



# ADMISSION POLICY

(2025 – 2026)

## POLICY INFORMATION

<b>Policy Name:</b>	Safeguarding and Child Protection Policy
<b>Policy Code:</b>	AO-01-V2-2025
<b>Department:</b>	Administration and Organisation
<b>Approved By:</b>	Principal
<b>Issued for:</b>	School Community
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<b>Related Policies:</b>	<ul style="list-style-type: none"><li>- Inclusion Policy</li><li>- Inclusion Policy</li><li>- Attendance &amp; Punctuality Policy</li><li>- Transport Policy</li></ul>

Approved by:

Ahmad Yahya  
Principal



Our Vision: Preparing a distinguished, loyal generation open to the world in an inclusive environment that strengthens identity and fosters tolerance.  
رؤيتنا: إعداد جيل متميز ، مخلص لوطنه ، منفتح على العالم ، في بيئة تعليمية دمجية تعزز الهوية الوطنية وترسخ قيم الانتماء والتسامح

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## Introduction

Al Yahar Private School is dedicated to fostering an inclusive environment that ensures high-quality education for every student. YPS welcomes applications from students of all nationalities throughout the academic year. Our school has a diverse student population, including students of determination with a range of needs who all contribute positively to the life of the school.

## Purpose of the policy

The school admission policy is designed to provide a clear, transparent, and fair framework for enrolling students. It aims to ensure equal opportunities for all applicants while maintaining alignment with the school's vision, resources, and educational standards. The policy outlines the criteria, processes, and guidelines for admission, prioritizing inclusivity and fostering a diverse learning community. By adhering to this policy, the school seeks to create a welcoming environment that supports the educational journey of every student and their families.

## Our Commitment

Al Yahar Private School is devoted to implementing a fair, transparent, and inclusive admission process that ensures equal opportunities for all applicants. We are committed to maintaining high standards of integrity and professionalism throughout the enrollment procedure, prioritizing student welfare and aligning admissions with the school's values and resources. This dedication reflects our aim to build a diverse and supportive community where every student has the opportunity to thrive academically, socially, and personally. By fostering a supportive and inclusive atmosphere, we are dedicated to helping every student reach their full potential, academically, socially, and emotionally, and to ensuring their educational journey is enriching and fulfilling. This approach underscores our commitment to equity, excellence, and the holistic growth of each student.

## Our Strategy

YPS welcomes all children with different academic backgrounds and abilities. Our aim is to ensure the learning needs of all children are met in a safe, secure, happy and supportive environment.

At YPS we provide two different learning streams, MOE (K-12) and US (1-12) curriculum. The academic year runs from August to July. We welcome children of all nationalities, faiths and backgrounds who, we believe, will benefit from our holistic academic and co-curricular program. We celebrate the diversity and are committed to the international vision of the UAE and the UAE National Agenda goals.

We aim to create a warm, nurturing and stimulating environment, where all children are challenged and are encouraged to meet and exceed expectations. We are looking for children who will engage and participate in the learning opportunities we provide and have the ability, motivation and parental support to enable the child to thrive and make good progress in their own personal learning journey.

All admissions are subject to an initial assessment in the school setting and potentially an informal interview. Our Admissions team may ask to meet with parents, prior to, or following assessment, to learn more about a child's potential, previous education, experiences and ability.

# Enrolment Ages

## Admission Criteria

**KG – Gr12:** Admissions are subject to an interview and successful completion of the school's entrance assessments. Where applicable, review of records from the student's previous school(s) will be considered. Students of determination will be enrolled in a grade commensurate with their age and as per the guidelines set forth by the M.O.E / ADEK.

Grade	Age	Grade	Age
KG 1	4 Years	Gr 6	11 Years
KG2	5 Years	Gr 7	12 Years
Gr 1	6 Years	Gr 8	13 Years
Gr 2	7 Years	Gr 9	14 Years
Gr 3	8 Years	Gr 10	15 Years
Gr 4	9 Years	Gr 11	16 Years
Gr 5	10 Years	Gr 12	17 Years

Note: Enrolment age is determined on the 1st of September of the admission year.

# YPS Admission Procedures

The preferred submission of admission Applications at Al Yahar Private School is online via the school website:  
[https://yps.ae/Student\\_Assessment/P/](https://yps.ae/Student_Assessment/P/)

Parents apply online and upload the required documents :

Student's Passport copy

Student's residence visa copy stamped on passport, if available

Student's EID Card copy of both sides, if available

Copy of School Transfer Certificate

Copy of last School's Report

Once the students apply online, the admission team review applications to make sure it is aligned with ADEK enrolment requirements.

An online in school placement exams are scheduled for the shortlisted students.

Students sit for placement exams in core subjects: Arabic, English and Math.

If the school considers that an applicant needs Additional Learning Support, further reports will be requested and a meeting scheduled with the Head of Faculty, then the Head of Inclusion, who will make a recommendation about additional learning support that the student will require to best meet their individual needs and to access the curriculum.

- After meeting the students, HoDs can confirm the registration or recommend the application to the Head of inclusion department.
- Head of inclusion can decide if the students are ALN or not.
- Parents can complete the process of admission and payment.

To complete the admission process parents have to submit the following documents:

Passport style photo of Child, and both Parents

- Student's residence visa copy
- Student's EID Card (copies of both sides of the ID)

- Parents EID Card (copies of both sides of the ID)
- Original Transfer Certificate from previous school from
- DHA Vaccination Consent Form
- Any relevant ALN information / Reports (e.g., psychological reports, Speech and Language Therapist reports, Occupational Therapist reports or play plans from previous schools or nurseries, Individual Education Plans)

## Admission of ALN

Our policy is in line with Federal Law 29 (2006) and the aims of the Inclusive Policy Framework 2017, regarding the education and outcomes of students experiencing additional educational needs (ALN). On entry to the school, we also effectively identify ALN students as well as those who are gifted and talented; additional ELL students are identified to ensure they are not precluded from activities because of language challenges. All prospective students sit an assessment in Arabic, Math and English).

As YPS follows an inclusion vision and mission, additional small group or one-to-one lessons will not be subjected to extra fees, however if a learner needs a Learning Support Assistant (LSA), parents will be expected to pay the monthly salary of the LSA, either through own personal arrangement, or arrangements using the school as a third-party mediator. Salaries for LSAs typically range from 2500AED to 3500AED and is subject to the parent's budget and the LSA's preference and needs.

Where any additional funding might be required in exceptional cases, additional charges will not exceed 50% of the tuition fee. If the fee exceeds 50% and parents YPS agree with the charges, ADEK will be consulted.

## Parent - School Contract

After submitting the required documents, the school will be able to register the student. Parents have to sign school-parent contact and code of conduct.

## YPS Admission Priority Groups

Applications for YPS enrollment are typically prioritized based on specific criteria to ensure fairness and accommodate the needs of the school community. These considerations are designed to create an inclusive and balanced enrollment process. These criteria may include:

**ALN:** Children with mild to moderate learning needs, which the school can adequately support, may be prioritized

**ALN Siblings:** Siblings of students of determination already enrolled at YPS.

**Sibling Priority:** Preference is given to students with siblings already enrolled in the school.

**Proximity to the School:** Students living closer to the school may be given priority for ease of access.

**Parental Affiliation:** Priority may be given to children of school employees or families affiliated with the institution.

**Enrollment Timeliness:** Applications submitted within the required deadlines may be prioritized over late submissions.

## Transfer Certificates

Students are required to present a Transfer Certificate (TC) from their previous school from KG onwards. This is a UAE regulation and there are penalties if a school accepts a student without a valid TC.

## Withdraw Procedures

Parents need to notify the school admissions department as far in advance as possible of the expected withdrawal date. This provides the school adequate time to prepare student records for exit and a team of professionals to support student and family transition process - a significant event for families living internationally. Parents will need to complete a withdrawal form at the Registrar's Office. This will begin the clearing process and final paperwork.

A two-week notification is necessary before any holiday and especially at the end of the year. Parents should avoid removing their child from school for vacations or family celebrations in term time, or to elongate a published holiday period before or after. This can interrupt, not only learning continuity for the child, but the

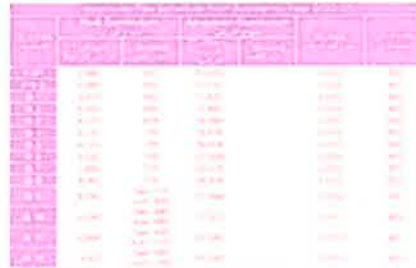
class dynamic. Special leave needs to be granted. Prolonged absence may compromise your child's promotion to the next grade under MOE and ADEK regulations.

The School Admissions department coordinates the gathering of appropriate records and ensures that the Principal, class teachers, librarian, accounts and Inclusion Leader have cleared the student's withdrawal.

Parents will be notified in the case of outstanding books, fees and/or fines. Records are not released by the school until all items have been cleared. Parents who wish to hand carry their student's records to the next school may do so.

## School Tuition fees

The YPS fee structure is approved by the ADEK and published on school website, YPS reserves the right to make further charges for additional services for children who require additional support as the school is categorized as very low fees school after getting ADEK approval. If after consultation parents will not pay for additional support, then YPS reserves the right to withdraw the child's place. Tuition Fees are payable in advance via cash or 1 current and 2 post-dated cheques or via direct transfer to the school.



Fee Type	Fee Amount	Fee Period
Enrollment Fee	1,000.00	One-time
Registration Fee	500.00	One-time
Annual Tuition Fee	1,500.00	Per Year
Textbook Fee	200.00	Per Year
Activity Fee	100.00	Per Year
Transportation Fee	150.00	Per Year
Insurance Fee	50.00	Per Year
Medical Fee	50.00	Per Year
Administrative Fee	50.00	Per Year
Library Fee	50.00	Per Year
Technology Fee	50.00	Per Year
Special Services Fee	50.00	Per Year
Other Fees	50.00	Per Year

**Transportation:** An independent third-party bus operator which operates an air-conditioned and efficient transport service to various destinations to and from the school. Parents may avail of this service at their own discretion and cost. Term Tuition fees must be paid in full to avail this service.

## References

### ADEK STUDENT ADMINISTRATIVE AFFAIRS

[https://www.adek.gov.ae/-/media/Project/TAMM/ADEK/Policies/School-Policies/Teaching-and-Learning/ADEK\\_5\\_Student-Administrative-Affairs-Policy\\_EN.pdf](https://www.adek.gov.ae/-/media/Project/TAMM/ADEK/Policies/School-Policies/Teaching-and-Learning/ADEK_5_Student-Administrative-Affairs-Policy_EN.pdf)

### ADEK Inclusion Policy

[https://www.adek.gov.ae/-/media/Project/TAMM/ADEK/Policies/School-Policies/Governance-and-Operations/ADEK\\_5\\_Calendar-and-Public-Holidays-Policy\\_EN.pdf](https://www.adek.gov.ae/-/media/Project/TAMM/ADEK/Policies/School-Policies/Governance-and-Operations/ADEK_5_Calendar-and-Public-Holidays-Policy_EN.pdf)