

## Admission and Registration Policy

### Introduction:

The policy reflects the Emirates Falcon International Private School's order of priority for the admission of students if there are more requests than places available.

- The school shall allow prospective parents/guardians and their children to visit the school prior to registration so that they may familiarize themselves with it.
- The School has adopted an approach to accepting students from different races and ethnicities to achieve fairness, equality and transparency.
- The school will admit students with mild to moderate special education needs and offer additional appropriate learning support as required or needed.
- The school will not refuse or withhold admission of students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases, epilepsy and obesity) and must offer appropriate support as per the student's needs.

### Regulations:

- School shall have a maximum of thirty student for each class of Grades 1 to 12 (Year 13), with a space of no less than 1.5m squared per student for schools operating before 2010, and space of 1.67m squared for schools operating after 2010.
- School will apply admission priorities if there are more requests for places than available places as follows:
  1. Students who attend the school in the previous year or period.
  2. Students with siblings already in the school.
  3. Children of staff in the school.
  4. Students who live near the school.
- School shall register all students on the Council's eSIS system in accordance with the dates determined by the Council each year.
- School shall register students at any time of the year at their discretion, after receiving approval from ADEC in case the specified registration time finished, subject to space availability and provided the school is confident that the student is capable of keeping up with those in the same peer group and can successfully pass the academic year.
- School will ensure that newly enrolled and transfer students submit their vaccination cards and medical records as an integral part of the admission and registration procedure.

- School shall maintain and update records of official documents, school records from previous year, and individual education plans with relative assessment for all students to include students with special education needs and gifted and talented students.
- It is permissible for students to transfer to other schools between the Emirates after receiving ADEC's approval in case the time permitted for transfers ended.
- For new students to join EFIPS they have to take an initial entrance exam in the core subjects: English, math and Arabic. Students who do not pass the test will have no chance to be enrolled. Students with border marks in the exam will be enrolled and will receive academic support to help them cope with the school program.
- New students in grade 2 sit for an entrance exam in core subjects (math, English, Arabic). Parents are usually informed of their children's results in the exam. In the case of being interested in joining the school, students are registered upon parent's approval who in turn completes a registration form .

#### KG

- The school will admit students into their kindergarten stage (KG1 or KG2) which precedes the mandatory education stage without requiring the students to sit for any form of test or interviews.
- A child is admitted to KG1 if he/she has completed 3 years of age up to 5 years on Sep. 19 and the one who is 3 and 8 months will be admitted effective of the school year 2014-2015 .
- Only children who are 4 to 6 years old are admitted to KG2 .
- School shall have a maximum of twenty-five students in each kindergarten class (KG1 or KG2), with a space of no less than 1.5m squared per student for schools operating before 2010, and space of 2.16m squared for schools operating after 2010.

The following table shows age-based admission to grades K-12 for the school year 2016/2017

| Grade    | 2016-2017 |        | 2017-2018 |        | 2018-2019 |        | 2019-2020 |    |
|----------|-----------|--------|-----------|--------|-----------|--------|-----------|----|
|          | from      | to     | from      | to     | from      | to     | from      | To |
| KG1      | 3.8       | 7      | 3.8       | 7      | 3.8       | 7      |           |    |
| KG2      | 4.8       | 8      | 4.8       | 8      | 4.8       | 8      |           |    |
| Grade 1  | 5.8       | 9      | 5.8       | 9      | 5.8       | 9      |           |    |
| Grade 2  | 6         | 1<br>0 | 6         | 1<br>0 | 6         | 1<br>0 |           |    |
| Grade 3  | 7         | 1<br>1 | 7         | 1<br>1 | 7         | 1<br>1 |           |    |
| Grade 4  | 8         | 1<br>2 | 8         | 1<br>2 | 8         | 1<br>2 |           |    |
| Grade 5  | 9         | 1<br>3 | 9         | 1<br>3 | 9         | 1<br>3 |           |    |
| Grade 6  | 10        | 14     | 10        | 14     | 10        | 14     |           |    |
| Grade 7  | 11        | 15     | 11        | 15     | 11        | 15     |           |    |
| Grade 8  | 12        | 16     | 12        | 16     | 12        | 16     |           |    |
| Grade 9  | 13        | 17     | 13        | 17     | 13        | 17     |           |    |
| Grade 10 | 14        | 18     | 14        | 18     | 14        | 18     |           |    |
| Grade 11 | 15        | 19     | 15        | 19     | 15        | 19     |           |    |
| Grade 12 | 16        | 20     | 16        | 20     | 16        | 20     |           |    |

## Documents required for registration

| Student status                        | UAE students   | Expatriates   | Other conditions |
|---------------------------------------|--|---|------------------|
| New Registration                      | A photocopy of: <ol style="list-style-type: none"> <li>1. Passport</li> <li>2. ID card</li> <li>3. 2 photos</li> <li>4. Birth certificate</li> <li>5. Vaccination Certificate</li> <li>6. National Family Book</li> </ol>  | A photocopy of: <ol style="list-style-type: none"> <li>1. Passport</li> <li>2. ID card</li> <li>3. 2 photos</li> <li>4. Birth certificate<br/>(certified from Ministry of Foreign Affairs, whether born in UAE or in other countries )</li> <li>5. Vaccination Certificate</li> <li>6. Residence visa page</li> </ol> |                  |
| Transferred from US Curriculum School | A photocopy of: <ol style="list-style-type: none"> <li>1. Passport</li> <li>2. ID card</li> <li>3. 2 photos</li> <li>4. Birth certificate</li> <li>5. Vaccination Certificate</li> <li>6. Grade Transcript certified from ADEC</li> <li>7. National Family Book</li> </ol> | A photocopy of: <ol style="list-style-type: none"> <li>1. Passport</li> <li>2. ID card</li> <li>3. 2 photos</li> <li>4. Birth certificate</li> <li>5. Vaccination Certificate</li> <li>6. Grade Transcript certified from ADEC</li> <li>7. Residence visa page</li> </ol>   |                  |

|  |  |   |                             |
|--|--|---|-----------------------------|
| Transferred from MoE curriculum school | A photocopy of: <ol style="list-style-type: none"> <li>1. Passport</li> <li>2. ID card</li> <li>3. 2 photos</li> <li>4. Birth certificate</li> <li>5. Vaccination Certificate</li> <li>6. Grade Transcript certified from ADEC</li> <li>7. Transfer letter certified by ADEC</li> <li>8. National Family Book</li> </ol> | A photocopy of: <ol style="list-style-type: none"> <li>1. Passport</li> <li>2. ID card</li> <li>3. 2 photos</li> <li>4. Birth certificate</li> <li>5. Vaccination Certificate</li> <li>6. Grade Transcript certified from ADEC</li> <li>7. Residence visa page</li> <li>9. Transfer letter certified by ADEC</li> </ol> | No admission above grade 10 |
| Transferred from Br Curriculum School  | <ol style="list-style-type: none"> <li>1. Grade Transcript certified from ADEC</li> <li>2. Transfer letter certified by ADEC</li> <li>3. National Family Book</li> </ol>   | <ol style="list-style-type: none"> <li>4. Grade Transcript certified from ADEC</li> <li>5. Transfer letter certified by ADEC</li> </ol>   | No admission above grade 10 |