

POLICY OWNER	Universal Private School
EFFECTIVE DATE:	1 MAY 2025
NEXT REVIEW DATE	1 May 2026
APPROVAL	School Governing Body & ADEK (if applicable)

UNIVERSAL PRIVATE SCHOOL

STUDENT ADMISSION POLICY

PURPOSE

This policy sets out the standards for a fair, transparent, and non-discriminatory admissions system that provides equal opportunities for all students. It regulates the requirements for admission, enrollment, and placement of students at Universal Private School (UPS), from Kindergarten through Grade 12, in accordance with the regulations of the Abu Dhabi Department of Education and Knowledge (ADEK).

The policy also sets clear expectations for all stakeholders (UPS management and staff, parents/guardians, regulators, and service providers), while upholding:

- Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema)
- Federal Law No. (29) of 2006 Concerning the Rights of Persons with Disabilities
- Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties
- ADEK's Admissions and Inclusion Policies

DEFINITIONS

Admission	The structured process by which a student is formally evaluated and offered a place at UPS, based on eligibility, capacity, and ADEK regulations. A student is only considered enrolled once all admission conditions are fulfilled.
Enrollment	The act of officially registering a student at UPS after admission, including completion of documentation and payment of fees, as required by ADEK.
Eligibility Criteria	The conditions established by UPS, in compliance with ADEK regulations, that applicants must satisfy in order to be considered for admission. These include strict adherence to ADEK's official Age-Grade Chart and cut-off dates, demonstration of age-appropriate academic readiness, and fulfillment of all regulatory and school-specific requirements.
Admission Assessment	An evaluation conducted by UPS, such as an interview, academic test, or developmental screening, to determine the student's readiness and appropriate grade level. All assessments are conducted in line with ADEK's guidelines for fair and inclusive practices and shall not be used to deny admission unless explicitly permitted under ADEK regulations.
Grade Placement	The assignment of a student to the appropriate academic year/grade based on age, previous schooling, and ADEK's Age-Grade Chart.
Curriculum Alignment	The process of verifying that admitted students are placed in the appropriate grade level by considering their prior curriculum, academic records, and admission assessments, in accordance with ADEK's Age-Grade Chart and equivalency requirements. Curriculum alignment ensures fair placement when students transfer between different educational systems (e.g., US, UK, IB, MOE).
Waitlist	A transparent and non-discriminatory list of eligible applicants who may be offered admission when space becomes available, maintained in compliance with ADEK regulations.
Capacity	The maximum number of students UPS can accommodate based on ADEK licensing conditions, staffing ratios, and facility size, in compliance with ADEK's School Physical Environment Policy.
Age Appropriateness	UPS will only admit students according to ADEK's official age cut-off dates and chart.
Transfer Certificate	An official document from the student's previous school confirming enrollment and grade level at the time of transfer, required for all transfers in accordance with ADEK policy, and recorded on ADEK's eSIS system.
Siblings Priority	A policy mechanism giving preferential admission to applicants who have siblings currently enrolled at UPS, applied transparently and published in the admissions policy.

Children of Staff	A prioritization criterion granting admission preference to applicants who are children of UPS employees, applied transparently and in line with ADEK guidance.
National Priority	A system giving precedence in admission to UAE Nationals, applied in accordance with ADEK regulations.
Special Educational Needs (SEN)	An internationally recognized term for students requiring additional learning or behavioral support. Within ADEK's framework, these students fall under the broader category of Students of Determination.
Student of Determination	Learners with long-term physical, mental, intellectual, or sensory impairments which, in interaction with barriers, may hinder their full and effective participation in education on an equal basis with their peers. (ADEK Inclusion Policy, 2023)
Gifted and Talented	Learners who demonstrate outstanding levels of aptitude or competence in one or more domains, such as intellectual, creative, artistic, leadership, or specific academic fields, beyond that of their peers of the same age group. (ADEK Inclusion Policy, 2023)
Equity in Admission	Ensuring that admission processes do not discriminate based on nationality, gender, religion, ability, or socioeconomic status, in accordance with UAE Federal Law No. (3) of 2016 (Wadeema) and ADEK regulations.
Parental Commitment Form	A signed agreement by parents/guardians upon admission acknowledging UPS's expectations, code of conduct, and policies, in line with ADEK requirements.
Compliance (Regulatory)	The requirement for UPS to follow all applicable Federal laws and ADEK regulations (e.g., Admissions Policy, Inclusion Policy, Data Protection, Child Rights) throughout the admission process.
Confidentiality	The ethical and legal obligation to protect personal and academic information submitted during admission, in accordance with UAE Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data.
Data Protection	The secure collection, storage, and handling of student data in line with UAE Federal Law No. (45) of 2021 and ADEK's regulatory requirements, including mandatory registration on ADEK's eSIS platform.
Appeals/Complaints Process	A formal mechanism allowing parents/guardians to contest admission decisions or complaints about fairness of admission. Appeals are reviewed by the UPS Admissions Committee, with final escalation to ADEK where disputes remain unresolved.

POLICY STATEMENT

Universal Private School (UPS), Al Ain, is committed to providing equitable access to high-quality education for all students, from Kindergarten through Grade 12, in alignment with the regulations of the Abu Dhabi Department of Education and Knowledge (ADEK). This policy outlines the standards, principles, and procedures governing student admission to ensure transparency, inclusivity, and fairness.

- Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema),
- Federal Law No. (29) of 2006 Concerning the Rights of Persons with Disabilities (and its amendments),
- Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data, and
- ADEK's Admissions and Inclusion Policies, including the official Age–Grade Chart and School Physical Environment Policy.

I. POLICY OBJECTIVES

- To ensure a consistent and compliant admissions process in accordance with ADEK regulations.
- To define transparent eligibility and prioritization criteria.
- To support student diversity and inclusion while maintaining academic standards.
- To guide school staff and inform parents/guardians of procedures related to student entry.

2. SCOPE OF APPLICATION

This policy applies to all students seeking admission to any grade level at UPS, including transfers from within the UAE and abroad. For KG1–KG2 admissions, UPS also complies with Federal Decree Law No. (51) of 2022 Regulating Nurseries.

3. ADMISSION PRINCIPLES

UPS adheres to the following principles:

- **Fair Access:** No applicant must be denied admission based on nationality, gender, religion, ability, or socioeconomic status.
- **Regulatory Compliance:** Admissions must fully comply with ADEK regulations, including age-grade eligibility, eSIS registration, and capacity requirements defined under ADEK's School Physical Environment Policy.
- **Child-Centered Practice:** Admission assessments are conducted to support placement and planning. Admission assessments must not be used to deny admission, except where explicitly permitted by ADEK regulations.
- **Parental Engagement:** Parents/guardians are valued as partners in the admissions process and are expected to collaborate fully by providing accurate information and documentation.
- **Transparency:** Parents/guardians must be informed in advance about the language of instruction, curriculum, admission assessments, and placement procedures.

4. ADMISSION PRIORITIES

Where place availability is limited, the following order of priority must apply:

- UAE Nationals
- Children of UAE national mothers
- Siblings of enrolled students
- Children of UPS staff
- Transfers from ADEK-regulated schools and schools following internationally recognized curricula, subject to curriculum alignment and grade placement availability
- Students relocating from abroad
- Other applicants, based on space availability and ADEK requirements

5. ADMISSION REQUIREMENTS

5.1 Age Eligibility

UPS must admit students strictly in line with ADEK's official Age-Grade Chart and cut-off dates. For KG1-KG2 admissions, UPS also complies with Federal Decree Law No. (51) of 2022 Regulating Nurseries, in addition to ADEK's Age-Grade Chart requirements.

5.2 Documentation

Parents/guardians must provide the following:

- Emirates ID (student and parents)
- Valid UAE residency visa (if applicable)
- Birth certificate
- Passport copies
- Recent academic reports (two years, if applicable)
- Previous school records must be reviewed to ensure correct grade placement in line with ADEK's Age-Grade Chart and curriculum alignment requirements.
- Transfer Certificate (for mid-year or transfer applicants)
- Medical records and vaccination card

Vaccination Exemption Clause: Admission must not be denied to students without vaccination cards. Such students will be admitted on condition that the required records are submitted within the year of enrollment. Where parents explicitly refuse vaccination, UPS is required to refer the case to ADEK and the Department of Health (DOH) in accordance with ADEK's Health & Safety requirements.

5.3 Assessments

All applicants may undergo academic and/or developmental screening to determine readiness and appropriate grade placement. Assessments are diagnostic in nature and may not be used to exclude applicants unless permitted by ADEK regulations.

- UPS must provide reasonable accommodations during admission assessments for Students of Determination and Gifted and Talented learners, in line with ADEK's Inclusion Policy.

5.4 Students of Determination and Gifted and Talented learners

- Students of Determination and Gifted and Talented learners must receive fair consideration, subject to reasonable accommodation, available resources, and alignment with their Individual Education Plan (IEP).
- UPS will ensure that their learning profiles are identified to support appropriate placement in line with ADEK's Inclusion Policy.
- All admissions decisions must be consistent with ADEK's Inclusion Policy and recorded on ADEK systems (eSIS/PASS).
- Admission decisions for Students of Determination and Gifted and Talented learners must be overseen by the Head of Inclusion.
- Details must be recorded in ADEK's eSIS system.
- If UPS cannot accommodate a student despite reasonable efforts, an **Inability to Accommodate** notification must be submitted to ADEK, supported by documented evidence.
- Parents must be guided on next steps in line with ADEK's Inclusion Policy.

6. ADMISSION DECISION PROCESS

Admission decisions must be made through a fair, transparent, and evidence-based review in line with ADEK regulations

UPS must:

- Conduct a holistic review of each application, including required documentation, academic background, assessment outcomes, and availability of places within ADEK-approved grade-level capacity.
- Ensure that admission assessments are used solely for placement purposes and must not be used to deny admission unless explicitly permitted under ADEK regulations.
- Communicate admission decisions formally to parents/guardians within the defined timeframe.
- Maintain accurate admission decision records on ADEK's eSIS system.

Parents/Guardians must:

- Provide complete and accurate documentation to support the admission application.
- Ensure timely submission of all required forms, records, and supporting documents.
- Acknowledge receipt of the admission decision and respond in accordance with the instructions and timelines set by UPS.

7. ENROLLMENT DECISIONS

Once an admission offer is issued, the following steps must be completed for enrollment to be confirmed:

Parents/Guardians must:

- Confirm acceptance of the admission offer in writing within the designated timeframe communicated by UPS.
- Pay all required registration and tuition fees in line with the UPS Fee Policy. All admissions-related fees are subject to ADEK approval and are published in line with the ADEK Fees Policy.
- Sign the ADEK-mandated **Parent-School Contract** and any other required school agreements.
- Submit original Emirates ID cards for Emirates Identity Authority verification.
- Provide any outstanding documentation required to finalize enrollment (e.g., medical, academic, or transfer records).

UPS must:

- Communicate admission offers and specify the timeframe and process for written acceptance.
- Provide parents/guardians with all required contracts, forms, and fee schedules in line with ADEK regulations.
- Verify Emirates ID information and upload all student admission and enrollment data into ADEK's eSIS system.
- Ensure transparency of all financial obligations and contractual requirements prior to finalizing enrollment, in line with ADEK's Parent-School Contract Policy.

Conditional Offers: Conditional offers may be issued where documentation is outstanding. Such offers may be withdrawn if regulatory documentation is not provided within the stated period.

8. RE-ENROLLMENT

Re-Enrollment of Current Students: Returning students will be offered re-enrollment priority subject to meeting school expectations (attendance, behavior, and fee settlement) and continued availability within ADEK-approved capacity. Re-enrollment timelines and requirements must be communicated annually. Re-enrollment decisions must not contravene ADEK's Inclusion Policy and must not result in discriminatory exclusion.

9. WAITLIST MANAGEMENT

If UPS is at full capacity, qualified applicants will be placed on a waitlist in compliance with ADEK requirements.

UPS must:

- Maintain a transparent and up-to-date waitlist according to the admission priorities stated in Section 4.
- Notify parents/guardians of their child's waitlist position upon request.
- Inform parents immediately if a place becomes available.

Parents/Guardians must:

- Confirm continued interest in remaining on the waitlist when requested by UPS.
- Respond promptly if offered a place from the waitlist, in accordance with the timelines set by UPS.
- Accept or decline a waitlist offer within the timeframe set by UPS; otherwise, the place may be offered to the next eligible applicant.

10. CONFIDENTIALITY AND RECORDS MANAGEMENT

- All student application data must be treated confidentially and stored securely in compliance with Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data.
- Records of admissions decisions must be maintained for ADEK inspection and audit purposes.
- Records must be retained and disposed of in accordance with ADEK requirements and the UPS data retention schedule, ensuring compliance with Federal Decree Law No. (45) of 2021.

11. MONITORING AND REVIEW

This policy must be reviewed annually by UPS leadership to ensure continued alignment with ADEK requirements. It will be updated as necessary to reflect regulatory changes, operational needs, and any amendments issued by ADEK through policies, regulations, or directives.

12. APPEALS AND COMPLAINTS

UPS recognizes the right of parents/guardians to appeal or raise concerns regarding admission decisions. The following process must apply:

- Parents/guardians may submit a written appeal to the UPS Admissions Committee after receiving the admission decision. The appeal must be lodged within a reasonable period, subject to any deadlines mandated by ADEK.
- The Admissions Committee must review the appeal, considering all relevant documentation, assessments, and capacity factors. A written response must be provided to parents/guardians within a reasonable timeframe, in alignment with ADEK requirements.
- UPS will communicate expected timelines for appeals to parents in line with ADEK's requirements.
- If the parent/guardian is not satisfied with the outcome, the case may be escalated to ADEK in line with ADEK's complaints and appeals procedures.
- All appeals and complaints must be documented and maintained on record for ADEK inspection.

REFERENCES

- Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema)
- Federal Decree Law No. (29) of 2006 Concerning the Rights of Persons with Disabilities
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties
- Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data
- Federal Decree Law No. (51) of 2022 Regulating Nurseries (KG1–KG2 only)
- ADEK Admissions Policy (Schools)
- ADEK Inclusion Policy
- ADEK Child Protection and Safeguarding Policy
- ADEK School Physical Environment Policy

UPS ADOPTION NOTE

This policy has been formally adopted by Universal Private School (UPS) as part of its internal policy framework. It is effective from 1 May 2025 and will be reviewed annually to ensure compliance with ADEK's requirements.

PUBLICATION

This UPS Admissions Policy (Version 1.0, May 2025) applies to all student admissions from KG1 through Grade 12 at Universal Private School, Al Ain. The policy is based on ADEK's admissions requirements and must be reviewed annually to ensure ongoing alignment with ADEK regulations and standards. This policy will be updated immediately upon issuance of any new ADEK regulations or directives.