



AL FORSAN NURSERY
ALDAR NURSERIES

**AL FORSAN
NURSERY
ADMISSIONS
POLICY
2021-2022**

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Our purpose is to empower the next generation to shape our future, and to do so, we promise to deliver the highest standards of education and inspire a love of learning. Our core values are excellence, creativity, passion, respect, and collaboration.

Al Forsan Nursery welcomes applications from students throughout the year. Admissions opens for applications for the coming academic year during Term 1 on the Aldar Academies website.

Rationale

This policy aims to ensure compliance with regulatory requirements when registering children at Al Forsan Nursery and as such is aligned with Abu Dhabi's Department of Education and Knowledge (ADEK).

1. Nursery Tours

Parents are welcome to visit the Nursery prior to submitting an application so that they may familiarise themselves with the facilities, location and the quality of education offered in Al Forsan Nursery. School Tours arrange are by Parental Relations Executives and/or a representative from the school's Leadership Team, with a member of the admissions team present for any questions relating to admissions. Tours can be booked via the Aldar Academies website and are held in person and virtually.

2. Applications

2.1 Applications for Admissions are accepted via the on-line form hosted within the Aldar Academies website. The on-line registration form feeds directly into Aldar Academies' student database, Engage. Al Forsan Nursery Admissions Team is required to sort applications according to the admissions criteria below.

2.2 Applications are dealt with on a first-come-first-served basis.

2.3 Where a year group is oversubscribed, we may have to decide between two or more candidates who meet our admission criteria. In such circumstances, priority placement will be given to those students with

- A sibling already in the Nursery
- A student whose parent is a current member of our staff
- A student who wishes to transfer within the network

2.4 It is the responsibility of the parent to update Al Forsan Nursery on any changes that may lead to a misinformed decision on a child's application, or changes to personal contact details or personal status.

3. Entry Process and Requirements

Admissions considers the current capacity at the recommended year age appropriate for shortlisting applications for the Nursery to consider.

3.1 Offer a place without an observation on the declared information on the online application form.

3.2 Invite the child to attend an observational playdate. The purpose of the observation is to evaluate the child readiness and levels of maturity. The observation will provide a basis for the nursery to identify any support or intervention judged necessary to support admission.

4. Waiting List

4.1 Al Forsan Nursery has a rigorous set of waiting list management procedures. Following a successful on-line registration, playdate will be arranged, if the Nursery is unable to offer a place, the child's name will automatically be placed on the Nursery waiting list database. The waiting list is reviewed as and when places become available, where the priority terms in point 2.2 and 2.3 apply. It must be noted that being on the waiting list is not a guarantee of admission or acceptance.

5. Rejection of Applications

Al Forsan Nursery maintains the right to decline applications where it is deemed that it would not be in the best interests of the child to be placed at the Nursery. Such circumstances may include:

5.1 Students for Early Years Foundation Stage who are not fully independent and confident in using the toilet.

6. Year Group Placement

6.1 Al Forsan Nursery require children to be a minimum of:

- 2 years old on or before the 31st of August of the current school year for Pre-Nursery and 3 years old on or before the 31st of August of the current school year for Nursery for English National Curriculum schools.

7. Offers

7.1 The offer of a place is at the discretion of the principal as guided by this policy.

7.2 Upon receipt of confirmation from the Nursery, Admissions will issue an 'Offer Letter' confirming a place at the Nursery and the Year the child will be placed in, including the registration fees pro-forma invoice.

8. Conditional Offers

Following observation and in consultation with the parents, the nursery may offer a conditional place within a particular Nursery setting at the discretion of the individual Principal, and subject to appropriate support arrangements to enable the child to fully access the curriculum at the appropriate age level. Conditional Offers will be made in the following circumstances:

8.1 At the Principal's discretion to students who require assisted learning support with parental agreement.

8.2 For some Early years' students, conditional offers may be subject particularly where the observations made by the nursery indicate that a child requires further support.

In all cases, the Nursery reserves the right to withdraw the offer if the terms of the conditional offer are not met.

9. Acceptance of Offer

9.1 7 calendar days to complete the digital acceptance form, accept the terms and conditions. If the 'Digital acceptance form' is not received by the Nursery after the deadline stated in the offer letter, the Nursery has the right to withdraw the offer.

9.2 Once the parent accepts the offer's terms and conditions, they are requested to upload the registration fees payment proof as per the proforma invoice included in the offer. The Finance department will issue receipt once the amount reflects on the nursery bank account and Admissions will confirm the seat. This fee is non-deductible from the tuition fees for the initial year of admission. However, the registration fee is non-refundable if the place is not taken up, though it can be transferred if the child takes a place at another Aldar Academies' school.

9.3 Parents must submit their child's documents to be registered in ADEK's student registration database, eSIS. This is including but not limited to medical books, vaccination cards, Emirates Identity cards, birth certificates. Admissions will provide the parents with 'Essential Documents and Forms Pack' with the offer of a school place.

9.4 Registration can take place at any time of the academic year but will be dependent upon ADEK approval in case the registration is received outside the specified registration window indicated by the relevant authorities.

9.5 Once a child is registered, parents are not permitted to request a year group change without justification.

10. People of Determination

10.1 If any declaration of additional support needs is made within the application, then the Nursery will seek to meet the child and parent/s in person to assess needs and support. The Head of Inclusion/Senior Leadership Team and/or Head of Year may be involved in these meetings and further assessments may be required.

10.2 Children with additional support needs will be offered the support appropriate to their needs as long as it is determined that the Nursery is able to fully accommodate their needs and that the Nursery is the correct placement for them.

10.3 Medical, chronic health conditions and/or English as an Additional Language (EAL) where additional support is required at school, shall not limit access to the school as long as the needed support is within the scope of the School.

10.4 Should parents fail to disclose any relevant information about their child's mental, psychological, physical or behavioural needs, the offer of a place may be withdrawn if the Nursery is unable to cater to the educational needs of the student.

11. Reasons for not offering a place and Re-registration

Aldar Academies has the right to withdraw an offer of a place:

11.1 From any family who has failed to pay their registration fee and/or Term 1 tuition fees, or provide the necessary documents prior to the start of school,

11.2 Should parents fail to disclose any relevant information about their child's mental, psychological, physical or behavioural needs, if the school is unable to cater to the educational needs of the student.

11.3 For the following academic year from any family who has failed to settle any outstanding invoices, despite a series of documented reminders and communications.

11.4 For the following academic year should the student fail to comply with Nursery's behavioural standards as outlined in Aldar Academies' Management of Student Behaviour Policy.

12. FS2 between Aldar Academies Schools

12.1 Students at Al Forsan Nursery who transition to an Aldar Academies 2nd phase school environment will be supported through transition with a well-planned transition programme.

12.2 Al Yasmina Academy - Priority for entry into FS2 at Al Yasmina Academy will be given to existing Al Yasmina FS1 students. After an agreed date, any available places will be offered to Al Forsan Nursery graduates. After the priority placement

agreed date, any additional available places, students from non-Aldar Academies schools will be offered in line with the admissions criteria stated in Aldar Academies Admissions policy.

12.3 West Yas Academy – Priority for entry into KG1 at West Yas Academy will be given to Al Forsan Nursery graduates. After an agreed date, any available places will be offered to students from other Aldar Academies' schools in line with the agreed admissions criteria. For any additional available places, students from non-Aldar Academies schools will be offered in line with the admissions criteria stated in Aldar Academies Admissions policy.

12.4 Al Mamoura Academy – Priority for entry into FS2 at Al Mamoura Academy will be given to existing Al Mamoura FS1 students. After an agreed date, any available places will be offered to Al Forsan Nursery graduates. After the priority placement agreed date, any additional available places, students from non-Aldar Academies schools will be offered in line with the admissions criteria stated Aldar Academies Admissions policy.

12.5 Al Bateen Academy - Priority for entry into FS2 at Al Bateen Academy will be given to Al Forsan Nursery graduates. After an agreed date, any available places will be offered to students from other Aldar Academies' schools in line with the agreed admissions criteria. For any additional available places, students from non-Aldar Academies schools will be offered in line with the admissions criteria stated in Aldar Academies Admissions policy.

12.6 Transfers between Aldar Academies' schools may be subject to appropriate support arrangements and/or parental undertakings as required, at the discretion of the principal.

12.7 The Principal reserves the right, in exceptional cases, not to offer a place to a child who has attended another Aldar Academies' school if:

- The student has repeatedly breached and / or seriously violated the Aldar Academies Behaviour Policy. This includes violent conduct and other Level 3 violations as indicated within Aldar Academies Behaviour Policy and ADEK Private Schools Policy Guidance information.
- The family has not engaged with the school to support the child with their behaviour.
- The student does not have the language level proficiency, age related expectations, or the academic skills and knowledge to access the curriculum.

- School fees remain outstanding despite several reminders and suspension in line with ADEK guidelines.

13. Intention and Registration

13.1 Parents of current students are required to confirm their intentions for the following academic year before the deadline given by the school within term 3.

13.2 The Parent Relations Executive will send an Intention and Registration communication to current parents in January with a link to the leavers Survey and a Leavers Form. The registration fees invoice will be sent in April.

13.3 To secure their place for the following academic year, parents are required to pay a registration fee of 5% and no more than 2000 Aed of the annual tuition fees. This fee will be deducted from the tuition fees for following academic year. Failure to pay the registration fee may result in their place being withdrawn.

14. Withdrawals

14.1 In the event of withdrawal, parents must submit the withdrawal forms to the Nursery admissions giving 1 month notice period. If the 1-month notice is not provided, then 1-month fees will be added.