



Admissions Policy

Ambassador International Academy Mankhool

Created: Jan 2026

Review Date	Reviewed By	Verified by	Uploaded / School Website
Jan 2027	HoP, HoS, VP	Principal/HR	

Table of Contents

Aim.....

At Ambassador International Academy we advocate for students who: 3



Purpose	4
Criteria for Admission	4
General Criteria for Admission	4
Criteria for admission for Early Years / KG (Kindergarten).....	4
Criteria for admission for PYP (Primary Years Programme)	4
Criteria for admission for MYP (Middle Years Programme)	5
Criteria for Admission for DP (Diploma Programme) or CP (Career Programme)-Grades 11 & 12.....	5
Placement on a Diploma level course requires a student to meet the following criteria:	5
Placement on an IBCP level course requires a student to meet the following criteria:.....	6
Additional Criteria for Admission of Student in DP/CP mid-year in Grade 11 or at the start of Grade 12	7
Additional Learning Requirements for Students of Determination:	7
English language requirements.....	8
PYP and MYP.....	8
DP/CP	8
Admission Process:.....	8
PYP-KG	8
PYP-Grade 1-5.....	9
MYP- Grade6-10	9
DP/CP-Grade 11-12.....	10
Acceptance of Offer	10
Documents to be submitted	10
IB Diploma Programme or IB Career Programme Additional Charges.....	11
Conditional offers	11
Medical records for all students	11
KHDA Registration.....	11
Re-registration	11
New Applications for the Forthcoming Academic Year	12
Withdrawal process.....	12



Timing of offers and maintenance of waiting lists.....	12
Further Information:.....	13

Aim

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 Ambassador International Academy, we discuss how to do this in partnership with parents.

At Ambassador International Academy we advocate for students who:

- Are motivated and determined to put in the effort to succeed



- Have a positive and respectful attitude towards others
- Are committed to the IB vision, mission and philosophy
- Believe in international mindedness
- Believe in and benefit from the AIAM curriculum and ethos
- Would add value to the AIAM community

Good student behavior is fundamental in enabling the best learning experience possible. 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. Ambassador International Academy has an open admission policy for students who choose to enroll.

Purpose

This policy sets out the school's aims for admission to students. It also describes the principles and processes which are used to select and admit new students to different age groups.

The school's admission process supports the goals and aims of the school as laid out in its Mission and Vision.

To offer admission to all applicants who meet the school's admission criteria for their respective grade. Before your child begins school, we provide opportunities to visit and discuss any individual needs with our staff.

Criteria for Admission

General Criteria for Admission

- 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 the waiting list. Siblings of current students are given priority if the grade applied for is at capacity.

Criteria for admission for Early Years / KG (Kindergarten)

- Our admission policy requires Pre-KG applicants to turn 3 years of age by 31 August in the year of enrolment, as per KHDA regulations.
- Students entering Grades 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 Age Chart.

Criteria for admission for PYP (Primary Years Programme)



- Students applying for Grade 1 need to submit a Birth Certificate specifying Date of Birth.
- Students applying for Grades 2 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 curriculums 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 your child.

Criteria for admission for MYP (Middle Years Programme)

- Students applying for Grades 6 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 curriculums 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 your child.
- All students must appear for the CAT4 test. Based on the results, an interaction may be scheduled with the Head of Middle School/MYPC/VP as required.
- For grade 9 and 10: Availability of opting for certain subjects (English Language and Literature, Extended Mathematics) and subject combinations (all three sciences), will depend on the CAT4 test results, level of proficiency and internal diagnostics.

Criteria for Admission for DP (Diploma Programme) or CP (Career Programme)-Grades 11 & 12

Placement on a Diploma level course requires a student to meet the following criteria:

MYP qualifying grades are as follows:

- A minimum of 36 MYP Certificate points
- A pass in six MYP certificate courses at 4 or above, two of which must be in Mathematics and English.
- A 5-point pass or above in the primary subject area selected for higher level study.
- At least a 4-point pass for standard level course acceptance.
- A minimum of 4 must be attained in the Personal Project.

The school may admit students to a Diploma course conditionally. Students who have not taken MYP courses will be admitted to IB Diploma courses if their academic achievement is judged to be the equivalent of our MYP entry requirements, based on validated documentary evidence from the previous school AND if the student has already satisfied or is likely to satisfy the matriculation requirements of the national system of higher education to which they will apply during Grade 12.



(I)GCSE qualifying grades are as follows:

- At least 6 (I)GCSE passes at C/5 grade or above, two of which must be in Mathematics and English.
- A minimum of B/6 grade in primary subjects for admission to higher level courses.
- A minimum grade of a C/5 for admission to standard level courses.

ICSE/CBSE qualifying grades are as follows:

- Pass in all subjects with an overall score of 75% or above, with a minimum individual score of 75% in Mathematics and English.
- A minimum score of 80% in primary subjects for admission to higher level courses.
- A minimum score of 70% for admission to standard level courses.

May admit students to the Diploma courses conditionally from other curricula; however, extensive interviews may be necessary to determine the appropriate placement.

Placement on an IBCP level course requires a student to meet the following criteria:

MYP qualifying grades are as follows:

- Students should consistently achieve at least a level 4 or above in their MYP subjects.

Students who have not taken MYP courses will be admitted to IBCP courses if their academic achievement is judged to be the equivalent of our MYP entry requirements, based on validated documentary evidence from the previous school AND if the student has already satisfied or is likely to satisfy the matriculation requirements of the national system of higher education to which he or she will apply during Grade 12.

(I)GCSE qualifying grades are as follows:

- Students should consistently achieve at least a level C/4 or above in their I/GCSE subjects.

ICCSE & CBSE qualifying score are as follows:

- Students should consistently achieve at least 60% or above in their ICSE & CBSE subjects.

Additional Criteria for Admission of Student in DP/CP mid-year in Grade 11 or at the start of Grade 12

- The student must be already pursuing the DP/CP curriculum in another school.
- Students can join anytime in G11. In G12 students can join only from the start of the academic year in August
- The student's subject choices in the previous school must be ones that are offered in AIAM.
- Students must have procured 4 and above in the previous school in all the HL subjects.
- Students must have procured 3 and above in previous school in all the SL subjects.

Additional Learning Requirements for Students of Determination:

The Inclusion department at AIAM caters to students who have identified learning needs, difficulties or disabilities. At AIAM, we acknowledge that some learners may require extra or additional assistance if they:

- Have a diagnosed disability ranging from mild to profound, categorized according to DSIB SEND Categories (*2019-20 Revised Categorization Framework for students of determination*).
- Experience mild developmental delay that affects their ability to meet age-appropriate milestones.
- Have sensory impairments or physical disabilities.
- Face emotional, behavioral or physical disabilities.
- Exhibit a combination of any of the aforementioned needs.

The Inclusion Department has the duty of recognizing children with Special Education Needs as fully participating members of a community of learners and that the school follows the KHDA Social Model (Rights Based Model of Disability). The school, being fully inclusive, follows an open policy; students are not refused admission based on their experience of special education or disability. All efforts are made to accommodate different learning needs as per Federal Law 29 (UAE) and the guidance given by KHDA is strictly followed.

For students with Special Educational Needs and Disabilities, the following measures are useful in assessing the level of individuals to ensure that appropriate provisions are available for each student.

- Parents/Carers are expected to disclose any SEND which has been identified previously.
- The application should be accompanied by previous IEPs (If any)/Medical/Psychological assessments (If any).
- Failure to disclose any previously identified needs, including the deliberate withholding of information, may result in the cancellation of admissions.
- Kindergarten stage students are assessed in the group environment in order to take into account their school readiness and social skills.
- Students should be toilet trained before joining the school.
- Students requiring significant support to access the school will be referred to external centers having MOU with the school. Once assessed and confirmed by the center the child can be considered for admission.
- Parents are usually asked to view the services and arrangements the school offers before a mutual decision regarding a student's admission is taken and finalized.
- Parents are required to support and comply with the specific recommendations made by the school.



- Any new applicant identified as a SOD will be referred to the Inclusion Team, who will in consultation with the Principal/Vice Principal study the reports, observe and assess the child to provide appropriate provisions.

English language requirements

Ambassador International Academy delivers the 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. Ambassador International Academy serves a diverse, multicultural, and multinational student body, catering to a range of unique needs.

PYP and MYP

While the medium of instruction is English, AIAM remains committed to providing its program to students whose primary language isn't English. Students whose first language isn't English may be admitted if their capability to access the curriculum with supplementary ELL support is recognized. Most students require a shorter time in the ELL Provision while some do require more than two years. If after 12 terms of provision the child has not shown expected/good progress, the child may be referred for further assessment.

DP/CP

In the DP/CP, for admission, the student must secure 4 in MYP certificate or grade C/5 or C/4 in (I)GCSE in English for DP and CP respectively.

Admission Process:

PYP-KG

- Parent completes Ambassador International Academy Application Form.
- Admissions team invites applicant's family for a school tour.
- If the applicant has not attended school before (such as in an Early Learning center or 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 (refer to notes above regarding Additional Learning Requirements).
- Application forms and supporting documents (school reports, CAT4 results and notes from teacher interaction) are collated and submitted to the Academic Team for review.
- Provided that the application is complete, a place is available and the child meets the school admissions 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, which can be confirmed by contacting the Admissions Office.



PYP-Grade 1-5

- Parent completes Ambassador International Academy Application Form.
- Admissions team invites applicant's family for a school tour.
- Parents submit child's school reports from the previous 2 years.
- Parents visit the school with the child and related documents on the scheduled date. During their visit, families will have the opportunity to meet with school staff, view the facilities, learn about the curriculum and ask any questions they have.
- Where required, students will complete an interaction with a member of the academic team. Students in Grades 3 and above may be asked to complete the CAT4 test.
- Application forms and supporting documents (school reports, CAT4 results and notes from teacher interaction) are collated and submitted to the Academic Team for review.
- Provided that the application is complete, a place is available and the child meets the school admissions 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, which can be confirmed by contacting the Admissions Office.

MYP- Grade6-10

- Parent completes Ambassador International Academy Application Form. Admissions team invites applicant's family for a school tour.
- Parents visit the school with the child and related documents on the scheduled date. During their visit, families will have the opportunity to meet with school staff, view the facilities, learn about the curriculum and ask any questions they have.
- Application forms and supporting documents (school reports, CAT4 results and notes from teacher interaction) are collated and submitted to the Academic Team for review.
- All students appear for CAT4. Based on the results support and guidance is planned once the student takes admission.
- For grades 9 and 10 CAT4 test results are also used to provide guidance in subject choices by the Head of Middle school/MYP Coordinator in one-on-one meetings with the students and their parents.
- Provided that the application is complete, a place is available, and the child meets the school admissions 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.



DP/CP-Grade 11-12

- DP curriculum orientation is conducted at the beginning of the admission process in- person. Prospective parents and students register for the same. It allows the parents and the students to get introduced to the curriculum and the implementation of the curriculum in the school. A video recording of the presentation is shared with interested parents who have not been able to attend the session.
- Parent completes Ambassador International Academy Application Form. Admissions team invites applicant's family for a school tour.
- Parents visit the school with the child and related documents on the scheduled date. During their visit, families will have the opportunity to meet with school staff, view the facilities, learn about the curriculum and ask any questions they have.
- A recommendation letter from previous school needs to be submitted during the school visit
- All applicants will be engaged in scheduled one-on-one interaction with the members of the DP/CP team.
- The applicants are provided guidance and support by the MYPC/Head of Middle School/ DPC/CPC along with the Career counsellor to choose between the DP and CP pathways during one-on-one meetings with Students and Parents.
- Subject Orientation for the admitted students is carried out before the start of the academic year to familiarize students and the parents with the choices of subject offered across different groups in the DP.
- Once admitted, the students are provided guidance and support by the MYPC/Head of Middle School/ DPC/CPC along with the Career counsellor to choose the subjects during one-on-one meetings with Students and Parents.
- Application forms and supporting documents (school reports, CAT4 results and grade 10 results) are collated and submitted to the Academic Team for review.
- Provided that the application is complete, a place is available, and the child meets the school admissions 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.

Acceptance of Offer

- 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, which can be confirmed by contacting the Admissions Office.
- Tuition fees are to be paid according to the invoice sent with the Offer of Place within 7 working days. The new student will then be registered in 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.

Documents to be submitted

To accept an Offer of Place and complete enrollment all requested documents should be submitted to the Admissions



Office. These include, but are not limited to:

- ✓ Acceptance of Place
- ✓ Indemnity Form & Consent form
- ✓ Parent terms and condition
- ✓ Letter of Undertaking
- ✓ Health form & DHA medical form
- ✓ Father/guardian passport, visa, Emirates ID card copy, ID photo
- ✓ Mother/guardian passport, visa, Emirates ID card copy, ID photo
- ✓ Student passport, visa, Emirates ID card copy, ID photo, 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)
- ✓ A registration fee of Aed 500 will be charged from all applicants. (This is non-refundable.)

IB Diploma Programme or IB Career Programme Additional Charges

- IBCP/IBDP Textbooks for Grades 11 & 12 are not included in the school tuition fees
- Both the IBDP and the IBCP have additional registration and assessment fees charged by the IB and these must be borne by the parents. These fees depend on the additional courses selected and taken by each student.

Conditional offers

The school reserves the right to make a conditional offer in a variety of circumstances. The nature of the condition and the financial consequences will be clearly stated in writing in advance and signed by the parents applying for admission, the relevant Section Head and the Principal.

Medical records for all students

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

KHDA Registration

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

Re-registration



Children are eligible for re-registration for the next academic year unless there are significant behavioral issues or any outstanding fees. Re-registration will begin each March. Re-registration fees will be 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.

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.

Withdrawal process

- ✓ Parents wishing to withdraw their child(ren) from study at Ambassador International Academy should notify the school in writing by submitting a Withdrawal Form.
- ✓ Withdrawing parents will be invited for an exit interview with the principal.
- ✓ Parents must ensure that all their dues are clear to the finance department. A fee of AED 125 is to be paid to generate the KHDA transfer certificate.
- ✓ In the event that a parent is requesting a transfer certificate in the middle of the academic year, the eligibility for refunds will be determined according to the KHDA Tuition Fee Refund Policy.
- ✓ On withdrawal, the school provides the transfer certificate within 7 working days if the transfer request is requested in the middle of the academic year. Transfer certificate requests received at the end of academic year are provided by 15th August. Report cards are provided at the end of each Term.
- ✓ AIAM also provides the Bonafide certificate if the same has been requested by the family.

Timing of offers and maintenance of waiting lists

Applications for the following academic year by new students. (Pre-K, KG1 and KG2, PYP and MYP)	Admissions are an on-going process. All students applying to AIAM are required to meet all the admission criteria of each section.
Other applications for the following academic year (Pre-K, KG1 and KG2, PYP and MYP)	Applicants are assessed on an on-going basis as applications are received. Offers to new students are made once all criteria are met for the respective section.
Applications for the current academic year (Pre-K, KG1 and KG2, PYP and MYP)	Candidates are assessed on an on-going basis as applications are received and are immediately placed on the appropriate class or waiting list.



Application for next academic year (DP/CP)	The process starts 6 months before the commence of the academic year and continues till the first month of the academic year
Application for current academic year for Y11 (DP/CP)	Applicants are assessed on an on-going basis as applications are received. Offers to new students are made once all criteria are met for the respective section.
Application for current academic year for Y12 (DP/CP)	Students can join only from the start of the academic year in August.

Further Information:

- For further information about Ambassador International Academy, visit our website www.AIAMdubai.com.
- If you wish to contact the Admissions Office directly, email: admissions@AIAMdubai.com