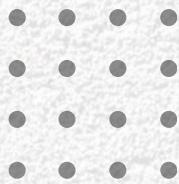




مدرسة ذا أبل انترناشونال ڪومنيونيتي
The Apple International
Community School



ADMISSION POLICY

2025-2026

POLICY INFORMATION

POLICY WRITTEN	AUGUST 2023
POLICY UPDATED	JULY 2025
POLICY TO BE REVIEWED	JULY 2026
APPROVED BY	PRINCIPAL- PRETTY KHOSLA





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01- Guiding Parameter

(Everyone Included, Everyone Supported, Everyone Challenged and Everyone Successful).

The Apple International Community School (AICS) supports the principles of inclusiveness, equality of access and full participation in the school. Our Admissions Policy is determined in accordance with the appropriate provisions of the UAE Federal Law-29, 2006, UAE National Agenda, AICS Inclusion Policy, AICS Child Protection Policy and the Dubai Inclusive Education Policy Framework. The basis of the school's admission policy is the ethos as outlined in the standard 2 of the Dubai Inclusive Education Policy Framework:

“Matters concerning admissions, participation and equity refer to the fact that students who experience SEND have the same rights as all other students. This includes the right to be admitted to a preferred school where they can engage and participate and experience quality learning experiences alongside same aged peers.”

In this context the school expresses respect for diversity of traditions, values, beliefs, languages, and ways of life within the community it serves today. It is our policy at AICS to welcome all students for whom the school can offer an appropriate education. The school aims to provide an inclusive system of education. We welcome students of all abilities, nationalities and religions who will benefit from the rigorous academic, personal and social programs we offer. We are proud of our visible commitment to diversity and international mindedness. AICS will actively seek to nurture the holistic development of the child. If the child has a gift, talent or any other special educational need then this would be identified and recorded on the on-line application form.

The school is inclusive, and all efforts will be made to accommodate different learning needs and styles through the provisions led by the inclusion team.



02- AIMS

- Be a school where as many students as possible reach high academic standards and all are motivated by the progress they make.
- Help students achieve well through sustained high-quality teaching through a vibrant curriculum.
- Give students time to explore subjects and develop deep understanding in a richly equipped learning environment.
- Celebrate perseverance, resilience and risk taking, ensuring students welcome challenge and are not afraid to make mistakes.
- Create an inclusive school where everyone can flourish, whatever their background
- Promote an ethos of respect and empathy, where diversity is appreciated and valued.

03-SELECTION CRITERIA

- Applications for admission are always open and are accepted based on the availability of the seats. Applications must be completed online through the school website www.applecommunityschool.ae. If seats are available, a confirmation email is sent to the parent(s) informing them about the admission process to be followed and requirements to be fulfilled.
- Registration fee 525.00 per child (Payable at the time of registration, nonrefundable).
- All the applicants are interviewed and based on the findings of observations and the other criteria for admissions, e.g., Foundation learners must be toilet trained and have the age expected level of independence, they are placed in appropriate sections.
- Past school results and report.
- Face to face interviews, if required, with the Inclusion Champion/Leader for provisions for students of determination/ Section Heads / Principal/ or other designated school staff.
- Age appropriateness for the year/grade level to which admission is sought.



- Priority will be given to siblings of those who have secured admission to the school.
- The child's previous curriculum is taken into consideration as well as limitations with regards to transfer dates for local transfers.
- Should the school be oversubscribed, admissions will be on a first come first served basis. All care will be taken to inform all applicants about their admission status and the possibility of a waiting list will be monitored.

04-SELECTION PROCESS

- Pre-requisite for FS admission: All children entering FS1 and FS2 must be fully toilet trained prior to admission. This requirement is essential to maintain high standards of health, hygiene, and safety within the Early Years environment.
- Following an informal interview, the school management will organize and prioritize admissions, based upon the information from observations, interviews (Year 1 upwards only) and the application.
- The students of determination will be given equal opportunity. Admissions for students coming with a formal diagnosis will not be based on the school's primary observations.
- Parents / guardians will have to respond to an offer within 7 days of receipt to secure the place.
- Prior to admissions, Transfer Certificate (attested where required) is to be submitted.
- Original Transfer Certificate/ School last attended to be submitted to the admission officer.
- For students coming from UAE, the Transfer Certificate should be attested by the concerned Education Authority.
- For students coming from Europe, Japan, Australia, New Zealand, Canada, U.S and U.K the Transfer Certificate should be attested by School Only.
- For students coming from GCC countries, the Transfer Certificate should be attested by The Educational Authority of the Country.
- For students coming from other countries including Asian Countries, the Transfer Certificate should be attested by UAE embassy in the country of education and Ministry of Foreign Affairs in UAE.



NOTE: All admissions are subject to the Approval by the Educational Authority of Dubai/ KHDA.

The following documents are required at the time of admissions:

- Photocopies of birth certificate, passport, visa, and Emirates ID card of the student.
- School reports or transcripts from previous school, if applicable.
- Emirates ID, passport, and visa copies of parents.
- Updated immunization records along with the school health form.
- Passport size photos with white background.
- Original Transfer Certificate (only needed at the time of enrollment) for students seeking admission in Year 2 to Year 9.

05- Provisions for Student of Determination (SoD)

AICS adopts a fully inclusive approach to all applicants, including those experiencing special educational needs and/or disabilities. In line with KHDA's Dubai Inclusive Education Policy Framework, the school believes that all children are valued equally and have the right to access learning, participate meaningfully, and experience a safe, supportive environment. The school leadership, staff, and governing body are committed to eliminating prejudice and discrimination and promoting the well-being, dignity and success of every learner. AICS will utilise its school-based financial and human resources to provide standard school services that ensure students of determination can participate in the least restrictive and most enabling learning environment. This includes differentiated planning, classroom accommodations, and support from qualified inclusion staff.



To ensure appropriate placement and support

- Applicants with existing assessment reports or diagnosed special educational needs may be observed or reviewed by the Inclusion Head/Leader for Students of Determination.
- The case file will be reviewed by the Head of Section/Principal to determine whether the school is adequately equipped to meet the student's needs within the standard school service, as required by KHDA.
- AICS will ensure full access to the curriculum through differentiated instruction, accommodations by class teachers, and support from the Inclusion Team (Inclusion Head, School Counsellor, Special Educators, and Learning Support staff as appropriate).
- Individual Education Plans (IEPs) will be developed, implemented, and reviewed collaboratively with parents and relevant specialists.

AICS aims to ensure that Students of Determination are perceived positively by all members of the school community and are included socially, emotionally, and academically.

Collaboration With Parents

Parents are strongly encouraged to share any reports, assessments, or relevant information regarding their child's needs during the admissions process or as early as possible. This collaboration helps the school plan appropriate support and ensures transparent decision-making.

Additional Support Services (if required)

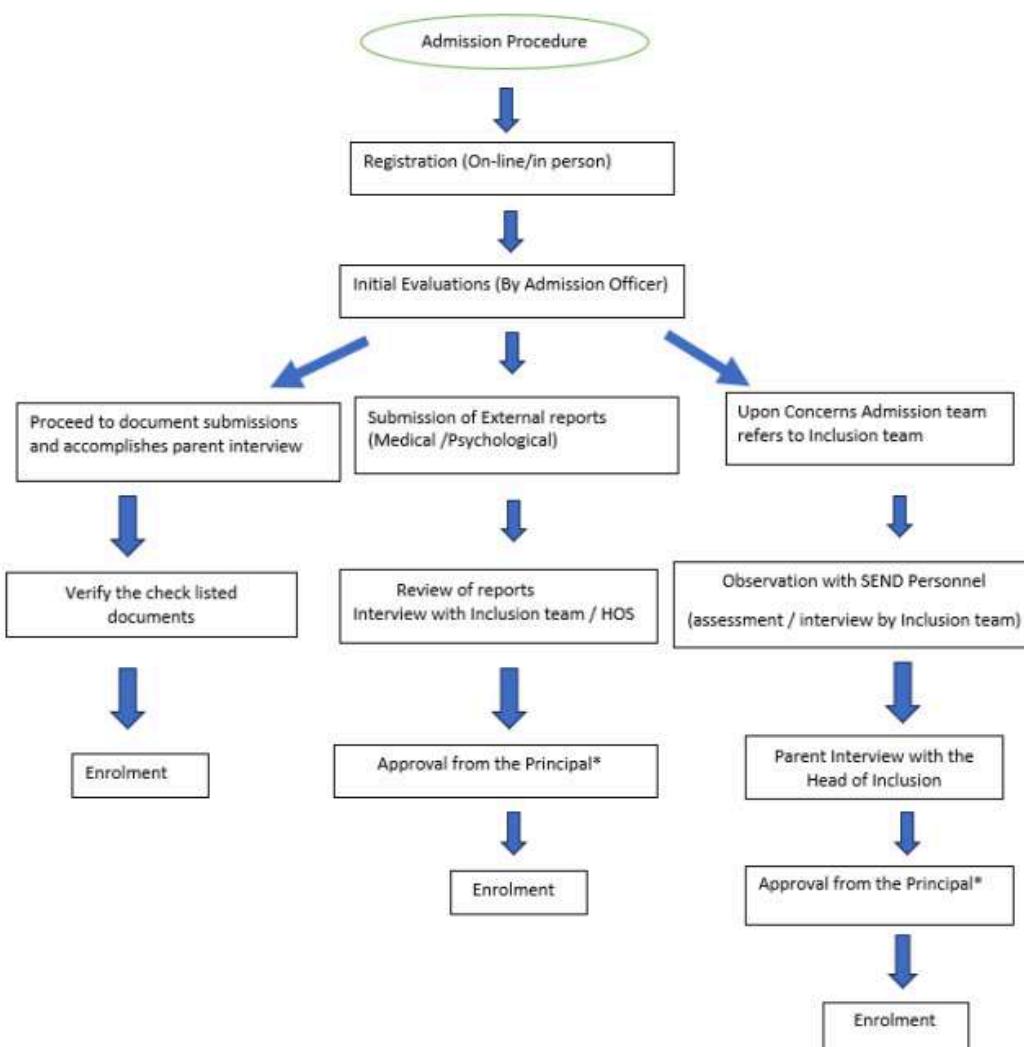
If a student's needs exceed the provisions available within the standard school service, the Inclusion Department may recommend an Individualised Service Agreement. This agreement:

- will only be issued when clearly justified,
- will be fully explained to parents,
- will reflect the actual cost of enhanced support, and
- must be registered, as per regulatory requirements.



Placement and Availability of Resources

Students will be admitted based on their individual needs and the school's capacity to provide appropriate support. In situations where specific services or resources are temporarily unavailable, the student may be placed on a waiting list until arrangements are made. If the school determines that it cannot meet a child's needs even with reasonable accommodations, they will inform parents with transparent communication and documentation.





06-PROVISION FOR EMIRATI STUDENTS

Attracting, admitting, and retaining Emirati students.

- At AICS, we will aim to be in line with the UAE vision of the Emirati leading in building the country. To fulfill this vision at school level, the school will comply with the Ministry requirement and offer Arabic A & Islamic A that attracts Emirati students to the school. The school will not only provide an appropriate learning environment, but it will also be the intention to make sincere efforts in integrating students with special educational needs into the mainstream classes.
- To market the school, it is our intention to raise the educational aspirations of Emiratis and Emirati families by having open days, work with local schools and exchange visits by students and staff, using social platforms and a strong visual school website. The school can promote additional exposure via the media.
- The school's unique standpoint and core values are well aligned with His Highness Sheikh Mohammed bin Rashid Al Maktoum's vision of creating a school culture where the future generation Emiratis are proactive thinkers and can plan and anticipate changes and developments in the economic and technological sector ensuring the country to be ready for the future and pioneering the use of technology in the creation of new opportunities
- Partnership with local entities and local schools to strengthen the UAE heritage and Islamic values as well as partnering with other international schools to bring alive worldwide culture; to meet up with the needs of the contemporary UAE society equipped with next generation skills to become elite UAE citizens with global values. The school envisions to prepare every child particularly Emirati students through self-paced and collaborative 21st century skill acquisition tasks where innovation, community outreach and diversity is embedded in all learning practices through a rich curriculum.



The Apple International Community School, Dubai

Waivers and Discounts

Types of discounts	Percent or AED
Referral Discount	AED 350/- Per family referred
Sibling Discount	1st Sibling 20% 2nd Sibling onwards 25%
Staff Discount	75% For First child 25% for Second child

07-WITHDRAWAL RULES

- All Withdrawal Applications must be submitted to The Admission Department.
- The 'Withdrawal Form' duly completed is to be submitted at the school Office.
- If the child is going to any other school other than in Dubai, then the parent need to pay TC charges AED 120.
- Transfer Certificate will be issued only after all the school dues have been cleared

08-REFUNDS

For Students who are withdrawn from the school during the academic year, fee deduction will be applied as per the school fees framework quoted below:

- If the student attends school for two weeks or less, one month's fee will be deducted.
- If the student attends school for a period ranging between two weeks and one month, two months' fees will be deducted.
- If the student attends for more than a month, three months' fees will be deducted