



المدرسة الأمريكية
للإبداع العلمي
AMERICAN SCHOOL
OF CREATIVE SCIENCE

Admission Policy

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ADMISSION POLICY

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ADMISSION POLICY

Introduction

Admissions to the American School of Creative Science will be conducted on a first come first served basis in a fair manner. Admission will also be based on entrance test for each grade and stage level.

All prospective parents need to complete a registration form, which constitutes the basis of the application to the American School of Creative Science. If a child has an additional need, then an immediate meeting with his/her parents has to be held in order to develop an IEP / BIP or both of them based on the RTI Tier (Response to Intervention), and this must be presented and addressed as a clear part of the admission application.

The entrance exams consist of the following:

- a. English exam (as per the grade level CCSS standards).
- b. Mathematics exam (as per the grade level CCSS standards).
- c. Science exam (as per the grade level NGSS standards).
- d. Cognitive Abilities Test (CAT) as per the student's age. The assessment measures the following abilities, and it is based on Stanford Benit 5th edition (This assessment in particular is carried out by the school psychologist & one of the Inclusion Department team members together):
 1. Fluid Reasoning [FR].
 2. Quantitative Reasoning [QR].
 3. Knowledge [KN].
 4. Visual Spatial Processing [VS].
 5. Auditory Discrimination [ADT].
 6. Working Memory [WM].
 7. Motor Skills [MS].

Registration procedures for new admissions:

Telephone enquiries regarding admissions should take 5 to max of 10 minutes only. Invite parents to come to school to have a look around and complete application form and submit the required documents.

New student application front cover should be completed and attached to application form and documents. Admission officer need to sit down with the Head of Section to go over the new application forms and get approval for assessments and interviews schedule.

After the approved date of assessments has been booked, admission officer needs to confirm with the Head of Section to check his/her availability for invigilating the online exams. Once appointment is set for each application form, parents should be informed by telephone and email an invitation letter for assessment/interview. The e-mail needs to remind the parent of assessment time/date, missing documents and a non-refundable application fee of AED/- 500

Admission officer maintains a spreadsheet of the schedules for reference, and informs (via email) the Teacher, facilities, Student Services and Vice Principal about who will be attending.

For the Interviews, the teacher should inform the Admission officer if the student accepted or rejected. If the student accepted then "Letter Of Admission" should be given to the parent asking him to go to the registration office to register for his child making sure that he has all the required documents. The registration officer will register for the student in our school system (Beam) then will give the parent his Family Number and his Account Number (AR Number) so he can go to accountants to pay for 10% of tuition fee a non-refundable registration fee.

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For Online Exams, the teacher will write Accepted or Rejected on “Student’s Slip”. In case of acceptance the teacher (exam officer) should give the “Student’s Slip” to the parent asking him to go to the registration office for registration procedure. Admission officer should download the exam result and attach it with student’s application form to attach it later with student’s file.

In Case of Rejection, the admission officer should meet with the principal to get the approval for RETEST.

The parent of the new starter should be given the following:
Location map of (Outlet Name) (supplier of school uniform)

Upon acceptance and payment, the parent will receive User ID and Password for the online access.

Admission Documents

To facilitate the admission process of the student with KHDA, we require that the parent has to submit the following documents at the time of admission to accompany the completed application form:

1. Copy of your child’s most recent report card or ‘to whom it may concern’ letter from your child’s current school.
2. Copy of child’s, father’s & mother’s passports with valid residence visa (for Expats).
3. Original child’s Emirates ID card & copy of it.
4. Copy of each parent’s Emirates ID.
5. Copy of child’s birth certificate.
6. Copy of family register (for UAE applicants only).
7. Copy of child’s vaccination certificate.
8. Two recent passport sized photographs of student.
9. Attested original transfer certificate.
10. Attested original end of year school report.
11. A non-refundable Admission Fee (10% of the tuition fees) is required to be paid at the time of registration.
12. If the student is attending any school following the KHDA system, please submit the KHDA Reference Number.

All relevant information must be declared including details of disciplinary, social, physical, medical or psychological problems and any possible learning support needs. If we learn that relevant information has not been revealed, any offer of a place may be withdrawn, even if your child has already begun to attend school.

Guidelines when completing application:

- Ensure all information needed is supplied on the application form.
- Dates, telephone numbers and email addresses are readable; ensure all pages are signed by the parent's especially the Fee Regulations and Parent/Guardian Declaration pages.

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Transferring from another school or country

If the Transfer certificate is issued in:

1.	United Arab Emirates:	It should carry the stamp of the school as well as the Educational Zone of the emirate that issued the certificate. The school will retain original Transfer Certificate. The GCC countries (Bahrain, Kuwait, Oman, Qatar, Saudi Arabia): ✓ School stamp and signature. ✓ Attested from the Ministry of Education of the country.
2.	North America, Western Europe, Australia, New Zealand and Japan:	✓ School stamp and signature.
3.	Middle East (except for the UAE), South and Central America, Asia, former Russian States, Eastern Europe and Africa:	The following requirements must be completed in these countries before moving to UAE: ✓ School stamp and signature. ✓ Attested from the Ministry of Education of the country of origin where the document is issued). ✓ Attested from the UAE Embassy in the country of origin where the document is issued).
4.	Attestation from UAE requires the following:	✓ School stamp and signature. ✓ The report card / Transfer Certificate must be attested from the embassy of the country of origin or where the document is issued. ✓ The report card / Transfer Certificate must be attested from the Ministry of Foreign Affairs in Dubai.
5.	In all cases, the school certificates and other documentation should be in either Arabic or English. If another language is used, it must be legally translated and authenticated as with other documentation.	
6.	Please Note: It is the responsibility of the parent to provide the documents listed above, including the copies of the resident visa. By completing and signing the registration form, the parent accepts this responsibility. The school will not be held responsible if the ministry refuses to register a child for any reason including missing documentation listed above.	

The following must be created by Admission department

Filing

- Admission officer should start arranging students' files according to their family numbers separating parents' documents from student's documents.
- Admission officer should give the vaccination documents to the nurse making sure to write the family number and the grade of student on "School Health Form".
- Admission officer will give students' documents to KHDA Secretary Ms. Lina regarding the registration in KHDA System.
- The KHDA Secretary will give the admission officer students' documents after the registration so the admission officer should update the school system (Beam) by adding the "Reference Number" of each student then return students' documents to their files.

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Frequently Asked Questions

What if the child doesn't have valid UAE Residence visa yet, can the child enroll?

- We can accept the application form (attached all other necessary docs), book a child for assessment / interview and register for him with a non-refundable registration fee 10% of total tuition fee but ask the parent to sign an undertaking of completing missing documents before September.

What if the mother doesn't have RV yet can we still process the application?

- Yes, as long as the father and the child have valid RV and EID, we can proceed with the application and ensure that the mother's RV will be submitted as soon as it is available.

Can we proceed with the application even though documents are incomplete?

- Yes, as long as RV and Emirates ID of parent and child are supplied, other documents can be emailed.

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Admissions of students with SEND (Students of Determination)

The American School of Creative Science we believe passionately in the importance of inclusion for all our children and adults and we strive to make sure these values are at the heart of our inclusion practices and Islamic ethos. We are strongly committed to becoming a fully inclusive school and we set high expectations and ambitions for all our children and expect them to participate in every part of school life. With a key focus on their wellbeing and progress. All potential students are not refused admission based on their SEND diagnosis.

ASCS by promoting an inclusive ethos aims to support children by removing barriers to their inclusion whether for individual or groups of children and respond to a spectrum of diverse needs by setting suitable challenges that are best placed to bring out the full potential from our children.

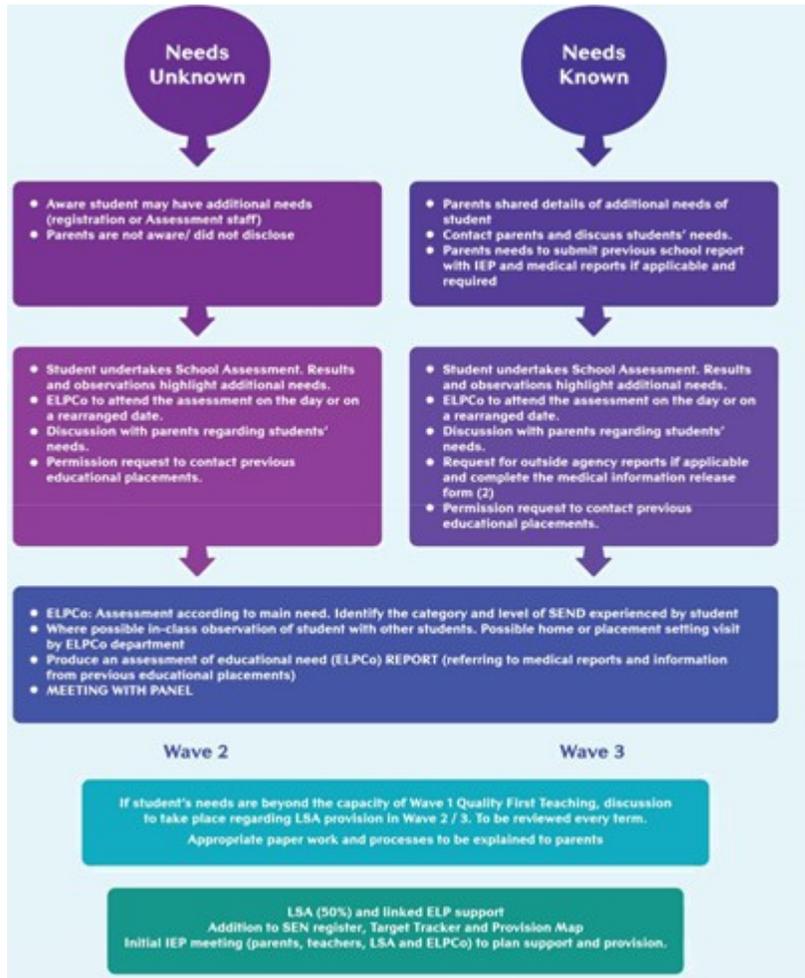
We recognize the need to implement our ethos in the classroom and beyond to meet the needs of our children. We want them to be safe, achieve well, be healthy, enjoy life and grow up to be successful adults who will make a positive contribution to the society in which they live.

We firmly believe that all children have an entitlement to be educated alongside their peers as much as possible and very few exceptions are made. As an inclusive school we are committed to developing inclusive cultures, policies and practices. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual students, or groups of students by seeking the voices of all within the school community. We believe an effective school is an inclusive school.

The school is committed to the Dubai Inclusion Framework, and commits to providing adequate physical and human resources to meet the needs of students with additional needs. Students will be supported from the point of registration by following the ELP admissions process to identify their needs and match with the appropriate support (see ELP admissions flow chart for more information).

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ELP Flowchart



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Special Education Program in American School of Creative Science

Based on the Inclusion Department's decision and the Parents' and Principal's approval, the student with SEND is subjected to either a "Push In" program, "Pull Out" program or both of them. In the "Push In" program, the student with SEND gets the required support inside the mainstream classroom with his/her peers where the teacher uses the strategies that suit his/her type of disability in addition to the most suitable accommodations. In the "Pull Out" program, the student with SEND is being withdrawn from the mainstream classroom to receive individual support in the school resources room with a support teacher through one to one teaching approach. The second program is often used when the student with SEND has a full modified curriculum that is designed especially for him/her in order to suit the individual need(s) of the students of determination.

Please refer to the Inclusion Policy for further information.

Parent Role

The American School of Creative Science works hand in hand with the parent. The parent has to submit any records, reports ... etc. related to the student before joining the school in order to help the concerned staff to provide high standard of provision for the student who is identified with special educational needs. If the student has a history and already diagnosed from an attested medical or psychological authority, then the student gets a code number. This code is to be given for the parent in order to access the school online system in order to follow up the academic progress reports, IEP, BIP and any related reports.

Acceptance of Policies

Parents/guardians who accept places at ASCS agree to acceptance of all school rules, policies and expectations in force at the school, especially in regards to behavior, respect for others, attendance, use of school equipment, field trips and academic matters. Proven and intentional breaches of the school's policies including behavior, anti-bullying and social media use may result in sanctions including suspension from the school.

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