Admissions Policy

Date	Review	Lead Policy Writer/s	Leader Responsible
August 2024	August 2025	Julie Jones (Director of Marketing and Admissions)	Julie Jones (Director of Marketing and Admissions)

Policy

Nord Anglia International School Abu Dhabi (NAS Abu Dhabi) offers a British-style education, broadly following the English National Curriculum from Early Years Foundation Stage 1 (FS1) to Year 11, and then transitioning to A Levels (British qualification) in Years 12 and 13 (commencing from September 2025).

We encourage all prospective parents to make an enquiry and arrange a virtual meeting to learn about our school. Our personalised virtual meetings, followed by a physical tour of the school offered upon submission of an application, provide opportunities to become familiar with NAS Abu Dhabi and discuss your child's educational needs.

At NAS Abu Dhabi, we consider each application individually, assessing academic ability, behaviour, and additional needs. We also consider age, gender, and nationality in our efforts to maintain balance, equality, and broad international representation within our community. The school is committed to high academic aspirations for all students, inclusive education, and excellent pastoral care.

We offer an inclusive mainstream curriculum with tailored support, interventions, differentiation, and personalisation as necessary. Our learner profile encourages students to be open-minded, principled, knowledgeable, balanced, reflective, and caring, as well as risk-takers, communicators, inquirers, and thinkers.

The school conscientiously utilises the curriculum materials and approaches available to serve the diverse needs of its students, adhering to the regulatory structures and initiatives set by the Ministry of Education through Abu Dhabi Department of Education and Knowledge (ADEK).

Please note that waiting lists exist for some year groups. We operate a rolling waiting list system, meaning that if children cannot gain entry in their desired enrolment period, their applications will remain on our waitlist until a place becomes available. We offer places throughout the academic year, except in Year 10 and Year 12, where entry is preferred at the beginning of the academic year and no later than the beginning of the second half of Term 1, subject to the Head of School's approval. In line with ADEK regulations and the nature of our curriculum, entry to Year 11 and Year 13 is not available.

To make an enquiry, please complete and submit the Enquiry Form. A member of our Admissions Team will overview the admissions process, discuss our curricula, and answer any queries you may have via telephone, email, or a virtual discovery meeting. Please allow approximately 1 hour for your virtual meeting, which will be conducted via Microsoft Teams. Access details will be emailed to you once your booking is confirmed.

If you need to cancel or reschedule an appointment, please contact us at +971 2 699 3333 or email admissions@nasabudhabi.ae.

The application process begins when the application form and last year's school reports are submitted to the Admissions department for review. Invitations for a formal entrance assessment, which may be conducted online or in school, and interviews with admissions staff, teaching staff, or senior members of staff, including the Heads of Inclusion (where applicable), will then be sent to the applicant.

Parents, guardians, and/or any persons with parental responsibility are asked to fill in the Application Form and sign the relevant section, acknowledging acceptance of the School's terms and conditions.

Assessments

NAS Abu Dhabi fosters an inclusive education and maintains high academic standards for all. All students who apply to NAS Abu Dhabi participate in online or in-person admissions assessments, arranged throughout the year.

Early Years Foundation Stage 1 and 2, and Year 1: In-person Discovery Sessions are organised by the Admissions department and observed by our early years teaching staff and the Primary Senior Leadership Team. Alternatively, we may request short videos of the child playing and speaking (clear guidance is provided upon request), which are reviewed by the admissions team and the Primary Senior Leadership Team.

Primary Years 2 to 4: Assessments for entrance are organised by the Admissions department and reviewed by the Primary Leadership Team. These assessments can be conducted in person or online. Students are asked to complete a piece of creative writing in English, engage in a short reading/comprehension task, and a maths assessment. All assessments are age-appropriate and aligned with the curriculum offered at NAS Abu Dhabi.

Primary Years 5 and 6, and Secondary Years 7, 8, 9, and 10: These assessments are conducted virtually or in school by the Admissions department and reviewed by the Director of Marketing and Admissions, Primary and Secondary Leadership Teams, and in certain cases, the Principal. Students sit for the CAT4 assessment and complete the school's English paper.

A Level Prospective Students: These students take the CAT4 assessment and complete the school's English assessments virtually or in school for a conditional offer, which is confirmed following their iGCSE or equivalent results in the summer prior to the start of the academic year.

Students with Additional Educational Needs or Disabilities (AEN): A personalised assessment process is offered, which may include a video call with one of our AEN teachers and liaison with external professionals.

Students with Additional English Language Needs: Further assessments may be requested to ensure that we can provide the necessary support for the student to successfully access the curriculum.

Following a successful assessment, students are either offered a place at NAS Abu Dhabi or placed onto our Waiting List.

Enrolment in i/GCSE Programme into Years 9, 10, and 11

At NAS Abu Dhabi, the i/GCSE Programme begins at the start of Year 9, commencing in September 2024. This three-year programme culminates in i/GCSE Public Examinations at the end of Year 11. i/GCSE options, tailored to the prospective student's interests and subject availability, are discussed with a designated Admissions officer. Following a successful assessment, students who are offered a place will receive a link to the i/GCSE options form, enabling them to register their subject choices directly with the school.

Entry into Year 10 is considered on a case-by-case basis, with the latest possible start at the beginning of Term Two (January). Applications for entry beyond this point are at the discretion of the Principal and the Secondary School Senior Leadership Team (SLT). While it is generally expected that most students will progress onto A Levels, the school acknowledges that each student's educational journey is unique.

Regarding Year 11 admissions, as a general rule, the school does not accept new students. However, exceptional cases may be considered, particularly for students who have already commenced their i/GCSE programme elsewhere and for whom NAS Abu Dhabi can align the student's original option choices and exam boards. Regrettably, the school is unable to accept Year 11 students who have not begun the i/GCSE programme.

Enrolment pathways in Year 12 and 13 - A Levels (British qualification)

NAS Abu Dhabi is pleased to announce the introduction of the A Levels programme, set to commence in September 2025 (subject to ADEK approval). A Levels provide a wealth of opportunities for personal development, academic study, and research. They are an excellent platform for the development of leadership and collaborative skills and offer students the chance to contribute meaningfully to the wider community.

As we prepare for the launch of this programme, it is important for prospective A Level students to understand the expectations and commitments involved. Success in A Levels requires students to adopt and maintain an ambitious working ethos. To reach their full potential, students must focus on developing their commitment, drive, and ambition. This level of study demands a high degree of self-motivation and academic discipline, as it prepares students not only for academic success but also for their future roles as leaders and innovators.

We look forward to the enriching experiences and opportunities the A Levels will bring to our students and are committed to supporting them every step of the way on this exciting educational journey, beginning in 2025.

Suitability for A Levels (British qualification) at NAS Abu Dhabi (Starting September 2025)

Prospective students looking to enroll in the A Levels programme at NAS Abu Dhabi, commencing in September 2025, are required to achieve grades ranging from A* to C in seven subjects at i/GCSE level or their equivalent.

For students who do not meet this criterion, NAS Abu Dhabi will consider their applications on a case-by-case basis. This may involve additional testing to gain a comprehensive understanding of how to best meet the individual needs of each student. The final approval for such cases will be made by the Principal.

Once offered a place in our A Level programme, students will discuss their subject options with the Head of Sixth Form. This discussion will be based on their i/GCSE or equivalent qualifications, considering both predicted grades and final results, to ensure that the most appropriate and beneficial academic pathway is chosen for their progression to university. Students will then be sent a link to an options form, enabling them to register their subject choices directly with the school.

In addition to academic performance, the following criteria are also considered when assessing a student's suitability for entry to A Levels at NAS Abu Dhabi:

The student's track record, including:
- Work ethic
- Attitude
- Conduct
- Academic integrity
- Contribution to school life

These criteria help ensure that students are well-prepared to thrive in the challenging and enriching environment of the A Levels programme at NAS Abu Dhabi.

Inclusion

As an educational institution registered and operating in the United Arab Emirates ("UAE"), NAS Abu Dhabi is required to comply with applicable legislation in the UAE and Abu Dhabi. This includes, but is not limited to, the provisions of the UAE Federal Laws, the Laws and Regulations of Abu Dhabi, as well as regulations and guidelines issued by relevant authorities and regulators, including the Abu Dhabi Department of Education and Knowledge (ADEK).

This policy, together with the wider policies in place at NAS Abu Dhabi, particularly the Inclusion Policy, ensures compliance with the following laws and regulations regarding Special Educational Needs and Disabilities (SEND):

- The School's admissions policy adheres to the stipulations of the Abu Dhabi Education Council's Private Schools Policy and Guidance Manual. This manual provides comprehensive guidance on the operation of private schools in Abu Dhabi, ensuring educational standards and the welfare of students are maintained.
- The School's admissions policy is in line with UAE Federal Law No 29 of 2006 concerning the Rights of People of Determination. This law underscores the importance of equal rights, opportunities, and access to education for individuals with disabilities, promoting their integration and empowerment in the educational environment.

Additionally, the policy aligns with the UAE's vision and strategic initiatives for inclusive education, as outlined in various national policies such as the UAE Vision 2021 and the National Policy for Empowering People of Determination. These frameworks advocate for a comprehensive, inclusive education system that caters to the diverse needs of all students, ensuring they receive the support and opportunities necessary to achieve their full potential.

By adhering to these national laws and strategic policies, NAS Abu Dhabi demonstrates its commitment to fostering an inclusive, supportive, and compliant educational environment for all students, particularly those with special educational needs and disabilities.

At NAS Abu Dhabi we are committed to ensuring:

- Equal Opportunity for Admissions Assessments: Every student applying to our school has the right to sit for admission assessments. We ensure that this process is accessible to all.
- Fair and Equitable Assessment: All students are assessed fairly. Experiences of Additional Educational Needs (AEN) are never viewed as a disadvantage. Instead, they are considered part of our inclusive approach to understanding and supporting each student's unique educational journey.

- Active Support for Students of Determination: Students of determination are actively supported in participating in the learning process, developing their potential, and building relationships with peers in age-appropriate learning environments. We focus on fostering social interactions and a sense of belonging.
- Appropriate Support and Accommodations: Students of determination receive appropriate levels of support, accommodations, and curricular modifications to access the same educational opportunities as their peers. Our approach is tailored to ensure equitable access to education for all students.

The Admissions Team collaborates closely with the Inclusion Team to carry out a comprehensive assessment of the educational needs of new students. The Inclusion Team utilises information from the entry assessment and identification procedures to determine the type and level of support each student requires. This team also liaises with parents, particularly if a new student has an external agency or diagnostic report indicating a special educational need.

Once a student is identified as having AEN, the school diligently assesses and plans for special educational provision tailored to the student's needs. This process is an integral part of our commitment to providing a supportive and effective learning environment for every student.

At NAS Abu Dhabi, while we are committed to providing inclusive education, there may be instances where, through our comprehensive enrolment and assessment process, we determine that we may not be able to meet the specific needs of a student in a way that ensures their safety and successful access to our curriculum. In such cases, our priority is the well-being and educational success of the student.
Should it become evident that our environment may not be the most suitable setting for a particular student, we will communicate this decision to the family with utmost sensitivity and professionalism. This determination would be made with the following considerations:

- Whether the level of support required by the student can be effectively provided within our existing resources and framework.
- The ability of the school to ensure a safe and conducive learning environment for the student and their peers.
- The overall impact on the student's potential to access and benefit from our curriculum successfully.

Our decision in such cases is always made with the best interests of the student in mind, based on a thorough and careful review by our Admissions and Inclusion Teams, in consultation with relevant educational experts. We also commit to providing guidance or recommendations for alternative educational settings or resources that may be better suited to the student's needs.

We believe in transparent and open communication with families throughout our admissions process and will ensure that any such decisions are conveyed with clarity, empathy, and a focus on the student's best interests.

Year group entry

Students will be placed in their age-appropriate year group, with the cutoff date of birth being 31st August, in accordance with ADEK guidelines. However, students who have completed Year 2 (equivalent to Grade 1) will be placed in the year group aligned with their continuation of studies, supported by a valid transfer certificate. This ensures that students do not skip year groups.

Any students who have not completed Grade 1, or do not have a supporting transfer certificate, will be placed in their age-appropriate year group.

Year group	Age	Year Group	Age
FS1 (Nursery)	3		
FS2 (Reception)	4	Year 7	11
Year 1	5	Year 8	12
Year 2	6	Year 9	13
Year 3	7	Year 10	14
Year 4	8	Year 11	no entry
Year 5	9	Year 12	16
Year 6	10	Year 13	no entry

Transfer certificates and supporting documentation

At NAS Abu Dhabi, we ensure a seamless transition for students transferring from other schools, both within the UAE and from overseas, by adhering to specific documentation and attestation requirements.

- **Overseas and UAE transfers (Year 3 and above)**: Students transferring from overseas or other parts of the UAE must provide a correctly phrased and attested transfer certificate. This certificate is essential for verifying the student's previous academic records and ensuring continuity in their education.
- **Transfers within Abu Dhabi (FS1 onwards)**: For students transferring from schools within Abu Dhabi, the ADEK Transfer Certificate, obtainable from the previous school or through TAMM, the Abu Dhabi Government Service System, is required. This certificate is critical for official registration with NAS Abu Dhabi and ADEK.
- **Country-specific attestation guidelines and compliance support**: The attestation process for

transfer certificates and other supporting documents varies based on the country of origin. Our comprehensive guideline document outlines specific procedures for each country, ensuring that all necessary documents are correctly attested and accepted by local education authorities. NAS Abu Dhabi is committed to assisting parents in navigating this process effectively, offering guidance and support to ensure all paperwork is prepared and submitted correctly. This support is crucial in facilitating a smooth and compliant transition for each student, as non-compliance or discrepancies in documentation can lead to delays or complications in the admission process.

- **Additional required documents**: Alongside the Transfer Certificate, NAS Abu Dhabi requires other documents as mandated by ADEK. These include, but are not limited to, a valid visa for the student and their sponsor, the student's birth certificate, the sponsor's utility bill, recent photographs of the student, and the student's medical vaccination records. Timely submission of these correctly attested documents is essential for the admissions process.
- **Documentation impact**: Transfer certificates and supporting documents provide ADEK with informed understanding of the student's previous school experience, age, and year group correlation. This information prevents undue promotion or demotion of students without prior approval from all parties involved.

Parents should be aware that non-compliance or discrepancies in documentation can lead to delays or complications in the admission process. NAS Abu Dhabi is committed to assisting families in ensuring all paperwork is correctly prepared and submitted, facilitating a smooth and compliant transition for each student.

Waiting list priority

At NAS Abu Dhabi, we maintain a structured approach to our waiting list, giving priority to certain categories of students to ensure fairness and transparency in our admissions process. The following groups are given priority in this order:

1. **Children of teachers**: We prioritise the children of our teaching staff as a commitment to the professionals dedicated to educating students at NAS Abu Dhabi.
2. **Siblings of current students:** To support family unity, siblings of students already enrolled at NAS Abu Dhabi are given priority.
3. **Former NAS Abu Dhabi students**: students who have previously attended NAS Abu Dhabi and wish to return are given priority, acknowledging their prior connection to our school community.
4. **Students from other Nord Anglia education schools**: As part of the Nord Anglia Education family, we prioritise students transferring from other schools within our network.
5. **Students on the waiting list**: General waiting list students are prioritised based on their position on the list and the date of application.
6. **Siblings of students on the waiting list**: Siblings of children who are already on the waiting list are also given consideration.

7. **Students of determination**: We prioritise admissions for students of determination, recognising the importance of inclusive education.
8. **Siblings of students of determination**: Siblings of students of determination are also given priority to support the needs of families with children who have additional educational needs.

This priority system reflects our commitment to fairness and inclusivity, ensuring that we consider the needs of all families and students applying to NAS Abu Dhabi.

Monitoring the Effectiveness of the Policy

The practical application of this Policy will be reviewed annually or as required by the lead person, the Heads of School, the Principal, or other stakeholders. This review process ensures that the policy remains effective and relevant to our school's evolving needs.

A report detailing the policy's effectiveness, along with any necessary recommendations for improvement, will be compiled and presented to the Principal for further discussion and endorsement. This is an integral part of our commitment to continuous improvement and excellence in our educational practices.

Principal:	Liam Cullinan	Date:

Policy Evaluation				
Points to be considered	Yes	No	N/A	Evidence
• Policy annually reviewed	⊘			
• Policy in line with current legislation and/or ADEK requirements	⊘			
• Lead person in place	⊘			
• Lead person carries out role effectively	⊘			
• School personnel aware of this policy	⊘			
• School personnel comply with this policy	⊘			
• Students aware of this policy	⊘			
• Parents aware of this policy	⊘			
• Necessary resources in place	⊘			
• Policy referred to the School Handbook	⊘			
• Policy available from the school administration	⊘			
• Policy available from the school website	⊘			
• All stakeholders including students involved in further development of this policy	⊘			
• All associated training in place	⊘			
• All outlined procedures complied with	⊘			
• Links made between this and other policies in place	⊘			
• Associated policies in place and up to date	⊘			

Lead Reviewer:	Julie Jones	Date: 01st August 2023

Principal:	Liam Cullinan	Date: 01st August 2023

NORD ANGLIA
INTERNATIONAL SCHOOL
ABU DHABI

Policy Approval								
Policy Title:	Admissions Policy					Date written:		01/08/2023
Policy written by:	Julie Jones				New Policy (✓or x)	✔	Revised Policy (✓or x)	✘
Stakeholders consulted in policy production: (✓or x)	Principal	Senior Leadership Team	Teachers	TAs	Administrative Personnel	Parents	Students	Other relevant stakeholders
	✔	✔	☐	☐	✔	☐	☐	☐
Date when approved by Principal:			Date when presented to stakeholders:			Date implemented:		01/08/2023
Published on: (✓or x)	School Website			Staff Handbook			Student Handbook	
	✔			☐			☐	

Revision History

Revision Date	Version Number	Revised By	Change Summary
August 2023	V1.0	Julie Jones	New Document
August 2024	V2.0	Julie Jones	No change