – AED 1000 is to be paid for seat reservation non- refundable but adjustable against tuition fees (Cheque Return charge = 100)

GRADE	ANNUAL FEES	CHARGE FOR	CHARGE FOR	CHARGE FOR
	2019 - 2020	SEP - DEC 2019	JAN - MAR 2020	APR - JUN 2020
KG1	11,950	6,980	2,485	2,485
KG2	11,380	6,400	2,490	2,490
GR-1,2	13,350	7,850	2,750	2,750
GR 3	13,515	8,015	2,750	2,750
GR 4	14,090	8,590	2,750	2,750
GR 5	14,025	8,525	2,750	2,750
GR 6	14,090	8,590	2,750	2,750
GR-7	18,755	9,935	4,410	4,410
GR8	20,220	11,400	4,410	4,410
GR9	19,530	10,710	4,410	4,410
GR10	26,310	14,510	5,900	5,900
GR11	28,480	15,530	6,475	6,475
GR12	28,255	15,305	6,475	6,475

The approved fees from the KHDA are as follows:

5



#### **Tuition Fees Instalment Structure**

Instalments	<b>Payment Method</b>	Date Due
First Instalment (Fees + Books+ International Exam Fees)	Cash or Current Dated Cheque	<u>20-08-2019</u>
Second Instalment	Post Dated Cheque	<u>01-12-2019</u>
Third Instalment	Post Dated Cheque	<u>01-03-2020</u>

- All tuition fees are payable in advance of attendance, and are in accordance with the fee structure established by NAS under the guidance of KHDA's established School Fee Framework.
- The admission fee is non-refundable and non-transferable. School fees must be paid on or before the first day of the relevant School term to secure the student's place at the School. Furthermore, the Parents may be required to pay additional fees, including but not limited to fees for the student's learning support needs (if such individual needs are identified by the School in prior consultation with the parents/guardians) and examination fees ("Additional Fees"). The school can be contacted for a list of additional fees that may be applicable.
- Failure to pay any School fees may result in exclusion of the Student from the School. School fees, including but not limited to tuition, admission, registration, reregistration fees (if applicable) and Additional Fees may increase at any time in accordance with applicable law.
- The Parents must give written notice to the Registrar thirty (30) days prior to the last day of attendance, if the student is withdrawing from the School. In the event of withdrawal, School fees will be refunded in accordance with the School's fee refund policy which follows applicable law.

#### 3.11. <u>REFUNDS</u>

- The registration fee, admission fee, and re-enrolment fee remain non-refundable, while tuition fee refunds follow the KHDA laws/ regulations for Private Education. If a student withdraws or leaves school for any reason, the refunds will be processed as follows and returned to the original payee.
  - If a student withdraws prior to the start of the academic year, the balance of the first term/semester fee paid will be refunded, except the AED 1000 Registration Fee and AED 3,000 Admissions Fee, or the AED 1000 re-enrolment fee.
  - If a student withdraws during the school term/semester, the Registration fee, Admission fee, and Re-Enrolment fee, are non-refundable, and the remaining fees is refunded in accordance per the KHDA laws for term payments.



- Fees will be charged for one full month if a student attends school for two weeks or less.
- Fees will be charged for two full months if a student attends school for more than two weeks and less than one month.
- Fees will be charged for the entire school term/semester if a student attends school for more than one month.
- School fees, including but not limited to tuition, admission, registration, reregistration fees (if applicable) and Additional Fees may increase at any time in accordance with applicable law.

#### 3.12. NOTICE OF LEAVING

- The UAE federal authorities issue regulations about the collection of fees depending on the period that a child has been at school and NAS adheres to these regulations in full.
  - When fees remain unpaid children are not entitled to receive a transfer certificate or their final reports until fees have been paid.

#### 3.13. TRANSPORT FEES

NAS will not guarantee to all bus routes requested.

المنطقة – Area	One Way	Two Way
Dubai (Aljafiliya-Almankhool-Alrafaa-Alhudaiba)	4,500	6,000
Dubai (AlsatwaAlDifaa - Alkarama)	4,500	6,000
Dubai	5,000	6,600
Sharjah	5,500	7,000

#### 4. Sibling Policy

According to the sibling policy of NAS for all students including those with determination, third member of the family will be eligible to get 5% discount and subsequent members will get 5% discount on the regular tuition fee.

Eligibility Criteria for Sibling Concession:

- All existing and new students of NAS.
- Candidate's real sister /brother must be the student of NAS.
- Candidate in the lower grade will be eligible for concession.
- Candidate must provide the supporting documents.
- Application for fee concession must be given on or before May of the respective academic year.
- 5. Scholarship / Discount Policy
- To recognize scholastic excellence, school leadership and community involvement, the New Academy School (NAS)-Dubai has a scholarship awards program on the academic year 2017-2018. The recipients of these prestigious awards will be known as NAS Scholars.



The NAS Scholars will be students who demonstrate outstanding school or community leadership and involvement, innovation in addition to academic achievement.

Scholarship/ Grant Title	% Concession of the school's tuition fees	Number of scholarship Awards
Community Involvement	10%	3
Leadership & Innovation	10%	3
Academic Achievement	15%	3

#### 6. Responsibility

The Policy will be reviewed annually. The Registrar(s) is (are) responsible for the effective implementation of this policy. The review will be carried out by the Senior Leadership Team.



#### 7. Appendix

#### APPENDIX 1 – Graphical representation of admission process



13. APPENDIX 1 - Graphical representation of admission process









PHOTO

Name of the student :
Grade :
Parent's/ Guardian Signature :
Phone No. :
Mobile No. :

### LOCATION DETAILS

Name of the driver	
Name of the driver:	
Mobile No :	
Bus No	





اسم الطالب : الصف : توفيع ولي الامر : رقم اليونيل : رقم اليونيل : اليونيل عنوان السكن السانق : الم السانق : روم اليوبايل :			юто
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بالأنتهاء من إجراءات الإقامة وبطاقة الهوية أو شهادة الأنتقال وتصديقها للطالب / الطالبة في موعد أقصاه شهران من تاريخ التعهد وأحضار هم إلى المدرسة لأستكمال إجراءات التسجيل ويعتبرتسجيل الطالب / الطالبة لاغي بعد أنتهاء المهلة المحددة أعلاه .

توقيع ولى الأمر :.....

التاريخ :....

#### Parent Undertake

I ..... parent of ..... Who is currently attending Grade ...... section .....

At the New Academy School Dubai, I undertake to complete and submit my and my child's required documents to complete my child's registration as required by the KHDA and sign school – parent contract.

Here by, I will be submitting the following document and evidences within two menths from the date of this letters.

1- UAE / valid residency y documents for me & my child.

2- National UAE ID card, (me &my child).

I fully acknowledge that failing to complete the above commitment within the specified timeline will result in not completing my child's registration at New Academy school.

Parer	nt signature:
Date	•





#### **REGISTRATION FORM**

#### FOR ADMINSTRATIN USE ONLY

STUDENT NAME:	GRADE :
DOP :	Mob No :
DATE :	
ENTRANCE EXAM RESULTS :	
- ENGLISH : F.C	ELL:
-MATHEMATICS: F.C	
-SPECIAL NOTES:	
-FINAL RESULT:	SIGNATURE :
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Measles	الضبية			ت اللب Conjenital Heart Disease	تشوغة			
Mumps	RSP .	S		Diabetes Mellitus	السكري			
Polio Mylettis	شلل الأطفال			Epilepsy //	المرع			
Rubella	الحصبة الألملي		*	G6 PD ( Glucose6- phosphate dehydrogenase deficiency	1. S. w.S.			
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Tuberculosis	المىل (الدرين)		-	عمليات جراهية Surgical Operation			
Whooping Cough	السعال الديكي			Thalasaemia الثلاسيميا			

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Hospitalization: ONo OYes	Reason		Date:

الجنيري

Family History: Diabetes- Hypertension- Mental Disorder- Stroke- Tuberculosis. Other, Specify: ----- Licensed School Nurse Signature: ----



	3	NASS الجديدة الاحديدة NEW ACADEMY SCHOOL Est.1987								dent's cture	5	
	Appli	cation	1 Form									
Academic Year:	20 / 20	)	Term:			ass:				Sectio	n:	
Student Data												
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Name:			Class:		Name:						Class:	
Name:			Class:		Name:	Name:			Class:			
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		Ge	eneral In	formati	on Abou	t the	e Stud	ent				
Student's mother	tongue:				Other l							
General Importan	t Informatio	on:										



		DUBAI HEALTH AUTHORITY
	Letter for refused vaccination in the s	chool premises
tudent Name:	-	
ate of Birth:		
lass/Grade:		
chool Name:	iew Academy	
chool Name:f	vew Academy	
chool Name:f	vew Academy	
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am Mr. / Mrs		her/Mother) of
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am Mr. / Mrs tudent his is to inform yo chool premises fo agree & assure to asis. ignature:	Fat bu that I have objection for my son/daug r the reason of provide the school with a copy of upda	her/Mother) of hter to receive the vaccination in the



 إسم الطالب:

رسالة عدم أخذ التطعيمات في المدرسة

تاريخ الميلاد:
الصف:
إسم المدرسة:

.....

أود ان احيطكم علماً بان سبب اعتر اضى لتلقى ايني / ابنتي التطعيم في المدرسة هو:

أوافق على تزويد المدرسة بنسخة من سجل التطعيم بانتظام بعد ان يتم تحديثه.

التوقيع:....

التاريخ: .....

رقم الموبايل:....



		050085		
APPLICATION FOR	RADMISSION WITHDRAV	VAL& FEE REFUND		
Perent name;	*****		ute	
Address:				
Contact Tel no	.2,	F		
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New Academy School Registration Department Transfer Certificate Requisition Form For the use of Registration Department: Student Name>-\_\_\_\_\_ Section:-----Grade:-----Date of joining:-------Grade:------Type of TC: D Private School :- Dinternal-Dubai Government School
 Divternal-UAE Emirate - School name ...... - Branch \_\_\_\_\_ Country:----- Overseas Student's last attendance date:----Semester:-----Transferring reason(s): - Application complete by :\_\_\_\_\_ Signature:\_\_\_\_\_ Date:\_\_\_\_\_ For the Use of Accounts Departments Current due school fees:-----This is to confirm that all due school fees have been cleared in full for the above listed student till the last attendance date specified above. Date:----Signature:----Account's name:-----For Principal's Approval: Approved to proceed with issuing student's TC Hold TC till all due payments are cleared

Principal:----- Date:----- Date:-----



لة الاكانيمية الجنيدة	المدرد	
مسم التسجيل	á	
لب شهادة انتقال	<u>la</u>	
		<u>خاص يقسم التسجيل :-</u>
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		قوع شهدة الأنتقل :-
سليم للبتريسة	رصة حكرمية	<ol> <li>2-1) داری بودر می :- 0</li> <li>3-2) خارج الدولة :- 0</li> </ol>
		میب الانتقال :
لتاريخ : التريخ :	الترقيع : الترقيع :	اسم النسجل : الشرف الإداري :
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#### المستندات المطلوبة للبسجيل الجديد

1-شهادة الميلاد وصورة عليها.

2-جواز السلم المسحل به الطالب مع صورة منه. (صورة الإقامة سارية المعمول لغير المواطنين)

3-صورة بطاقة التطعيم للروضة والبطاقة الأصلية من الصف الأول إلى الذاني حشر.

4- بطائلة الحوية للوحدة للكل من الطالب وولي الأمر و صورة لكل منهما .

5- 5 سور محسبة حديثة قباس 6+4 التروضة 3 تباقى بتراحق.

6- شهادة لحاج أنحر صف دراسي للعلمة للقولين من مدرسة حاصة داحل إمارة دي..

7- للقادمين من مدارس الحكومة شهادة ترك دراسة وشهادة تحابة العام الدراسي مصدقتين من وزاية التربية والتعليم .

8-تنهاده انتقال وشهادة الجابة العام الدراسي للطلبة الطولين من الإمارات الأجرى مصدقين من النمللة التعليمية التابعة غا الدرسة.

9- الطلبة القادمين من حارج الدولة (حضار شهاده الطال و شهاده نماية المام الدراسي مصدقادين من وزارة التربية والتعليم ووزارة

الخارجية والتصلية الإمارات الغربية المتحلبة في اللبولة القادم منها .

10- دنغ ساغ 4000 - ديدم ( 1000 رسوم لنسجل و3000 درهم لخصم من لرسوم للراسية ).

### Documents required for new registration:

Birth certificate and a photocopy of it.

- Passport on which the child is registered and a photocogy of it. (A photocogy of a valid resident visa for
- A photocopy of the vaccination card for windergarties and the original card for G1-G12 students
- UAE National ID cards for both student and parent.
- 4000 dirhams per drild (1000 AED registration fees, 3000 AED deducted from the school fees).

e.A.