



روضة امباسادور
AMBASSADOR KINDERGARTEN
INSPIRE INQUIRE INNOVATE

Admission Policy 2019-2020



STUDENT ADMISSION POLICY

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 Kindergarten we discuss how best to do this partnership with parents. Before a child starts school there are opportunities to visit and discuss any individual needs with our staff.

Ambassador Kindergarten has an open admission policy for students who choose to enroll. We at Ambassador ensure that all children, regardless of ethnicity, culture or religion, home language, family background, gender or ability should have the opportunity to experience a challenging and enjoyable program of learning and development.

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 admissions support the goals and aims of the school as laid out in its Mission and Vision.

ADMISSIONS PROCESS FLOW

Purpose

To offer admission to all prospects who qualify the school's admission criteria for the respective grade.

Objective

- To collect documents from applicants as per KHDA guidelines at the time of admission.
- To register admitted child with KHDA.
- To maintain admission and withdrawal register.

Process:

In case of Walk- in Parents/Online application/Telephonic/Email enquiry - Day 1

- Parents to fill online registration form and admissions team invites applicant's family for child's interaction on a specified date and time or a School tour.
- List of documents mandate for admission is shared in email with details about Interaction schedule.
- School Representative receiving the walk-in Parents to update the Walk-in register.
- Admissions team to check availability of seat for the applied grade.
- Enter the Walk-in Parent details in the school Admissions Software.

Day 2

- Parents visit the school with the child and related documents on the scheduled interaction date.
- Admission Team makes arrangements for the interaction with the teacher.
- Inform parents about the status of the interaction by giving admission offer letter (valid for ten working days)

Day 3

- Parents proceeding for child's admission submit all documents at the admission department with filled-in admission forms (starting Day 2)
- Admission Team to register admitted new student as per regulations by Ministry of Education in KHDA School portal using valid Emirates ID card for child along with one parent.
- Update admissions software pertaining to every student.

Withdrawal process

- Arrange for an exit interview with the principal in case the parent is applying for T.C.
- Coordinate with accounts department for returning PDC's or refund in case of T.C.
- Update withdrawal to all relevant departments.

CHALLENGES

- Reschedule an interaction session for families who missed the initial specified schedule.
- Invite families for a scheduled general Second interaction with our special educator, if a child has already been diagnosed as student with determination.
- Objectives are monitored through Internal Audits and Management Review Meetings.

Ambassador Kindergarten Admission policy for Students of Determination

Whilst we endeavor to be fully compliant with the regulations stated in the Federal Law 29 (UAE), there may be certain admission procedures for Students of determination at Ambassador Kindergarten, such as:

- Submission of the latest assessment documentation (less than 2 years)
- Expert's recommendations and type of support required
- Complete disclosure of medical history, etc.
- Child's readiness to be included in the main-stream school
- Parental support and compliances to specific recommendations from school

FURTHER INFORMATION

For further information about Ambassador Kindergarten, visit our website www.ambassadorkg.com
If you wish to contact the Admissions Office directly, email admissions@ambassadorkg.com