

SCHOOL ADMISSION POLICY

Written by	Admin Officer	Reviewed by	Registration department	February, 2024
Approved by	Principal	Next Review		February, 2025

Admission Committee Members

Principal, Vice Principal, Academic Advisor, Counsellor, KG Head, Registrar and SENCo

Introduction

This policy sets out the requirements for enrolment and re-enrolment of students in line with the SPEA regulations. We ensure that Emirates American School will take a fair and non-discriminatory approach to the enrolment of students, in support of a diverse and inclusive school community. The policy may be updated as and when needed.

We believe that the promotion of a positive, supportive climate of respect, safety, and responsibility is essential. All our current and prospective students deserve equal opportunity and should be treated with respect and dignity. However, we also recognize that to be inclusive to all learners; we need to differentiate in the type and amount of instruction and learning support.

School Profile

Emirates American School (EAS) is a comprehensive Pre-KG - Gr12 school that is located in Sharjah, United Arab Emirates. The school opened in the year of 2013 and graduated its first senior batch in June 2014. Emirates American School is licensed by the Ministry of Education, UAE and is accredited by Cognia (formerly known as AdvancED).

Curriculum

EAS follows American curriculum, and it has been designed to meet the course credit hour requirement and also prepare students for admissions in the best universities in USA, U.K, Canada, UAE and other universities across the world. EAS offers a 4-year high school graduation plan which provides an opportunity for each student to explore his/her inherent interest through a wide range of academic Elective Courses. The course work includes UAE National requirements for credits in Arabic Language, Islamic Education, and Social Studies,

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along with US Common Core State Standards for Math, Science, English, and other Elective Subjects to ensure that students' education meets all American and UAE standards for study. The school's curriculum is reviewed every 2 years to ensure compliance and progress in meeting the Common Core Standards.

The subject allocation for grades 10-12 is done to satisfy the credit hours requirement in accordance to the UAE Ministerial Decisions 883 and 199 for Certificate equivalency. Grades 10-12 students are provided with a wide range of elective subject options according to their future career path and to meet the equivalency requirement.

Credit Hour and Graduation Requirements

The school academic year at EAS is divided in to three terms with required instructional days. The graduation plan at EAS is subject to the credit hours earned by the students over the period of four years, from grades 9-12. Minimum credit hours must be earned for all mandatory subjects and the student should successfully pass to graduate. Therefore, in case of excessive absence, student will lose credit hours and may fail to meet equivalency requirements.

Students must pass IELTS/TOEFL and SAT or EmSAT examinations to meet the requirements of UAE Certificate Equivalency. A letter of Certificate Equivalency is a mandatory admission requirement in every University in the UAE.

Age for Admission

For new admissions, a minimum age of 3 years is set for Pre-KG and 4 years for KG by the ministry of Education. Subsequent age limits are set for admission from KG2 to Grade12.

Gender and Nationalities

Both boys and girls are offered admissions at EAS from Pre-KG to Grade 12. We have co-education from Pre-KG to Grade 3 and thereafter boys and girls are placed in different sections of the school.

Applications for Next Academic Year

These can be made at any time, and admissions assessments and interviews will begin in January. The admissions team will try to respond to your application within 3 working days.

Re-registration

The students who are promoted to the next higher grades are eligible for re-registration for the next academic year unless there are significant behavioral issues. Fees must be paid up to date to enable re-registration. Parents are advised to confirm with the accounts department of the school regarding any outstanding payments.

Admission of siblings of the current students:

As per the vacancy in each grade, the siblings of current students are given priority for admissions in the current year and for the next academic year.

Staff Children

The admission of staff children is based on availability of seats and satisfying the conditions listed out in the admission policy and procedures.

Waiting Lists

The students may be placed on the waiting list if no vacancies are available in a particular grade. The parent will be contacted when a place becomes available, and if a place is offered it must be accepted or declined within 7 calendar days.

Acceptance Criteria and Selection Process

As per the vacancy, once a seat is offered after the test and interview, the parent must accept or decline within 5 calendar days. Non-submission of registration form and the parent-school contract or any of the essential documents as requested by the Registration Officer will eventually lead to the cancellation of the offer.

Your child's place in the school registration system is only confirmed once we have received all your documents and payment of the registration fee. The school will not be responsible for the non-registration of students in the Ministry system (Daleel) due to the delay or non-submission of required documents.

School Fees

The registration and re-registration fee of AED500 is non-refundable, but if the admission is secured it will be adjusted in the tuition fees. All school fees including the additional fees for students who are registered under Special educational Needs are available at the school office

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and are subject to change as per the discretion of the Sharjah Private Education Authority.

Placement of Students After Enrolment

The students will be placed in the appropriate grades after the confirmation of admission. The students will be allotted different sections based on nationality, language ability, gender, and additional learning needs. At the beginning of every academic year, the classes are re-shuffled for mixed ability settings and as per the behavior reports. To provide an excellent learning and behavior environment, no requests are entertained to retain any student in the previous section of the next grade.

Medium of Instruction

The American Curriculum subjects are offered in English. While language proficiency in early stages of education may not be considered for admission, it becomes non practical for students to adapt if they are not reasonably proficient in English in the middle and senior classes. We believe that language is central to the intellectual, social, cultural, and emotional development of students. To this end, every teacher is a language teacher. Our goal is to honor and support the development of both Arabic and English. We highlight the transdisciplinary nature of language learning by teaching the academic language through content in both English and Arabic. The language support is provided to students after assessing the language proficiency in both English and Arabic in school.

Inclusive School - Additional Learning Requirements

Emirates American School is an inclusive school for students with special educational needs, offering additional learning support to children who are identified with special needs. We urge parents to check with our SEN Coordinator to know more about the support provided by the special educators. We also expect parents to be aware regarding additional learning support requirements, and request copies of all external documents such as professional assessments, individual learning plans, and individual learning requirements. Extra learning support may incur additional costs to the parents and need a declaration to be signed by the parents to provide appropriate support.

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Medical Records

School requires accurate and latest medical information regarding your child's medical requirements, and that you update the school should the circumstances change. We require records of previous medical treatments, allergies, and immunization records on registration. School communicates with parents by e-mail and all parents can contact the registration to update their medical files or contact details etc.

Behavior

Emirates American School believes that exemplary student behavior is fundamental in enabling the best learning experience possible, and all students enrolled at the school should have a positive attitude to learning, and respect for the school community. Registration and re-registration are offered as long as there are no behavior issues that justify refusal. School follows MOE behavior rules along with rules of the school. All students are expected to respect these and the amendments as and when they are published to continue to be a student in the school.

Admission Inquiry

Parents of the current students and prospective parents may visit the school website <https://easuae.com/> to apply for admission or re-registration. You are welcome to speak to a school official by contacting at 06-5092727 or using the admission hotline number **0508703255**. You may also write to info@easuae.com for any queries related to admission or re-registration.

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