ADMISSION POLICY AND PROCEDURE

Ajyal enrols students, regardless of gender, nationality, religion, or race, who demonstrate the ability and willingness to participate successfully in the parameters defined and the expectations required in an enriched American curriculum.

Ajyal appoints fully qualified and experienced staff who teach according to the American curriculum's academic standards while attending to our students' social and emotional needs. However, Ajyal cannot admit students with severe inclusion needs and those who demonstrate behavioural issues that interrupt the learning of others in the regular classroom setting.

The Admissions Team determines the acceptance or denial of an applicant based on previous school records and the placement assessment at the time of application to determine whether a student is likely to succeed within the AIS program provided. Should it become evident after admission that pertinent information or records were withheld, immediate withdrawal of enrolment may be required. The Principal and Head of School are the final authorities regarding the acceptance or denial of an applicant.

Transfer Certificates

Students from Grade 2 and up are required to present a Transfer Certificate from their previous school. This is a UAE regulation.

Registration Requirements

School reports of the last three years before admission and the contact details of the former school must be submitted to the Registrar. Parents will then be contacted to make an appointment for an admissions assessment.. Only upon invitation and approval of the Admissions Team is a student fully enrolled for participation.

Student Placement

The Admissions Team determines the acceptance and placement of students for a specific grade level section. AIS procedures for student placement are based upon our goals to:

- Promote student achievement and academic excellence for all students.
- Promote the discovery and aspiration of a student's special area of excellence.
- Provide students with opportunities to make a difference in the lives of others.

Student placements aim to maintain a heterogeneous balance across the sections by providing a variety of demographic, academic and social balance as much as possible. Parent requests for student placement with a specific teacher are not accepted for new or returning students. The Principal and Deputy Principal are responsible for class placements. Requests due to emotional barriers will be considered but do not have priority over balancing classes for effective learning and teaching needs.

Withdrawal Procedures

Parents need to notify the Principal, the registrar at the Admissions Office and the class teacher of the expected withdrawal date as soon as possible. This permits a team of personnel adequate time to prepare student records for exit. 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, especially at the year's end.

The school registrar coordinates the gathering of appropriate records and ensures that the accounts, Principal, and counsellors have cleared the student's withdrawal. Parents will be notified of outstanding books, fees and/or fines. The school does not release report cards and other records until all items are cleared. Parents who wish to hand carry their student's records to the next school may do so. Kindly be reminded that records cannot be released.

Student's Photos Release Policy

The Ajyal Al Falah School website, social media, pamphlets, branding, and advertisements are tools for communicating with school families, teachers, prospective students, and the larger community. To enhance this experience, we use photos, video clips, or audio records to show the students' and families' involvement in various activities. In addition, there may be times when special permission is sought for more prominent publications. Photo sharing on the school website is as public as any social media platform.

In order for students' images to appear on the Ajyal Al Falah School's website or any of the above publications, we must obtain parental permission. Initial parental permission is granted upon admission. With Kindergarten or Elementary entry-level, initial photo permission is used up to Grade 5. From Grade 6 onwards, parents are requested to give annual photo release permission.

Important Notes:

- Group photos of students without references to names may be published without parental permission; however, we will not publish any individual student's photos without the initial parents' permission granted upon admission.
- If we do not receive the parental permission form back, we will consider this approved and have the right to publish as above.
- Any image published online can be copied and redistributed without the knowledge of the person who uploaded it. Once published, we may not be able to retrieve or delete images if consent is withdrawn after publishing.

Ajyal Al Falah School uses G Suite for Education, and we require your permission to provide and manage a G Suite account for your child. G Suite for Education is a set of educational productivity tools from Google that includes but is not limited to Gmail, Calendar, Docs, and Classroom. At Ajyal Al Falah, students use their G Suite accounts to complete assignments, communicate with teachers, and sign into Chromebooks. We have documents in English and Arabic with the full scope and details of what Google can and cannot do with your child's personal information. You will be provided this information with your admissions paperwork.