

ADMISSION POLICY

AY 2023-2024



The Al Kamal American Private School (AKAPS) Al Ramtha, admits students of any nationality. The school follows a common core standards-based US curricular program designed to prepare students for post-secondary education. AKAPS has a learning support program that enables the enrollment of a managed number of students needing additional learning support at each grade level.



Guiding Principles

In the admissions process, decisions are made with care to ensure all students offered admission to AKAPS have the potential to be successful at our school, both in and out of the classroom.

The Al Kamal American Private School Al Ramtha community is committed to fostering a safe and inclusive school climate and learning environment while denouncing all forms of discrimination and inequality. AKAPS values diversity. We celebrate all community members. We acknowledge the impact of current and historical inequality and prejudice, and firmly believe that fair treatment and equity are the most basic of rights regardless of gender, race, ethnicity, religion, color, culture, national origin, age, identity or expression, ability/disability, or socioeconomic status.

Policies

Admissibility

At AKAPS, we value an education that will prepare all students for a rapidly changing world. As a result, in addition to a history of academic success (grade reports and testing) that indicates the ability to succeed at AKAPS, we look for the desired skills and dispositions demonstrated through the Character Assessment, Teacher Recommendations, and the Introductory Video. Together, these items help us paint a picture of each applicant that is unique, and one that allows us to determine the admissibility of each prospective student through a comprehensive and mission-driven lens.

Age Requirements

Students applying to KG1, and KG2 must be 4 years old, and 5 years old, respectively, by August 31, of the year of enrollment per SPEA Policy and MOE Policy. Preference is given to those applicants who turn the indicated age above by September 1, of the year of enrollment.

For all subsequent years (grades 1-9) students will be placed on a case-by-case basis, taking into consideration, age, the number of years the school records show the student has been in school, the time of year of arrival, and academic and social/emotional needs of the applicant. For grade 9 applicants, the

number of credits earned is also a factor in determining appropriate grade placement. Thus, all 9 applicants are required to submit official transcripts or reports prior to beginning at AKAPS so credits already earned can be transferred.

School Year and Grade Level

In the vast majority of cases, students coming from schools with vastly different calendars (i.e Australia, New Zealand, India, Pakistan, Egypt, Jordan, Syria, Iraq, Iran) will continue in the same grade level if accompanied by the required documentations.

English Requirements and Assessment

Students applying to enroll in KG1-grade 9, who are not yet fluent in English and/or have never previously studied in an English language school, are all required to participate in an English as an Additional Language (EAL) screening at AKAPS to determine appropriate support/placement. Students applying for grades 1-9 must undergo EAL testing in order to confirm that the student meets or exceeds AKAPS admissions standards in English before admission can be offered. AKAPS reserves the right to request any additional testing either at AKAPS or from a specialist outside of AKAPS in order to determine admissibility. Examples may include learning support screening, psycho-educational evaluation (cognitive and/or academic).

Entrance Exam

For every student who wants to join AKAPS, must go through a mandatory entrance exam related to his/her grade level to judge the knowledge about English, Science and Mathematics. This act provides school an adequate understanding about an individual kid personal strengths and weaknesses and to provide a proper guidance and support.

The entrance exam has various scopes since it **provides chance of forming well-built educational foundation in present competitive market**. The main purpose of conducting entrance exam is to judge the student ability, sharpness, knowledge etc. The aptitude of the student is tested in entrance exam.

Full Disclosure

Full disclosure and open communication are critical in ensuring appropriate placement and support. AKAPS reserves the right to contact previous schools before making an admissions decision. Failure to disclose information related to an applicant's learning, social/emotional, behavioral, or physical needs, whether in the past or present, may result in the withdrawal of an offer of admission.

Required Documents for admission

1. Copy of child's passport with valid residence visa page.
2. Two copies of child's birth certificate.
3. Copy of the father & mother's passport with valid residence visa page.
4. Copy of National Emirates ID two-side for (Father / Mother / Student).
5. Copy of family register (For UAE applicants only).
6. Six copies of student's photo.
7. Copy of vaccination certificate.
8. Health file from previous school.
9. Original transfer certificate issued by previous school.
10. The most recent original school report from previous school.
11. Financial clearance letter from previous school.
12. New admission students should bring original National Emirates ID for (Father / Mother / Student).

Additional Documentation

Parents are required to submit the following at the time of application if they pertain to your child and are in your possession or the possession of your child's school or their former school(s). Full disclosure is required so these should be volunteered as part of the initial application.

- Testing results or documentation used to determine eligibility for gifted and talented programs
- Individualized Education or Learning Plan (IEP or ILP)
- Any reports or testing results related to:
 - ✚ Academic/learning support
 - ✚ Emotional/behavioral support
 - ✚ Occupational therapy
 - ✚ Speech and language

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- Information about any other specialist evaluation or services
 - Psychological or psycho-educational testing results and reports

If your child is referred for evaluation or assessment or begins to receive academic, social-emotional or behavioral support at any point during the application or admissions process, please inform the admissions office as soon as possible.

Students of Determination

AKAPS is committed to successfully serving students with learning needs, and providing a clear and transparent application process. Admissions decisions are based on a careful assessment of not only the applicant's needs but also the needs of our currently enrolled students. Decisions are made based on a complete application and provision of all requested information to ensure that we have a complete picture of each student's needs and what needs to be in place to support their success at school. (AKAPS also holds a separate SEN admission policy to bring further clarity in procedures) For more information, please contact the Admissions office.

False and/or Intentionally Misleading information

Parents should note that an offer of a place is likely to be withdrawn if it is found that it was made on the basis of fraudulent or intentionally misleading information provided by parents. An admission authority must not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Furthermore, in order to address the potential issue of offers being obtained through fraudulent or intentionally misleading applications, the school reserves the right to ask for additional information to check the veracity of the address and other information provided in the application

استمارة تسجيل

العام الدراسي (2023- 2024)

الرقم التعريفي لولي الأمر الرقم التعريفي للطالب

تاريخ التسجيل : الصف والشعبة :

معلومات عن الطالب

اسم الطالب حسب جواز السفر (باللغة الانجليزية) :

اسم الطالب حسب جواز السفر (باللغة العربية) :

الجنس: ذكر أنثى

الديانة: مسلم غير مسلم

تاريخ الميلاد :

مكان الميلاد :

الجنسية :

رقم خلاصة القيد ومكان إصدارها للطلبة المواطنين :

تاريخ اصدار الإقامة وتاريخ انتهائها ومكان اصدارها للطلبة الوافدين :

هل يعاني الطالب من أي مشاكل صحية ؟ الرجاء ذكرها :

هل يوجد لدى الطالب إخوة أو أخوات في المدرسة ؟ نعم لا

إن وجد الرجاء كتابة أسمائهم مع ذكر الصفوف :

معلومات عن ولي أمر الطالب

اسم الأب : الرقم الموحد بالجواز للمواطنين :

وظيفة الأب : مكان عمله ورقم هاتف العمل :

الهاتف المتحرك للأب: مكان السكن :

الايمل :

اسم الأم : وظيفة الأم : الهاتف المتحرك للأم :

معلومات خاصة بالحساب البنكي

إسم البنك:

هل يوجد دفتر شيكات: نعم لا يوجد
هل يوجد أي مشاكل على الحساب البنكي: نعم لا يوجد

على ولي أمر الطالب كتابة (3) شيكات بالرسوم الدراسية الخاصة بالأبناء و بالتواريخ المحددة بما يتماشى مع نظام المدرسة.

توقيع ولي أمر الطالب:

معلومات عامة

آخر مدرسة إلتحق بها الطالب : المنهج

البلد : داخل الدولة خارج الدولة

* توقيع المحاسب * توقيع السكرتيرة

للاستخدام الرسمي فقط

الموافقة على التسجيل

قسم التسجيل

قسم الحسابات

مدير المدرسة

تاريخ الشيك	البنك	المبلغ	نقدا / شيك

As per company policy, relevant documents are verified & collected

ملاحظة :

ولي الأمر المحترم نعلمك بأنه سيتم احتساب مبلغ وقدره (1000) درهم على كل شيك مرتجع.
اسم وتوقيع ولي الأمر

Re-registration Form

Agree

2024-2023

Disagree

Student's Name:

Class:

Telephone No: Address:P.O Box:

Mobile No (Father): Mobile No (Mother):

Email:

Names of brothers and sisters in the school:

Name:	Grade:
Name:	Grade:
Name:	Grade:

Re-registration Approval

Registration Dept: (Name& Signature)

Principal ()

Accounts Dept (Name& Signature)

Payment Section

Cash/Cheque	Amount	Bank	Cheque Date

Dear Parent

Kindly be informed that you will be charged AED(1000) For each bounce cheque. (Name& Signature):.....

Registration Dept: (Name& Signature)

Principal: (Name& Signature)

Accounts Dept: (Name& Signature)

استمارة إعادة التسجيل 2024 - 2023

أرغب في إعادة التسجيل

لا أرغب في إعادة التسجيل

اسم الطالب (حسب جواز السفر) :

الصف الحالي :

رقم الهاتف (المنزل) : موبايل (الأب) :

رقم للطوارئ : موبايل (الأم) :

اسماء الأخوة والأخوات بالمدرسة :

الاسم :	الصف :
الاسم :	الصف :
الاسم :	الصف :

ملاحظة : ولي الأمر المحترم نعلمك بأنه سيتم احتساب مبلغ وقدره (1000) درهم على كل شيك مرتجع.

اسم وتوقيع ولي الأمر