

## Al Ain International School

Write clearly and in **BLOCK CAPITALS** and include a copy of the latest school report.

### Student Details:

First Name:	Middle Name:
Family Name: (as on the child's passport)	Known As: (first name)
Date of Birth (dd/mm/yyyy):	Gender: (Boy/Girl)
Nationality (passport):	Actual Country of Birth:
Native Arabic Speaker: <input type="checkbox"/> <input type="checkbox"/>	Language: (spoken at home)
Other Languages Spoken:	Religion: (Muslim, Christian, other)
Who is the sponsor of the child: (Father or Mother)	Who is the first point of contact: (Father or Mother)
Date of Required Entry:	Year Group sought:

### Details of Previous Two Schools or Nursery attended: (if applicable)

<b>Name of Current School or Nursery Attended:</b>		
Curriculum of School: (British, American, Australian etc)		
Town and Country of School:	Tel No:	Fax No:
Email Address:		
Date of School Entry:	School Leaving Date:	Year/Grade on leaving:

<b>Name of Previous School or Nursery Attended:</b>		
Curriculum of School: (British, American, Australian etc)		
Town and Country of School:	Tel No:	Fax No:
Email Address:		
Date of School Entry:	School Leaving Date:	Year/Grade on leaving:

**Siblings(brother/sistercurrently attending an Aldar Academies School?)**

Is there a brother or sister currently at an Aldar Academies School? <input type="checkbox"/> Yes <input type="checkbox"/> No		School:
Name (full Name)	Year Group	Class

**Medical Information**

Does your child have a medical condition which may have a substantial Or long term effect on their ability to carry out day to day activities?Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Is your child's vaccination record up to date?Yes No		<input type="checkbox"/>	<input type="checkbox"/>
Does your child have any allergies (nuts, fruits, dairy, grass, etc)?			
Other Medical conditions?			
Is your child on any medication? (If Yes, please give details)			
For Entry into Foundation Stage (FS1/KG1 and FS2/KG2):Is your child fully toilet trained?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

**SEN (Special Educational Needs)**

Please inform us of any circumstances which may affect your child's schooling e.g. Physical Disability, Learning Difficulties, Behaviour Problems, Dyslexia, Disrupted Schooling (attach any applicable reports)			
Has your child ever been assessed by AnEducational Psychologist?	<input type="checkbox"/>	<input type="checkbox"/>	Has your child ever received any Additional support for Learning? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please give full details:			

**Details of Child's Father**

Title (Mr/Mrs/Dr/HE)	First Name:	Family Name:
Nationality:	Employer:	PO Box details:
Office No:	Home Phone Number:	Mobile :
Email: (write in BLOCK CAPITALS)		
Religion: Muslim,Christian, Other:	First Language:	

**Details of Child's Mother**

Title (Mr/Mrs/Dr/HE)	First Name:	Family Name:
Nationality:	Employer:	PO Box details:
Office No:	Home Phone Number:	Mobile:
Email: (write in BLOCK CAPITALS)		
Religion: Muslim, Christian, Other:	First Language:	

- Who will pay the Aldar Academies Fees?  
\_\_\_\_\_
- Are you both the natural parent of the child?  
\_\_\_\_\_
- Are there any family circumstances which you feel we should be aware of: (deceased parent, divorced, separated or other)  
\_\_\_\_\_  
\_\_\_\_\_

To apply for entry to this School for my above mentioned child, I understand that all entry and tuition fees are non-refundable and non-transferable. I declare that I am the child's parent/legal guardian and that, to the best of my knowledge and belief, all information given is correct and complete and I have read and understood the guidelines and requirements of documentation to ensure my child's application and registration can be fulfilled.

If all the necessary paperwork and documentation is not provided or is false or misleading, it is likely that my child will lose his/her place at Aldar Academies.

**Guarantee of Placement**

If you are offered a place during a school term, but will not be commencing until a later date and wish to guarantee that place, you will be invoiced from the date of the offer, as in affect the school is holding a place until your child commences. These fees are pro-rated from the date of the offer.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Application Guidelines for Al Ain International School

### Academic year **2012/2013** only

- Please complete the application form and include the latest copy of your child's school report and submit them:
- by scanning the application forms and documentation and emailing them to [Registrar@alaininternational.sch.ae](mailto:Registrar@alaininternational.sch.ae).
  - by hand at the School, Al Salam Street, Sarooj, Al Ain

The Principal will review each file to determine if an assessment is required. Please allow time for this process.

*We would invite you to apply regardless of availability as there is no cost associated with submitting an application form and the situation can change quickly. It is better to submit an application in the event of this happening; we will have the file to hand if and when a place becomes available.*

#### Allocation of Places

Please discuss with our Registrar [Registrar@alaininternational.sch.ae](mailto:Registrar@alaininternational.sch.ae) regarding offers of places, fee structure, commencement/withdrawal implications, documentation, review of Transfer Certificates, Attestation of documents etc.

Priority for places will be:

1. Aldar direct employees (must submit Aldar ID number) and Mubadala
2. Everyone else in date and time order

Please note your application is for Al Ain International School only, should you wish to apply to Al Yasmina School Primary and Secondary, Pearl Primary School, Al Muna Primary School, Al Mushrif Primary School or Al Bateen Secondary School, you will need to contact that school directly.

#### Documents to be submitted with the initial application form Al Ain International School:

- Copy of latest school report – **MANDATORY**. If the latest school report is not included with your application, this will result in a delay in your child's file being considered. If you are seeking a place in FS1, FS2 please supply a pre-school / nursery report if available.

#### Documents to be submitted once an offer of a place has been made to Al Ain International School:

- 2 Copies of Sponsor's passport and visa (this is the person in the family who is sponsoring the rest of the family)  
If the Sponsor does not have a residency visa, please provide a letter from the sponsor's company advising that the visa is in the process and indicate when it will be completed. As a temporary measure the school will require a photocopy of the passport and entry stamp. The school will require to see sight and take a photocopy of the visa as soon as it becomes available, usually within 4 weeks from applying. Failure to produce a valid visa will mean that we cannot register your child with ADEC which will present further problems and may result in your child being excluded from our school.
- 2 Copies of Child's passport with visa
- 2 Copies of Mother's passport and visa
- 2 Copies of Birth Certificate (from the country which the child was born) – We will assume you will have this document attested by all authorities, as necessary, before school commencement.
- 5 Passport size photographs
- 2 Copies of Family book – if UAE National
- Copy of latest 2 school reports – **MANDATORY**. If the latest 2 school reports are not included with your application, it will not be processed. If your child is seeking a place in FS1, FS2 please supply a pre-school / nursery report which you may need to request from your child's current nursery.
- Transfer Certificate as per the prescribed template detailed below.

Pupils attending schools within the UAE will be given a transfer certificate at the end of your child's time at their current school - this document must support the Year group your child is being registered for, please review the template. Pupils coming from overseas will also be required to provide an attested Transfer Letter following the same template. While we appreciate that this document is not recognized in overseas schools, it is an important document here in the UAE. Without it your child cannot be registered with The Ministry of Education, which in itself, will present further problems. Please ensure you have the Birth certificates and Transfer letters attested by the correct embassies etc as outlined in our application form. All documents not in English or Arabic, must be translated by an Abu Dhabi Legal Translation company, your embassy will be able to assist.

Please note that all **original** documents, e.g. passports of both parents and all children applying, with visas (if you have them), original birth certificates of all children, vaccination papers and original school reports will require to be seen either at submission or if overseas when you arrive in Abu Dhabi. Failure to provide the originals may jeopardize your child's application. Every child attending Aldar Academies will be registered at ADEZ, to ensure their registration is approved, the school requires sight of the said documents. Once we have seen the original documents, they will be handed back to you immediately.

### Confirmation of Place

The Registrar will email the main contact from the application form a confirmation of place to offer. This offer letter will state the due date of the Registration and Book fee (AED500), and any additional requirements or advice. A confirmation of place will be subject to only that child on the offer letter.

### Assessments

Should your child be required to sit an assessment, the application will be put on hold, until after the assessment, to ensure we place your child into the correct year group as per ADEC requirements. Your child must pass the assessment and then be approved by the Principal before an offer is made. Therefore we encourage you to attend the date and time as per the invitation. Assessments are consistent across Aldar Academy Schools and the outcome of an assessment at one school will be honoured by all Aldar Academy Schools. Should your child not pass an assessment they cannot be reassessed for 6 months. There is no guarantee a place will be available on the 2<sup>nd</sup> assessment. Assessments may be conducted whilst you child is on the waitlist, there is no guarantee of placement should your child pass. There is no fee for assessments.

### Delay with Commencement

Please advise the Registrar if the start date is delayed as the provisional allocation of year group and/or offer has been made on the information provided at the time. Changes to commencement dates could result in parents requiring authorisation from ADEC for their child to commence at our school. A delay could mean your child is put back a year group, especially if moving from the Southern Hemisphere (Australia, South Africa, New Zealand, and Singapore etc).

### Unpaid Registration and Book Fees

As per our offer letter requesting payment of the Registration and Book Fee and return of the signed confirmation letter, should this fee not be paid by the required date, your child's place will be withdrawn. If you have a valid reason for non-payment or you need to check if the payment has been received please contact us.

### Invoices

Failure to pay by the requested date will indicate you no longer require the placement, therefore another child will be offered your child's place.

### Pupil School Hours

FS1	7.45 am – 1.30pm
FS2 – Year 6	7.45 am – 2.00 pm

## Children with Special Needs

For the Academic Year 2012 we only have very limited resources to cater for children with special needs. We generally do not accept children with a Statement of Special Needs or children who require 'one to one' support in order to access the curriculum. Pupils with an Individual Education Plan will be reviewed carefully and have to undertake an assessment.

## FS1 and FS2 Children

All children attending Aldar Academies must be able to use the toilet completely independently. We are unable to accept children who still require toilet training.

## Documentation

All children who have been offered a place at Aldar Academies have been offered on the provision that all documentation will be submitted correctly as outlined in this document. Please make it your responsibility to have correctly attested any documents and ensure your Transfer Certificates are per the template. We cannot stress enough the importance of you providing your correct documents to ensure your child can commence and continue their education at the school per the ADEC (Abu Dhabi Education Council) rules and regulations.

## Child's Birth Certificate

Children born in South American / African / Eastern European / Asian / Arab Countries need to have their birth certificates attested by: (which means original certificates have to be stamped)

- The Embassy of the child's birth country and the Ministry of Foreign Affairs in Abu Dhabi.
- If no Embassy in Abu Dhabi, the document must be attested prior to your arrival in Abu Dhabi by the appropriate Embassy and Foreign Ministry.

## Transfer Certificate(sample attached – please ensure it meets this layout/requirement)

1. Child Transferring within the UAE.
  - These are provided in Arabic, usually in triplicate form and issued by the previous school and stamped by the branch of the UAE Education Zone in the Emirates concerned.
  - Children transferring from a 'School' (ie. Choueifat, Al Raha, BISAD, Al Yasat , etc in other words not a Nursery) will need a transfer letter from KG1 and upwards.
2. Child transferring from school in GCC or Arab/Asian/African/South American/Eastern European Countries
  - Transfer Certificate is issued by the previous school. This Certificate must be attested (stamped) by the following authorities before you relocate to the UAE:
    - The Ministry of Education of the country in which the previous school is situated.
    - That country's Ministry of Foreign Affairs.
    - The UAE Department of Foreign Affairs in Abu Dhabi
3. Child transferring from a school from the UK, Western Europe, New Zealand, Australia, North America and Canada.
  - A Transfer Certificate is issued by the previous school. The Certificate must be original, printed on the school's letterhead, signed and stamped. E-mail or fax copies are not accepted by the UAE Ministry of Education.
  - A Transfer Certificate for all year groups are required from the child's previous school.
  - There is no attestation required other than the original signature / school stamp.



## **SCHOOL UNIFORM**

School uniform is compulsory – see list below and our website for further information.

We suggest you purchase your child's black school shoes and socks in your country to ensure you have the correct fit and type you are familiar with.

- Swim suit & swim cap
- Choice of Trousers/skirts/skort /Stripy dress/Stripy shirts
- White anklet socks not available from Uniform Shop
- Black school shoes (lace or Velcro) not available from Uniform Shop
- Choice of sport shoes (non marking soles) not available from Uniform Shop
- Backpack, Swim bag & Library / book bag (all compulsory)
- School Hat
- PE - Sport Short Super Micro Fibre (boys and girls) & T-shirt (boys and girls), PE plimsoles or suitable trainers – no black soles.

## **Bus Transport**

Al Ain International Primary school will not offer bus transportation for this academic year.

## FEES SCHEDULE 2012/2013 ACADEMIC YEAR

Registration and Book Fee (non-refundable) payable upon confirmation of place = AED 500  
Students transferring from another Aldar Academies school are not required to pay the Registration fee again.

PROPOSED fee schedule for 2012/2013, awaiting approval from the relevant authorities.

(3 installments - payable by September, January, April)

Year Group	AED	Termly (in advance)
FS1 (KG1)	39,600	13,200
FS2 (KG2)	39,600	13,200
Year 1	39,600	13,200
Year 2	39,600	13,200
Year 3	39,600	13,200
Year 4	39,600	13,200
Year 5	39,600	13,200
Year 6	39,600	13,200

### **Subject: Securing a place at an Aldar Academies School part way through the Academic Year**

#### **1.0 Payment for mid-term starts**

For new children joining full term's fees are payable should a child start at the beginning of a term.

If a child starts part-way through term, the fees to be charged will reflect how much of the term remains. A child starting in any given month will be charged for that month and any remaining months.

#### **2.0 Payments for delayed starts**

If a child has been offered a place to commence but is unable to take the place until a later date the following will apply:

- 2.1 If the school does not have a waiting list the place will be held until the pupil can join the school.
- 2.2 If the school has a waiting list, the tuition fees will be required to be paid in advance, on a pro-rata basis against the relevant term fee. This will guarantee that the place on offer is held open and not passed to another family. A part month counts as a full month.
- 2.3 If the offer of a place is after the half term point a Registration and Book Fee of Dhs 500/- is all that is required to secure a place. Please note the half term point will be clarified when an offer of a place is made and does not always coincide with the half term holiday detailed on the school calendar.

The School Registrar will advise the situation at the time of offer or before.

**Subject: Parental Request for Tuition Fee Refund part way through the year**

**1.0 Tuition Refunds Mid-Term – Family Repatriation**

Parents whose personal circumstance, which changes during the school year, which falls under the following categories:-

- 1.1 Family Repatriation due to loss of Job
- 1.2 Medical resulting in Family Repatriation.
- 1.3 Loss of Job (forcing relocation within the UAE).

At the discretion of the School Principal they may approve the refund of fees based on :-

- (I) Receipt of an official letter from parent(s).
- (II) Provision of one month's written notice.
- (III) Tangible proof of an offer of a school place within UAE if #1.3 applies.

**Example :** Letter received January 10th stating reason for leave (sl#1.1 or 1.2 ) then fee for the month of January would be due and balance for Term 2 (Pro rata) Feb & April can be refunded.

**2.0 Tuition Refunds Mid-Term – Transfer to another UAE School**

Parents whose personal circumstance, which changes during the school year, which falls under the following category:-

- 2.1 Parents who wish to transfer their child to another UAE school

Fees cannot be pro rata and are due for the current term. If they have paid for Term 3 then this can be refunded subject to one month's written notice.

**Exception** - At the discretion of the School Principal they may approve the refund of fees on receipt of an official letter from parent(s) if their child's place can be filled immediately by a child on a waiting list and for no other reason.

## Transfer Certificate Template

To Whom It May Concern:

1. Student's Name:
2. Date of Birth: dd/mm/yyyy
3. Place of Birth:
4. Date of Admission: dd/mm/yyyy
5. Class of Admission:
6. Last Year or Grade attended:
7. Date of Leaving: dd/mm/yyyy
8. Reason for leaving:
9. (See below)

One of the following two sentences **MUST** be included in the certificate as item 9.

- 1) Completed Year \_\_\_ and has been promoted to Year \_\_\_ for academic Year 20\_\_\_ / 20\_\_\_
- 2) Is continuing their studies in Year \_\_\_ in academic year 20\_\_\_ / 20\_\_\_

Signature: Principal or Head Teacher (do not use a scanned signature)

Date:

School Stamp



1. An Original Transfer Certificate (containing the information above) is mandatory from your child's previous school. It is required to register your child with any school in the UAE. Without a Transfer Certificate we are unable to register your child with the Education Authorities. **PLEASE NOTE** your child will not be able to start school if you have not presented the original Transfer Certificate to the school.
2. If your child's existing school has a stamp please ensure it is clear. If the school does not have a stamp, the school must state this, a failure to provide a stamp will result in the Transfer Certificate being invalid.
3. The Certificate must be typed on the current school's letter headed paper.
4. Transfer Certificates are required for ALL year groups. If your child has not attended a school or nursery previously (KG1, KG2 and Year 1) please advise in writing with this Application Form.
5. For students transferring from another school within the UAE, certificates must also be supplied by the current leaving School. The leaving school in the UAE will be aware of the format required.
6. Attestations:
  - a. All students coming from UK, Western Europe, Australia, Canada, USA and New Zealand countries DO NOT require Transfer Certificate to be attested.
  - b. For students coming from any other country; Asia, Africa, Middle East, Eastern Europe, this Certificate must be ATTESTED in the country the student is leaving. Without attestation your child cannot be given approval and therefore may be excluded from our School.
7. **The Education Authorities allow numerical progression from Year to Year ONLY and does not take account of differences between academic systems. If a student has completed Year/Grade 4, they must enter Year/Grade 5, regardless of age or curriculum.**

**Please discuss any queries relating to this document with the School Registrar in the first instance. Rules and guidelines can change with very little notice, therefore we ask for your support should you be required to submit additional information.**

**Please ensure you read the Application Guidelines for the school you are applying for. Information can be subject to change but are correct at the time of print.**