



California American School

Admission Policy

Review No.	Description of Change	Review by	Date of Issue
1	Adoption of Policy	CAS Administration	April 2019
2	Revision of Policy due to COVID 19 PANDEMIC	CAS Administration	March 2020
3	Revision of Policy due to PSRPG by ADEK	CAS Administration	October 2021
4	Review and Update	CAS Administration	August 2023



The Policy

The purpose of this policy is to establish guidelines and procedures for the admissions, enrolment, and placement process at California American School, ensuring a fair and appropriate approach for all prospective students and their families.

Admission covers the requirements of and procedures for admitting students. Registration is the process whereby CAS offers students a place and then enter them on the school admissions roll. Placement of students refers to the normal expectation that students be placed with their peer group in terms of age, whose birthdays fall within the defined dates of the school year.

The aims and purposes:

1. To select and admit students who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our school community.
2. To provide assurance that CAS operates fairly and appropriately in our decision about admission, registration and placement of students.
3. This policy is in line with the overall commitment of the UAE Federal Government to ensure the best education provision for all our students.

Fair, Non-Discriminatory and Transparent Approach

We welcome students from all ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their or their parents' race, color, language, religion, political, or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

Inclusion

Provided that the student has fulfilled the entrance requirements, if a student has special educational needs, they will be offered a place at the school if the school is able to provide for those specific needs.

Admissions Process

The general admissions process at CAS is structured to ensure transparency and fairness. Applicants must fill out an application form, submit the child's latest school reports, and provide additional documentation as needed. An interview and assessment may also be required. Final enrolment decisions are made by the Heads of School, in collaboration with the Admissions & Parent Experience Manager and Principal, based on clearly defined criteria.

Waiting Lists: If a year group is fully subscribed to, applicants will be placed on a waiting list. Applicants on the waiting list will be contacted as soon as a place becomes available, and they will be required to complete the necessary admissions steps promptly to secure the place offered.

Admission priorities

Admission priorities if there are more requests for places than available places, as follows:

1. Students who attended the school in the previous year or period.
2. Students with siblings are already in school.
3. Children of school staff.
4. Students who live near the school.

Admissions Requirements

- **Kindergarten students**

Students will be admitted in accordance with their age (verified in the form of an EID (Emirates ID), birth certificate or passport). All children must be potty trained. In some cases, if the parents can't come to school for an interview they will be asked to send a short video of the student. This will provide the academic team with some information on the student and can check their speech and language.

- **Grade 1 to Grade 12**

The students will be required to submit the most recent academic report. Any reports that are not written in English will need to be translated prior to submission. Students will be asked to sit Admission Assessment (English, Math, Arabic). This will check the student's academic level. The assessment takes approximately 60 minutes. Additionally, we may request an online/in person interview or short videos.

Documentation

All the documents below are required for every new student. Should these documents not be in place, your child will not be able to start School until these documents are complete:

1. A copy of the mother, father and child's passport and the valid residence visa page
2. A copy of the mother, father, and child's Emirates ID card (front and back)
3. One copy of your child's birth certificate
4. A recent passport photograph of your child.
5. One copy of an Electricity and Water bill showing your property number
6. Copy of Health report/Vaccination/Immunization record
7. Copy of Academic progress report from the last school where applicable
8. Transfer Certificate: For students from Grade 2 to Grade 12 a Transfer Certificate from the last school with the required attestation for students from other Emirates and outside the UAE.
9. Attestation must be complete (If applicable)
10. Court Decision (If applicable)
11. Medical form
12. Photo consent form
13. Home Agreement form
14. Transportation Form

Class Capacity

1. The maximum number of (20) students for each kindergarten class (KG1 and KG2).
2. The maximum number of (20) students for each kindergarten class (Grade 1 to Grade 12).

Record Keeping

All Assessment dates and times are updated in the student database by the Admissions Team each time the file is actioned. The Acceptable and Decline Letters are prepared through a template and copies are kept in the student file on the database. Parents who accept the offer of a place at the school for their child, following this a deposit payment of AED 1,000.

Monitoring and Review

This policy will be reviewed and evaluated regularly to ensure its continued effectiveness and alignment with the ADEK Private School Policy. Revisions and updates will be made as necessary to maintain compliance with relevant regulations and to best serve the needs of California American School and its students.

Table of Equivalences

Grades of Students in 12 Year System (American)	Age on 31st August
KG 1	4
KG 2	5
Grade 1	6
Grade 2	7
Grade 3	8
Grade 4	9
Grade 5	10
Grade 6	11
Grade 7	12
Grade 8	13
Grade 9	14
Grade 10	15
Grade 11	16
Grade 12	17