



مدارس أدنوك
ADNOC SCHOOLS

ADNOC Schools Admissions Policy

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Vision

ADNOC Schools, in line with the UAE government's pioneering initiatives, aim to become a premier school in the region; graduating highly competent, socially responsible, future leaders.

Mission

The mission of ADNOC Schools is to prepare Emirati and other students, through an academically rigorous curriculum, to achieve their highest potential in a global, technologically advanced society, where Arabic and Islamic values are honored and cultural differences are respected.

Section 1: Admissions Overview and Procedure

1. Admissions Overview

Quality education is one of the most valuable aspects of anyone's life and by enrolling with ADNOC Schools, you will give your child the opportunity to secure an outstanding education and thrive in an environment of excellence, propelling them to the world's most prestigious universities. We strive to deliver a world-class education that empowers students to make a meaningful and lasting contribution to society. ADNOC Schools teach the highly regarded four core subjects of the US Massachusetts State curriculum.

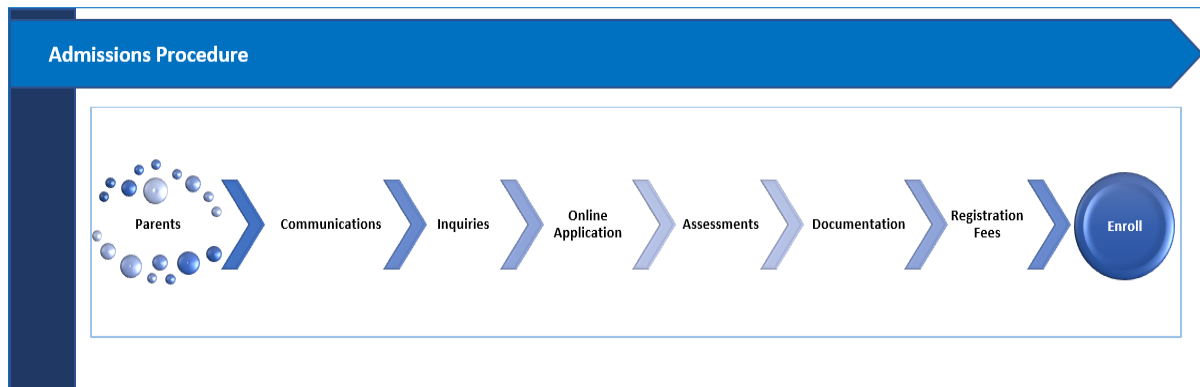
We encourage you to enroll with ADNOC Schools and watch your children flourish as socially responsible citizens and future national leaders.

Under the direction of Aldar Academies, Abu Dhabi's leading private education provider, ADNOC Schools is building on its success to empower your child with the skills to excel in an academically rich environment while developing into confident, responsible, and respectful global citizens.

2. Admissions Procedure

ADNOC Schools does not discriminate in the admission of its students. Everyone is welcome at ADNOC. Applicants to ADNOC Schools are selected based on academic achievement and good behavior records. The Admissions Committee considers current capacity at the recommended grade level, student aptitude, and social/emotional maturity, with special attention given to each applicant's prior academic and non-academic records in school.

The process outlined below shows the steps administered by ADNOC Schools Admissions and Management.



2.1 Communications:

Before admissions open, ADNOC Schools initiate promotions and communications plans to reach out to the community. The following is a brief overview of the communication process for ADNOC Schools enrollment plan:

➤ Internal Communications:

- **ADNOC Schools Staff Communication:** An Internal email will be sent to all ADNOC schools' employees regarding the new enrollment date.
- **ADNOC Schools Existing Parents Communication:** Parents will be contacted regarding the new enrollment date via:
 - SMS
 - Emails

➤ Advertisements:

As we understand our customers' needs, we build advertisements that are specifically suited to meet those needs on the platforms below:

- School Website updates
- Social Media channels
- Tv Installation on receptions
- School promotional videos
- Marketing videos on ADNOC petrol station screens & Yas Mall Screens
- Virtual tour on the school website

2.2 Inquiries:

When parents start to express their interest to enroll their children in ADNOC Schools, they can reach the Admissions Team through the following channels:

- **Website:** Any submitted [inquiry](#) through the website is replied with a customized email by the admission office, in addition, FAQs are available on the school website with information about the school.
- **Emails and phones:** Each inquiry is processed with customized information, along with a checklist of the steps they need to apply for admission.
- **Face to face:** Parents can visit the admission office for more personalized support and assistance with their inquiries about admissions procedure and how to apply. Parents will be advised to apply online through school website.
- **Printed communications:** Brochures and flyers are available in the reception area and admission office.

2.3 School Tours:

ADNOC Schools values the importance of visiting and touring a school before making the decision to enrol. We encourage all future students and their parents to visit our school campuses to meet with a member of our school leadership team or a representative from our Admission Team, and potentially meet with some of our senior high school students. A school tour is highly recommended for parents and potential students to learn more about our school's culture, the courses we provide in addition to the extra-curricular activities, and the school facilities.

- To book a visit, please contact our Admissions Team via the [Contact Admissions Form](#) and a member of our team will contact you to agree on a mutually suitable time and date for you and your family to visit the school.
- A Virtual Tour is also available online on our school website. [Click here](#) and enjoy visiting our campuses online.

2.4 ADNOC Schools Enrollment System:

➤ **What is Enrollment System?**

ADNOC Schools new enrollment system (PowerSchool) is an online system that combines all activities involved in the entire enrollment process and integrates them into the system. The overall objective of the enrollment system is to help the admissions team to enroll students efficiently. The new enrollment online system (PS) is effective and user-friendly as it facilitates in keeping records and in generating reports. The online system also assists in the process of entering and verifying student data. All information will be kept securely in a database that will help minimize issues such as loss of records.

➤ **Why do we need it?**

One of the current effects of strong competition from institutions is the growing need for schools to enhance systems to better serve applicants' queries and concerns. This is where enrollment systems come into play: simplifying and accelerating student enrollment.

ADNOC Schools Enrollment system consists of different stages:

➤ **Online Application:**

The admissions team processes more than 1500 applications per year. Parents can apply for a place at one of the ADNOC Schools campuses with easy steps via the [Online Application Form](#) which is the first step of the enrollment system. After applicants hit "submit," a comprehensive, research-based review begins. To help manage the volume of applications, as well as the expectations of applicants for status updates, the admission team will adopt a series of efficiencies:

- **Proactive Outreach:** Parents receive an email notification alert with their application status.
- **Projection:** High-level statistical analysis is run so that we can predict the exact number of students to admit and meet the enrollment target.

Online Application Process

STEP 1: Once admission is open (November), parents/guardians can access and complete the form through the school website.

STEP 2: Upload a copy of the child's passport or Emirates ID, and their report cards from their latest 3 years (if applicable).

STEP 3: Submit the application. You will then receive an automated submission notification email.

➤ Admission Priority:

Places are offered on the following order of priority:

- Siblings of current ADNOC Schools' students.
- Children of ADNOC Schools staff.
- Transferring students from another ADNOC Schools' branch: Parents must inform the Admissions team in their current branch to proceed with the transfer process.
- Children of employees within the ADNOC group.
- Former ADNOC Schools students wishing to return.
- Children of former ADNOC Schools students.
- All other students meeting admission requirements.

➤ Waiting list:

If the number of applicants exceed the number of seats available during the selection process, a notification email will be sent to parents. Priority for school places will be given to the siblings of current ADNOC Schools' students, second priority is for first come basis. If a place becomes available, parents will be contacted immediately. If a student is selected and the applicant failed to attend the entrance interview or assessment, the application will be returned to the waiting list. Applications on the waiting list are not automatically moved to the next academic year and applicants are advised to reapply for each year.

➤ Age-appropriate (as of 31 August):

- **KG1 – Grade 1:** The age of the child on August 31st:

Grade	Minimum Age on 31 st August	Date of Birth for AY2022/2023
KG1	4 years	1 st September 2017– 31 st August 2018
KG2	5 years	1 st September 2016 – 31 st August 2017
Grade1	6 years	1 st September 2015 – 31 st August 2016

*Grade1/Year2 accepted age range is 6 to 8 years as long as the date of birth falls on or before 31st August.

- **Grade 2 and above:** Please note, the school shall apply ADEK guidelines relevant to transfers from schools delivering other curricula (i.e., UK National Curriculum for England). For example, if a student completed Year 3 the previous academic year, the student will be placed in Grade 3 (which is equivalent to Year 4).

Grade System KG1 (4 years of age by 31 st August)	Pre- KG	KG1	KG2	G1	G2	G3	G4	G5	G6	G7	G8	G9	G10	G11	G12
Year System FS1 (3 Years of age by 31 st August)	FS1	FS2	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11	Y12	Y13

- Students must be at an appropriate academic level for their grade to ensure placement.

➤ **Entry Assessments and Requirements:**

If places are available, the Admissions Team will request initial documents to plan for the applicant's entrance assessment. The purpose of the assessment is to evaluate the skills of your child and, in the case of younger children, assess school readiness and level of maturity. The assessment will provide a basis for the school to identify any support or intervention deemed necessary.

The school cannot accept a child for enrollment until the entrance assessment is conducted, to ensure that we are able to provide an appropriate program for his/her needs.

Required documentation for the assessment:

- Applicant's passport copy or Emirates ID (uploaded in online application)
- Latest 3 years report cards (uploaded in online application)
- School Recommendation letter filled by current school.

Failure to submit the required documents within 10 days from receiving the first official call/email from the Admissions Team, is grounds for ADNOC Schools to cancel the application. Should this happen, the application will be placed on the Waiting List. Moreover, if the applicant is absent without prior notification, he/she will not be eligible for another assessment date and the application will be placed on the waiting list (excluding unavoidable circumstances).

○ **Assessment Criteria:**

- **KG1 and KG2 Students:** Are invited to attend an Early Learning Interview. The purpose of the interview will provide a basis for the school to assess school readiness and levels of maturity. Please be advised that at ADNOC Schools, we expect all children to be fully toilet-trained when starting school.
- **Grade 1 and Grade 2 Students:** Classroom based assessments are conducted on an individual basis. The student will complete a written assessment in English and Math independently.
- **Grade 3, Grade 4, and Grade 5 Students:** Undergo a computerized basic entrance MAP assessment. The students' results from the MAP test are used to determine their content knowledge and skills in addition to whether they meet the academic standard for the applied grade level.

- **Grade 6 to Grade 12 (Middle and High School Students):** Undergo a Computerized Admissions Entrance Exam Test in Math and English. For successful admission to our school, the applicant student must pass Math and English. Note: Grade 11 and Grade 12 students are also required to complete additional assessments for the elective Science courses. Following a successful examination, follow-up meetings will be held with the School Career Counsellor to discuss options and other potential academic entry requirements.
- **Admission decision:** After the child gets assessed, the assessment results will be shared with the Academic Committee for revision and decision (acceptance or denial). Assessment/Interview outcomes are issued within 10 working days from the date of the assessment or interview. Test results are not shared and ADNOC Schools reserves the right to refuse requests for a second test and interview.
- **Denied applicants:** Parents of denied applicants will be notified by email with the admission decision.

➤ **Documentation:**

Accepted Applicants:

The accepted applicants will receive an email with the registration link to continue the admission formalities to upload the following documents:

- Applicant photograph
- A copy of the applicant's birth certificate
- A copy of the applicant's passport
- A copy of the applicant's Residence Visa
- A copy of the applicant's immunization record
- A copy of the applicant Emirates ID (both sides)
- A copy of the Father Emirates ID (both sides)
- A copy of the Mother Emirates ID (both sides)
- A copy of the parent/guardian's passport
- In case of divorced parent: copy of the guardian passport + custody letter
- In case of the father's death, death certificate is required
- A copy of the Final School Report for the Academic Year 2021/2022. (Esis report if applicable, Required by 14 July 2022)
- A School report copy of Term 1 for the Academic Year 2021/2022 (Esis report if applicable).
- A copy of the Final School Report for the Academic Year 2020/2021 (Esis report if applicable).
- A copy of the Final School Report for the Academic Year 2019/2020 (Esis report if applicable).
- Transfer Certificate or Leave Certificate (Required by 14 July 2022)
- Copy of Electricity Bill or Tenancy Contract
- Medical reports or SEN reports (If applicable)
- Parent Handwritten Signature

Once applicants complete the registration forms and upload the requested documents, the Admissions Team will review and follow up with the checklist. A notification email will be sent in case of missing information/documents.

➤ **Registration Fees:**

The Admissions Team will formally communicate with parents after completing the registration procedure and send the placement offer. This communication will include a Registration Fee invoice of 5% of the tuition fee which is payable at the school campus or via Bank Transfer. Please refer to our [Tuition Fees](#) section for further details. Payment of the Registration Fee will secure the child's school place. The Registration Fee is deductible against the child's Term 1 tuition fees and is non-refundable. If Registration Fee is not received within 10 days of the offer, we reserve the right to offer the place to another applicant and your child will be moved to the waiting list. Please note that parents will be required to pay the full Term 1 fees to secure their child's place for the coming academic year if the enrollment was completed during July and August. The Finance team will confirm the receipt of payment to issue the acceptance letter with all the details for ADEK/MOE registration.

➤ **Survey:**

As ADNOC Schools continuously strive to make parents experience better, parents will receive a survey after acceptance about their admission process experience and their feedback which will allow ADNOC Schools to enhance its services and serve parents better.

➤ **Enroll:**

All pending requirements and payment of applicable tuition fees must be submitted before the child's date of join. No student should be registered in the school without completing their transfer process and fulfilling ADEK requirements. We maintain close communication with the registration office and parents to ensure that required enrollment steps are completed before the joining date. To complete enrollment procedures, please follow the outlined requirements below according to the type of transfer:

▪ **Transfer between Schools (Private Schools Within Abu Dhabi Zone)**

○ **Grade KG 1 Applicants:**

● **Applicants who did not attend Nursery:**

- ❖ The Original Emirates ID of: (Student and Father and Mother) is required after the applicant has been accepted.

● **Applicants who attended Nursery:**

- ❖ Remove the Block on eSIS from the previous school (if you have pending fees in the previous school).
- ❖ To Whom It May Concern (Study Leave) Signed & Stamped from the Ministry.

○ **Grade KG2 Applicants:**

- Remove the Block on eSIS from the previous school (if you have pending fees in the previous school).
- School Final Report Card for the current Academic Year (Signed and stamped).
- Withdrawal Transcript (Signed and stamped).

○ **Grade 1 – Grade 12**

- Remove the Block on eSIS from the previous school (if you have pending fees in the previous school).
- eSIS Final Report Card for the current Academic Year (Signed and stamped).
- Withdrawal Transcript (Signed and stamped).

- **Transfer between Schools (Public Schools (MOE) Within Abu Dhabi Zone)**
 - Final Report Card for Current Academic Year (Signed & Stamped from the Ministry).
 - To Whom It May Concern (Study Leave) Signed & Stamped from the Ministry.
- **Institutional Transfer**
 - Final Report Card for Current Academic Year from your child's current school Signed & Stamped.
 - Withdrawal Transcript Signed & Stamped.
- **British Transfers (Applying Grade 10,11,12)**
 - MOE Approval Certificate from the Ministry. To apply for MOE approval, copy the link: <https://www.moe.gov.ae/en/eservices/servicecard/pages/certequivalentmove.aspx>
 - eSIS Final Report Card for Current Academic Year (Signed & Stamped from Ministry).
 - Transfer Certificate (Signed & Stamped from Ministry).
- **Transferring between Other Emirates within UAE**
 - Final Report Card for Current Academic Year (Signed & Stamped from Ministry).
 - Transfer Certificate (Signed & Stamped from Ministry).
- **Transferring from OUTSIDE UAE**
 - Final School Report Card for the current Academic Year must be ATTESTED in your home country and by the UAE Embassy in your home country unless it is being issued in Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Holland, Iceland, Luxemburg, Mexico, New Zealand, Norway, Poland, Portugal, Spain, Sweden, UK, or USA. If the Final School Report Card is being issued in a GCC, it needs to have stamped by the Ministry of Education from the country from which it is being issued.
 - Transfer certificate must be ATTESTED in your home country and by the UAE Embassy in your home country unless it is being in Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Holland, Iceland, Luxemburg, Mexico, New Zealand, Norway, Poland, Portugal, Spain, Sweden, UK, or US. If the end-of-year report is issued in a GCC, it is required to be stamped by the Ministry of Education from the country from which it is being issued.

2.5 Applications Closing Date:

Certain grade levels may be closed for admissions during the academic year due to high demand, therefore the online application form can only be completed for grades where we have availability. However, if you wish to be placed on our waiting list, parents are encouraged to complete the [Contact Admissions Form](#). As soon as seats are released, parents of those applicants on our waiting list will be contacted on a first-come-first-served basis. Please note that the transfer window for students transferring within Abu Dhabi closes in October and closes in May for students who are transferring from outside Abu Dhabi. The first day of school for students joining during the academic year will be advised following approval from ADEK.

2.6 Re-Registration of Current Students Attending ADNOC Schools:

All current students are required to be re-registered to secure their school place for the upcoming academic year. Parents will be issued with a Re-Registration Fee invoice for 5% of their Tuition Fees in April. Please note that the Re-Registration Fee is deductible against your child's Term 1 tuition fees and is non-refundable.

2.7 Withdrawals:

If a student will not be registering for the following year, we ask parents to inform the school at least two weeks prior to withdrawal by filling in the appropriate withdrawal forms (available at the website). We ask that requests for documentation be made at least 10 days in advance. Final transfer certificates requested during the academic year will be prepared on the child's last day of school.

2.8 Campus Transfer (Among ADNOC Schools):

For any transfer requests among ADNOC Schools campuses, admissions team must check the seat availability in the applied grade and schedule an assessment for the student. The guardian will be requested to fill the internal transfer form and provide an official letter from their work (if this is the reason of transfer). Moreover, the student must fulfil the following:

- Meet grade-level expectations on the MAP assessment.
- Has clearance from the Finance department that they have no outstanding balance.
- Obtain principal approval of the school to transfer contingent to their behavioural and academic records.
- Conduct an interview with the Principal, AVP Pastoral and counsellor.
- Then Head of Admissions will approve the request and Admissions team will update both PowerSchool and eSIS accordingly.
- Students who intend to transfer between ADNOC Branches: Parents must inform the Admissions team in the current branch to proceed with the transfer.

3. Admissions of People of Determination:

➤ Terms and Policy:

ADNOC schools are a fully inclusive academic provider. We are committed to provide your child with special education services in the least restrictive environment to enable him/her to reach their full potential, promote their wellbeing and accommodate their needs to access the curriculum.

ADNOC Schools accept students with mild to moderate disabilities that fall under People of Determination categories as listed by ADEK in private schools (Policy No: 48)

- Applicant with learning difficulties and disorders.
- Applicant with physical and sensory disabilities.
- Applicant with emotional and behavioural disorders.
- Applicant with other special needs.

Prior to admission the caregiver of the student with special needs should provide the school with updated external tests that would give a detailed description of the child case and needs. An extra 50% of the school fee will be added to Students receiving Special Education Services.

The parents will need to sign the Tuition Fee No Objection letter upon admission and/or diagnoses, and this will not apply for those who provide shadow teacher. All students with identified Mild to Moderate disabilities will be placed in classes with their respective age groups.

Promotion between Elementary, Middle school and High school cycles is subject to the outcomes of the transition assessment and provision availability. The school will not be able to properly assist People of Determination where relevant reports are not submitted, or where disclosure of relevant information is not communicated to the school.

➤ **People of Determination Admissions Procedure:**

Admission of identified students seeking placement in ADNOC Schools

- Caregivers will need to provide the school with the following where applicable:
 - Updated Psycho-Educational report: standardized assessment not dated over 6 months.
 - Relevant Medical reports.
 - Other assessment needed depending on the case.
- The admission department will refer the student to ADNOC Schools Inclusion Department for further testing.
- The Inclusion department will send a report to admission with recommendation of enrollment or rejection of candidacy based on the severity of the case and the provision availability.

Section 2: About ADNOC Schools

1. ADNOC Schools Branches and Campuses:

Branch	Elementary Campus	Female Campus	Male Campus
Sas Al Nakhl	KG1 and KG2 Grade 1 to Grade 5	Grade 6 to Grade 8 Grade 9 to Grade 12	Grade 6 to Grade 8 Grade 9 to Grade 12
Madinat Zayed			
Ruwais		n/a*	n/a*
Ghayathi			

* Grade 5 students are automatically transferred to Grade 6 Male and Female campuses at Ruwais.

- Maximum of 25 students for KG 1 and 2
- Maximum of 30 for Grade 1 through Grade 12

2. ADNOC Schools Timings:

- **School Timings for Sas Al Nakhl Campus:**

School days in the United Arab Emirates run from Monday to Friday. Our school day timings are as follows:

Grade Level	Regular Time (Monday to Thursday)	Fridays
KG1 & KG2	7:45 AM - 1:30 PM	7:45 AM - 11:15 AM
Grades 1 - 2	7:45 AM - 2:40 PM	7:45 AM - 11:30 AM
Grades 3 - 9	7:45 AM - 2:40 PM	7:45 AM - 11:30 AM
Grades 10 - 12	7:45 AM - 2:40 PM	7:45 AM - 11:30 AM

- **School Timings for Western Region Campuses (Madinat Zayed, Ruwais and Ghayathi):**

Grade Level	Regular Time (Monday to Thursday)	Fridays		
		RW	MZ	GY
KG1 & KG2	7:40 AM - 1:30 PM	7:40 AM - 11:00 AM	7:40 AM - 11:20 AM	7:40 AM - 12:00 PM
Grades 1 - 12	7:40 AM - 2:40 PM	7:40 AM - 11:45 AM	7:40 AM - 11:40 AM	7:40 AM - 12:00 PM

Please refer to our current [School Calendar and Events](#) for details regarding Term Times for this academic year.

Section 3: Tuition Fees

ADNOC Schools follow ADEK guidelines in terms of Tuitions fees refund and may retain a certain amount of the tuition fees in any of the following cases:

- If a student attends any part of week one of the term or fails to show up at all without the Parent/Guardian notifying the Admissions team in writing sufficiently in advance before the beginning of a term. In such a case, the school may retain the value of the registration or re-registration fees.
- If a student attends from one week and up to three weeks in a term, the school may retain the value of one full month of tuition fees.
- If a student attends over three weeks and up to six weeks in a term, the school may retain the value of two full months of tuition fees.
- If a student attends over six weeks in a term, the school may retain the full-term fee.

These cases apply to newly enrolled students as well as students that register after the term has already commenced. Official holidays and absences from class are considered part of the week. The value of one month of tuition fees is calculated by dividing the total tuition fees for the school year by ten months. Any textbook fees paid to the School are to be refunded to Parents/Guardians if such have not yet been used.

Transportation fees should be refunded in the same manner as tuition fees.

Section 4: Others

1. School Uniform

The ADNOC Schools believes a safe and disciplined learning environment is the first requirement of a high performing school. The implementation of school uniforms will help minimize disruptive behavior, promote respect for oneself and others, build school/community spirit, and, more significantly, help to maintain high academic standards. The school leadership also feels that wearing of uniforms by students will help lessen the impact of socioeconomic differences. In addition, it allows for identification of intruders on campus and encourages students to concentrate on learning rather than on what they are wearing.

School Uniforms can be purchased at Magrudy's Stores located in Forsan Central Mall or online.

Website: www.magrudy.com

Email: info@magrudy.com

2. Transportation

ADNOC Schools have contracted Emirates Transportation which has a comprehensive school bus network covering most areas depending on seats availability, student's residency, and bus routes. For more inquiries, please contact below emails:

Abu Dhabi Campus: EmiratesTransportSAN@adnoc.sch.ae

Madinat Zayed: transportationmz@adnoc.sch.ae

Ghayathi: emiratestransportghy@adnoc.sch.ae

Ruwais: emiratestransportrw@adnoc.sch.ae