



AUSTRALIAN SCHOOL OF ABU DHABI

ADMISSIONS AND FEES POLICY

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1. SCHOOL VISION

Australian School of Abu Dhabi (ASAD) fosters globally minded graduates through inclusive education, nurturing a sense of belonging, understanding, and respect. We empower students with skills, empathy, and awareness to contribute locally and globally.

2. SCHOOL MISSION

Australian School of Abu Dhabi (ASAD) provides a diverse curriculum with global perspectives to all students. We foster inclusion, embrace diversity, promote understanding, and empower students to excel academically and socially. Our commitment to inclusivity ensures every student feels valued and supported.

3. INTRODUCTION

At Australian School of Abu Dhabi (ASAD) we are committed to providing a high-quality, inclusive IB education in alignment with the International Baccalaureate (IB) philosophy and the Abu Dhabi Department of Education and Knowledge (ADEK) regulatory requirements. As an IB continuum school, we offer the Primary Years Programme (PYP), Middle Years Programme (MYP), and Diploma Programme (DP), with KG1 and KG2 forming part of the PYP framework.

Our admissions process is inclusive, transparent, and ensures equitable access to all students, in accordance with ADEK guidelines and IB admissions expectations. We welcome students from diverse backgrounds, abilities, and linguistic profiles, providing appropriate support for students with additional learning needs, English as an Additional Language (EAL) learners, and gifted and talented students. The school ensures that students receive reasonable accommodation and modifications where required, in line with IB and ADEK inclusion policies.

To uphold IB principles, our admissions process introduces students and parents to the IB Learner Profile, academic honesty expectations, and the IB's inquiry-based approach to learning. We provide parents with clear information about programme transitions and expectations for successful engagement in the IB curriculum.

4. PURPOSE

The purpose of this policy is to establish a fair, transparent, and compliant admissions and fees framework for ASAD, ensuring alignment with IB standards and ADEK regulations. It outlines entry requirements, application procedures, assessment criteria, re-registration, withdrawals, and financial commitments for students enrolling in the PYP, MYP, and DP.

5. SCOPE

This policy applies to prospective and current students, as well as staff involved in the admissions and enrolment process at ASAD ensuring compliance with IB and ADEK requirements while upholding principles of equity, inclusion, and transparency.

6. IB LEARNER PROFILE AND ADMISSIONS

ASAD's admissions policy is guided by the IB Learner Profile, which embodies the values and qualities that the school seeks to nurture in all students. The IB Learner Profile encourages students to become inquiring, knowledgeable, and caring individuals who contribute positively to their communities and the world. ASAD welcomes students from diverse backgrounds and abilities, ensuring that all learners have the opportunity to develop these attributes in a supportive and inclusive environment.

As an IB World School, ASAD seeks students who demonstrate a willingness to engage with the IB philosophy and actively participate in a learning environment that fosters critical thinking, open-mindedness, and intercultural understanding. The school encourages students to develop a strong sense of principled action and global citizenship, reflecting IB values in their academic and personal growth.

The admissions process does not require students to have prior experience with IB programmes; however, ASAD looks for students and families who embrace the ethos of international-mindedness, holistic education, and lifelong learning. The school supports each student in developing the IB Learner Profile attributes, ensuring they grow into reflective, balanced, and risk-taking individuals who are prepared to meet the challenges of an ever-changing world.

7. LANGUAGE SUPPORT AND INCLUSION

ASAD recognises that language development is integral to learning and is committed to supporting students with diverse linguistic backgrounds. The school aligns its language policy with IB standards, ensuring that students, including English as an Additional Language (EAL) learners, receive tailored support to develop their language proficiency. Admissions assessments consider language needs, and appropriate language support services are provided to help students thrive in an IB learning environment. Additionally, ASAD promotes multilingualism and values students' home languages, fostering an inclusive community where linguistic diversity is celebrated.

8. ADMISSIONS POLICY

ASAD follows an inclusive admissions approach in line with IB principles and ADEK regulations, ensuring that all students have fair and equitable access to high-quality education. The school values diversity and welcomes students of all abilities, nationalities, and backgrounds. Each application is reviewed holistically to assess how ASAD can best support the student's academic and personal growth. The admissions process is guided by the following general principles:

8.1 General Guidelines

ASAD maintains a transparent and student-centred admissions process that upholds both IB philosophy and ADEK requirements. The school ensures that all applicants are considered fairly, with decisions based on individual needs and the school's capacity to provide appropriate support. All applicants must complete an Enrolment Form, available on our public webpage, as part of the application process. The following guidelines govern the admissions process:

- ASAD welcomes students of all abilities, nationalities, and religions who can benefit from its academic, personal, and social programs.

- ASAD will facilitate visits by prospective parents and students, providing them with an opportunity to explore the school's premises and learning environment.
- Complete and accurate information about a student's academic history, behavioural records, and any additional needs must be provided at the time of application.
- Admissions assessments are conducted in English to evaluate students' language proficiency and identify the level of support they may require. However, fluency in English is not a requirement for admission.
- The school's inclusion support program caters to students with special educational needs, disabilities, giftedness, and English language learners. Parents must submit relevant documents, such as Individualised Education Plans (IEPs) or professional assessments, during the application process.
- Admission decisions are made in accordance with UAE laws, ADEK regulations, and IB standards to ensure compliance and fairness.
- Enrolment is subject to availability and the school's capacity to meet the students' educational needs.

8.2 Age Criteria and Grade Placement

ASAD adheres to ADEK's age requirements for school entry, ensuring appropriate placement based on students' age, prior schooling, and developmental readiness. The school follows the IB programme structure for the Primary Years Programme (PYP), Middle Years Programme (MYP), and Diploma Programme (DP), ensuring alignment with international best practices.

ADEK Minimum Age Requirements

The table below outlines the ADEK-mandated age criteria for each year level as of August 31 of the academic year:

IB Programme	Age	Grade
Primary Years Programme (PYP)	4-5	KG1
	5-6	KG2
	6-7	Grade 1
	7-8	Grade 2
	8-9	Grade 3
	9-10	Grade 4
	10-11	Grade 5
Middle Years Programme (MYP)	11-12	Grade 6
	12-13	Grade 7
	13-14	Grade 8
	14-15	Grade 9
	15-16	Grade 10
Diploma Programme (DP)	16-17	Grade 11
	17-18	Grade 12

Placement Considerations

- **Age Compliance:** All students must meet the ADEK-mandated age requirements for their grade level at the time of enrolment.
- **Previous Schooling:** Students transferring from other curricula will be assessed for appropriate placement based on transcripts, academic records, and age alignment with ADEK standards.

- **Developmental Readiness:** For KG1 and KG2, students may undergo additional observation to determine school readiness.
- **IB Programme Alignment:** ASAD follows IB structures for PYP, MYP, and DP to ensure a smooth academic progression across year levels.
- **Placement Adjustments:** In exceptional cases, placement may be adjusted based on academic ability, social-emotional factors, and school discretion, in compliance with ADEK guidelines.

8.3 Admissions Assessment Process

Once an application is received and all documentation, including previous school reports are submitted, they will be evaluated along with other relevant factors, including the student's academic background, readiness for the IB curriculum, and specific learning needs. A holistic evaluation, which may include an interview, will be conducted to assess the student's suitability for placement and required support.

For KG1 and KG2 applicants in particular, an informal classroom visit will take place, allowing school staff to observe the child and discuss how best to support their development. For all other PYP, MYP, and DP applicants, entry assessments in core subjects are required to determine the appropriate grade placement and support needs. The Principal, or their delegate, will make the final decision regarding admission.

Students who require English as an Additional Language (EAL) support or have additional learning needs will be assessed to identify necessary accommodations and services.

Waiting List

If a year group is fully subscribed, applicants will be placed on a waiting list. The school will follow a transparent selection process, prioritising applicants based on the criteria below. The waiting list will be refreshed every term, at a minimum, and applicants will be notified as soon as a place becomes available. Those on the waiting list will be required to complete the necessary admissions steps promptly to secure the offered place.

8.4 Priority Enrolment Criteria

ASAD strives to maintain a stable and supportive learning community while ensuring fair access to education. When demand exceeds available places, priority enrolment is given to the following groups:

- Siblings of current students to support family continuity and cohesion within the school.
- Students transferring from other IB schools to facilitate a smooth transition for students already engaged in the IB continuum.
- Children of staff members, in recognition of their contribution to the school community.
- Returning students who previously attended ASAD to support continuity in their educational journey.

While priority is given to these categories, all applicants must meet the school's admissions criteria, and placement remains subject to availability.

8.5 Required Documentation

To ensure a smooth and transparent admissions process, ASAD requires all applicants to submit the following essential documentation.

- **Student and Parent Identification:** Passport, visa, residency details, and Emirates ID copies (for both student and parents)
- **Birth Certificate** (copy)
- **A recent photograph**
- **Immunisation Records**
- **Academic Records:** Two years of the most recent school reports (if applicable)
- **Transfer Certificate:** Attested as per ADEK requirements
- **Additional Educational Reports (if applicable):**
 - Diagnostic testing, educational assessments, or clinical assessments including psychological assessments
 - Any Individualised Education Plans (IEPs) or support documents for students with additional needs
- **School Reference:** A completed referral form from the child's current school must be provided
- **ADEK Registration:** Parents must electronically swipe Emirates IDs for official registration

Service Standards

To uphold efficiency and transparency, ASAD follows these service standards for admissions:

- Applications are processed within five (5) working days.
- Responses to initial applications are provided within one (1) to two (2) working days.
- Assessment outcomes are communicated within five (5) working days of the test.

8.6 Admission Decisions, Registration and Enrolment Process

Admission decisions are made based on a holistic evaluation of the student's application, which includes an interview, assessment of student's previous academic progress (if applicable), the student's readiness to undertake the IB curriculum, the availability of a seat in the grade placement and the school's ability to support the student's academic and personal development. The final decision is at the discretion of the Principal, and parents will be notified within five (5) working days of the assessment.

Once an offer of admission is made, parents must confirm acceptance within seven (7) days and complete all necessary enrolment procedures. This includes signing the Enrolment Agreement and Fees Agreement, submitting any outstanding documents, and paying the non-refundable registration fee to secure the seat. All new students will be registered with ADEK through the school's admissions office. Failure to complete the enrolment process within the given timeframe may result in the seat being offered to another applicant.

8.7 Re-Registration for Current Students

To secure a seat for the following academic year, parents must complete the re-registration process and pay the required re-registration fee. Re-registration must be completed by February each year to avoid forfeiture of the seat. Students with outstanding fees will not be eligible for re-registration until all dues are fully settled.

8.8 Withdrawal Process

Parents of students intending to withdraw must submit a formal withdrawal form by March of each year. Transfer certificates will only be issued once all outstanding fees are cleared, and any applicable refunds will be processed in accordance with ADEK regulations.

9. FEES POLICY

ASAD School follows an ADEK-compliant fee structure, ensuring transparency, accessibility, and financial flexibility for families. All tuition fees, payment schedules, and procedures are published on the school's official website in accordance with ADEK regulations.

9.1 Fees Agreement

- All parents must sign the Student Fees Agreement at the start of each academic year for current students and upon enrolment for new students.

9.2 Fee Structure

- Parents will receive itemised invoices outlining the fees to be paid.
- School fees are divided into three equal instalments:
 - **1st Instalment** – Payable by August 26th, before the academic year begins.
 - **2nd Instalment** – Payable by December 10th.
 - **3rd Instalment** – Payable by March 10th.
- Fees must be paid in accordance with the schedule to ensure continued enrolment. The first instalment must be paid before the start of the school year for admission to be confirmed.
- Students with outstanding fees from prior years will not be enrolled until the fees are paid in full.

9.3 Approved Payment Methods

- The school accepts the following payment methods:
 - Credit/Debit Card
 - Cheques
 - Bank Transfer
- If payment is made by bank transfer, parents are asked to immediately inform the finance team by sending a copy of the transfer to finance@australianschool.ae
- Payment confirmations and receipts are issued upon request.

9.4 Early Payment, Sibling, and other Discounts

- Families who pay the full annual tuition fee by 15 September of each academic year receive the **Early Payment Discount** of 5%. This discount applies only to full payments made on or before the deadline. Partial or late payments do not qualify.
- A confirmed referral that results in the enrolment of a new student will receive the **New Student Referral Discount** of 100% on book fees.
- ASAD offers **Admission Encouragement Discounts**. New KG, Grade 1, Grade 9, Grade 10, and Grade 11 students will be eligible for a 10% discount on tuition fees.
- ASAD offers **Sibling Discounts** on tuition fees. The second child will receive a 5% discount, the third and fourth child will receive a 15% discount, the fifth or more children will receive a 50% discount. The discount will apply to the lowest grades. For example, if one sibling is in Grade 10 and the second sibling is in Grade 4, the discount will be applied to the younger sibling. This is regardless of when the siblings joined the school. The Sibling Discount will be applied to the Term 3 instalment and only if the Term 1 and Term 2 instalments have been paid in full.
- ASAD reserves the right to offer other discounts to support specific admission campaigns.

9.5 Registration and Re-Registration Fees

- For new students, a registration fee of AED 2,500 must be paid at the time of registration. This fee will be deducted from the total tuition fees as per ADEK regulations. The amount of AED 500 is non-refundable.
- A re-registration fee of AED 2,000 is required to secure a student's place for the next academic year.
- This fee is deducted from the total tuition fees as per ADEK regulations.
- Re-registration must be completed by February of each academic year to avoid forfeiture of the seat.

9.6 Non-Payment Consequences

- The school follows ADEK's fee collection policy, ensuring a fair process for outstanding payments.
- If tuition fees remain unpaid:
 1. The school will issue three written warnings.
 2. If unresolved, students may be suspended, and semester reports may be withheld.
 3. Families experiencing financial difficulties may contact the school to discuss customised payment plans as per section 9.7.
- Students with outstanding fees from prior years will not be enrolled for the new academic year unless and until all fees are paid.
- All policies are in strict accordance with ADEK guidelines.

9.7. Temporary Hardship Cases

- Tailored payment plans will be considered in cases of genuine temporary financial hardship. The applicant must provide evidence to support the request. This may include a letter from a government agency, bank, employer, or similar.
- Payment plans will only be valid if post-dated cheques for the full amount of the fees are submitted, and only if the first instalment is immediately paid to activate the plan.
- Payment plans will be established on a term-by-term basis. Term 2 and Term 3 payment plans will only be considered if the Term 1 plan is strictly fulfilled. Payment plans will not extend beyond the current academic year.
- Payment plans must be approved by the Director.

9.8 Withdrawal Process and Refunds

- Families withdrawing students from the school must submit a withdrawal form by March of the academic year.
- Tuition refunds, if applicable, are processed in line with ADEK's refund policy.

10. MONITORING AND REVIEW

This policy is to be monitored and reviewed annually by the Director to ensure its effectiveness, alignment with regulatory requirements, and responsiveness to the needs of the school community. Adjustments will be made as necessary to maintain compliance and best practices.

11. REFERENCES

- Abu Dhabi Department of Education and Knowledge (ADEK). (2024). Private schools policy and guidance manual.
- Abu Dhabi Department of Education and Knowledge (ADEK). (2024). Parent-school contract guidelines.

- Abu Dhabi Department of Education and Knowledge (ADEK). (2024). Inclusion policy.
- International Baccalaureate (IB). (2022). Access and inclusion policy.
- International Baccalaureate (IB). (2023). Programme-specific admissions guidelines (PYP, MYP, DP).

12. RATIFICATION AND REVISION HISTORY

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