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AMBASSADOR INTERNATIONAL ACADEMY, MANKHOOL

Admissions Policy

Whole School

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1. Introduction

Ambassador International Academy Mankhool (AIAM) – Mankhool welcomes applications from boys and girls from Pre-KG up to Grade 8, in line with the regulations of the Knowledge and Human Development Authority (KHDA). AIAM welcomes students who are committed to an international education, whether local or international, and who are willing and able to meet the academic demands of the school, to benefit from the education provided, and to identify with the School's Mission, Vision and Values.

Starting school is a big step for every child and parent. All children are different and will settle in their own way and time. At AIAM, we discuss how to support this transition in partnership with parents.

In order to meet its educational and pastoral obligations, it is vital that the individuals responsible for our students' education are in complete agreement with the school's educational principles and support the school in its efforts. AIAM must therefore be in possession of all necessary information relevant to the personal, academic, and physical development of its students.

The Admissions Team encourages all prospective parents to make an appointment to visit the school and learn more about the curriculum. AIAM offers school tours and the opportunity to discuss the educational needs of each applicant and supports new families through the admissions process to make the transition as smooth as possible.

All applications are considered individually, taking into consideration the following factors:

- Previous school history
- Language profile and level
- Final goals of the applicant
- Level of maturity
- Age as per KHDA regulations

2. Mission, Vision and Values

Mission Statement

Inspire our children to be passionate global lifelong learners through an enriched holistic international curriculum that encourages them to inquire and innovate while proactively contributing in meaningful ways to the world.

Vision

Ambassador International Academy Mankhool is dedicated to creating responsible universal citizens who will be bright leaders of the 21st century by laying a superior foundation through quality education.

Our Values

- **Accountable** for children's learning and development
- **Maintain** quality standards across the entire organization
- **Broaden** the horizons of our children's experience and knowledge
- **Attend** to the child's individual learner potential
- **Safe** and collaborative learning community
- **Sensitive** to the needs of students of determination
- **Adopt** modern instructional strategies
- **Documentation** to make learning visible
- **Outstanding** teaching and commitment to research
- **Relevant** real-world education aligned to the child's life experience

IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

3. Aim and Purpose

Ambassador International Academy Mankhool has an open admission policy for students who choose to enroll. This policy sets out the School's aims for admission of students. It also describes the principles and

processes used to select and admit new students to different age groups. The School's admissions process supports the goals and aims of the school as laid out in its Mission and Vision.

AIAM aims to offer admission to all prospects who meet the School's admission criteria for the respective grade. Before a child starts school, there are opportunities to visit and discuss any individual needs with our staff.

4. Criteria for Admission

- Our admission policy requires Pre-KG applicants to turn 3 years of age by 31 December in the year of enrolment, as per KHDA regulations.
- Students entering Grade KG2 and below who have not completed any prior formal education, and therefore do not have a transfer certificate, will be admitted into the appropriate grade according to their date of birth and the School's Age Chart.
- Students applying for Grade 1 and above, and those who have previously completed formal education, will be admitted to the appropriate grade according to their transfer certificate.
- Families transferring to AIAM from other curricula or schools which do not follow a September–July academic year should speak to the Admissions Team prior to application to determine the appropriate grade of entry for their child.
- We offer places where spaces are available, regardless of nationality, culture, gender or religion. All applications are dealt with on a first-come, first-served basis.
- Where a grade is at capacity, a child may be placed on a waiting list. Siblings of current students are given priority if the grade applied for is at capacity.

Dates for Admission

Although the optimal time for enrolment is at the commencement of a new academic year, admission may also be granted at the beginning of the second semester or at other times during the academic year, subject to the availability of places.

5. Inclusive Education and Students of Determination

Ambassador International Academy Mankhool is an inclusive school and is committed to providing inclusive education that is reflected in the everyday life of our school community. In line with the Dubai Inclusive Education Policy Framework (2017) and Federal Law No. 29 of 2006 (UAE) concerning the Rights of People

with Disabilities, AIAM is fully compliant with these regulations. AIAM aims to support gifted and talented students, English Language Learners, and students of determination, giving them access to appropriate provision, resources, and curricular options, while ensuring all students have access to quality instruction, intervention, and support.

At AIAM, the Admissions Team ensures:

1. All applicants have the right to sit admission assessments
2. All applicants are fairly assessed
3. Collaboration between parents and previous schools to ensure a successful transition
4. Provisions will be made to ensure barriers are reduced or removed during the assessment for applicants with special educational needs or disabilities (SEND). Access arrangements will be made based on the student's usual way of working
5. Students with SEND will be provided with appropriate levels of support, accommodations, and curricular modifications in order to access the same educational opportunities as their peers
6. Students with SEND will receive sibling priority, subject to availability of spaces
7. Students are not refused admission based only on their experience of SEND

Parents should inform the school at the time of application regarding any additional learning support requirements for their child. There may be certain additional requirements for the admission of Students of Determination (SOD) at AIAM, such as:

- Submission of the latest assessment documentation (less than 2 years old)
- Expert recommendations and the type of support required
- Complete disclosure of medical history
- The child's readiness to be included in the mainstream school
- Parental support and compliance with specific recommendations from the school

Any new applicant identified as a Student of Determination will be referred to the Inclusion Team, who will, in consultation with the Principal/Vice Principal, study the reports, observe, and assess the child in order to provide appropriate provisions. A potential support plan will be shared with parents to ensure the full needs of the student will be met.

Exam Access Arrangements

These arrangements are put in place to ensure all students have equal access to examinations. Students should not be disadvantaged by any special educational needs or disabilities. Access arrangements encompass a range of provisions which may include:

- Being allowed to sit the examination in a smaller, separate room
- Supervised rest breaks
- Use of colour overlays
- A prompter
- Extra time
- A scribe
- A practical assistant
- Modified tests

Disabled Access

The accessibility of the school premises is in accordance with the Dubai Universal Accessibility Code and includes ramps, lifts, disabled parking spaces and disabled toilets. Please refer to our Health and Safety Policy for further guidance on disabled access.

6. Admissions Application Procedure

Applying to Ambassador International Academy Mankhool– Al Mankhool is a simple, four-step process.

Step 1: Application

- Parent completes the Ambassador International Academy Mankhool Application Form. The Admissions Team invites the applicant's family for a school tour.
- Parents submit the child's school reports from the previous two years (where applicable).
- If the applicant has not attended school before (such as for a Pre-KG application), an interaction with a member of the Early Years Team will be scheduled.
- If a special educational need or disability (SEND) is declared, additional reports will be requested and a meeting scheduled with the Head of Inclusion (see Section 5).

Documents to upload with the application:

- Child's most recent nursery or school report (for KG1 and up)
- Child's passport (first page and visa) and Emirates ID (front and back), if already available
- Both parents' passports (first page and visa) and Emirates ID (front and back), if already available
- Passport-sized photograph of the child
- Learning difficulty diagnostic testing or educational assessment (if applicable) *
- Psychological assessments (if applicable) *
- Custody papers (if applicable)

* Please note that details of any learning difficulties, current Individual Education Plans (IEPs), personal, social, emotional or behavioural issues, and medical conditions must be disclosed. This information helps the school make reasonable adjustments during assessments based on the student's usual way of working. *Failure to disclose relevant information at the time of application may result in the withdrawal of the student's place.*

It is important that AIAM also receives any safeguarding concerns that were discussed with the parents about the child at their previous school(s). This better prepares us to support and keep the child safe.

Step 2: Visit, Interaction and Assessment

- Parents visit the school with the child and the related documents on the scheduled date. Families have the opportunity to meet school staff, view the facilities, learn about the curriculum, and ask any questions.
- Where required, students complete an interaction with a member of the academic team. Students in Grade 1 and above may be asked to complete a CAT4 test.
- Upon receipt of a fully completed application and all required documents, the Admissions Office may request a confidential Teacher Recommendation from the applicant's current school.
- A non-refundable application/assessment fee of AED 525 is payable in cash, by credit card, or via the online portal on the day of assessment.

Step 3: Offer of Place

- The application form and supporting documents (school reports, assessment/CAT4 results, and notes from the interaction) are collated and submitted to the Academic Team for review.
- Provided the application is complete, a place is available, and the child meets the School's admission criteria, an Offer of Place will be made and sent to parents via email.

- If no places are available, successful applicants will be placed on a waitlist until a place becomes available.
- An Offer of Place must be accepted or declined within five working days. After this point, AIAM reserves the right to offer the place to the next student on the waitlist. Families holding an expired offer for the same academic year may still be able to accept the offer if a place is still available; this can be confirmed by contacting the Admissions Office.

Step 4: Enrolment

To accept an Offer of Place and complete enrolment, all requested documents should be submitted to the Admissions Office. These include, but are not limited to:

- Acceptance of Place
- Indemnity Form
- Father/guardian passport, visa, and Emirates ID card copy, and ID photo
- Mother/guardian passport, visa, and Emirates ID card copy, and ID photo
- Student passport, visa, Emirates ID card copy, ID photo, and birth certificate
- Student Medical Form and immunization records
- KHDA Student Leaving Certificate (for transfers within Dubai) or attested Transfer Certificate (for transfers from outside Dubai)

Tuition fees are to be paid according to the invoice sent with the Offer of Place.

The new student will then be registered on the KHDA School portal using the valid Emirates ID card of the child and one parent. The KHDA parent-school contract will then be issued for parent signature.

Transfer Certificate

To register a student with the Knowledge and Human Development Authority (KHDA) for Grade 2 and above, a Transfer Certificate is required before the start of the school year. This document verifies the student's previous curriculum, age, and completed grade level, ensuring proper placement with all parties' approval. Please adhere to the guidelines and use the Transfer Certificate Sample provided by the Admissions Team.

7. Admissions Assessments

Applications are evaluated and candidates are invited for an interaction and, where applicable, assessment tests. Results determine placement and ensure access to the curriculum. Parents are notified of the admission decision afterward. In conjunction with previous school reports and teacher recommendations, assessments are designed to determine a student's readiness for AIAM's programmes.

Pre-KG to KG1

Observational play assessments are conducted one-on-one by the Admissions Team, or led by the Early Years team, to evaluate school readiness and language competence. Sessions last about 20 minutes.

Additionally, children must be toilet-trained before starting school. This includes being able to:

- Tell an adult when they require the toilet
- Pull down/pull up clothing to go to the toilet
- Wipe/clean themselves after toileting
- Wash and dry hands thoroughly

KG2

An observational and practical assessment is conducted on a one-on-one basis to evaluate the level of verbal expression, literacy in the strongest language, numeracy skills, and overall school readiness. These sessions are facilitated by the Admissions Team and last approximately 30 minutes.

Grades 1 to 5

Assessments are conducted on a one-on-one basis, evaluating oral and written language skills in English, as well as numeracy skills. These sessions are facilitated by the Admissions and Academic Team and last approximately one hour.

Grades 6 and Above

The CAT4 online test assesses verbal, non-verbal, numeracy, and spatial reasoning skills. Assessments are administered by the Admissions Team and reviewed by the Academic Leadership Team. Sessions last approximately two hours. Additionally, EAL testing may be applicable for students from Grade 6 onward.

8. English Language Requirements and EAL Support

Ambassador International Academy Mankhool delivers its curriculum to children in English. The school offers English Language support to children whose first language is not English and who need support to access the curriculum.

AIAM provides personalized English as an Additional Language (EAL) support for new students transitioning from non-English-speaking learning environments. This programme is designed to enhance the student's English proficiency, enabling them to fully engage with the academic content of the curriculum. For EAL students, school places may be offered on the condition that the student attends intensive English tuition for a specified period.

9. Medical Records

The school requires current and accurate information about your child's medical requirements. Parents must update the school should any circumstances change. Children can only begin their educational journey with Ambassador International Academy Mankhool once the completed Medical Form has been received by the Admissions Office.

10. KHDA Registration

All students attending school in Dubai are required to be registered on the KHDA system within 45 days of their enrolment date. Registration requires the child and at least one parent to have valid Emirates ID cards. Parents should inform the Admissions Office on application if they or their child do not yet hold valid Emirates ID cards.

11. Re-registration

Children are eligible for re-registration for the next academic year unless there are significant behavioural issues or outstanding fees. Re-registration begins each March. Re-registration fees are 5% of the tuition fees for the forthcoming academic year, to be paid by the end of May, or in accordance with any KHDA directives.

12. New Applications for the Forthcoming Academic Year

An application may be made at any point. Staff in the Admissions Office will advise on the procedure as it pertains to each grade.

13. Behaviour

Good student behaviour is fundamental in enabling the best learning experience possible. We expect that all students attending the school should have a positive attitude to learning and respect for the school community. We aim to provide a safe, secure and supportive environment where students can learn to the best of their ability and teachers can deliver quality teaching. Offers of a place and re-registration are subject to this.

14. Withdrawal Process

- Parents wishing to withdraw their child(ren) from study at Ambassador International Academy Mankhool should notify the school in writing by submitting a Withdrawal Form.
- Withdrawing parents will be invited for an exit interview with the Principal.
- Eligibility for refunds will be determined according to the KHDA Tuition Fee Refund Policy.

As per KHDA's Registration and Refund Policy for Dubai Private Schools (April 2026), schools may charge an application fee of up to AED 525 (plus VAT), refundable only if no place is offered or the school failed to disclose unavailability before collecting it; a registration deposit (capped at 10% of annual tuition) may only be requested after a formal offer is accepted, is deducted from tuition once the child enrols, and is refundable if the parent cancels at least 60 calendar days before the start date (non-refundable if cancelled later); a re-registration deposit for returning students (capped at 5% of annual tuition or AED 500, whichever is higher) follows the same 60-day refund rule and cannot be requested before the end of the relevant school break. Annual tuition must be collected in a maximum of three termly instalments (40%/30%/30% caps) or ten equal monthly instalments, and no additional fees beyond these deposits may be charged to guarantee a place. Withdrawal requires a formal written request specifying the intended withdrawal date, which - not the child's last day of attendance - determines the refund calculation; tuition refunds are prorated on a term basis (a month's fees withheld for two weeks or less enrolled, two months' fees for two weeks to one month, and the full term's fees for more than one month), while mandatory-service fees paid in advance are refundable and optional-service fees follow the third-party/school agreement terms. Schools may withhold Withdrawal or Transfer Certificates until all outstanding fees are settled, and any fee or refund dispute must go through the school's internal complaints process before it can be escalated to KHDA.