



Admission Policy

2025-26

Policy Content (Admission Policy)	Procedural Notes
1. Inclusion policy.	Step 1: Links to the Guiding Statements Our Vision Al Resalah International School of Science, through an inclusive learning culture, aspires to nurture a learning community where learners will: 1. Achieve their academic goals. 2. Develop higher-order thinking skills. 3. Possess a cross-cultural mindset while preserving Islamic values. 4. Be ready for college choices and career opportunities. 5. Future contributors to the UAE are socio-economic prosperity. Our Mission To develop broad-minded and responsible learners who strive to enhance their academic potential through commitment to lifelong learning and to develop the skills needed to positively impact Emirati and global communities.
2. Purpose	Step 2: Defining Purpose This policy outlines the standards and procedures for student admission to ensure a transparent, fair, and consistent process. It aims to: • Define eligibility criteria and documentation requirements • Promote inclusion, transparency, and equity • Ensure compliance with educational regulations and school standards

3. Scope	Step 3: Defining Scope This policy applies to all new applicants, returning students, transferring students, and their parents or guardians. It also guides school staff involved in the admissions process.
4. Principles	Step 4: Clarifying Principles • Equity: All applicants will be treated fairly and without discrimination. • Transparency: Admission decisions will be based on clear, published criteria. • Accountability: Both the school and parents are responsible for honest communication and timely documentation. • Child-Centered: Decisions are made with the student’s best interests in mind.
5. Reporting Procedure	Step 5: Outline clear, practical procedures Concerns related to the admission process (e.g., unfair treatment, delayed responses, or miscommunication) should be reported in writing to the school administration. A formal acknowledgment will be issued within 3 working days, and the issue will be investigated promptly.
6. Process of Investigation	Step 6: Draft the Policy Upon receiving a complaint: • The school’s admission team or a designated officer will conduct an internal review. • Relevant documents, communications, and staff will be consulted. • A response will be issued within 7–10 working days, detailing findings and, if applicable, corrective actions. • Records of investigations will be kept securely.
7. Protection and Support for Whistleblowers	Step 6: Creating Policy Provisions Individuals who report concerns in good faith will be protected from retaliation. Their identity and the nature of the report will be kept confidential, unless disclosure is legally required.
8. False or Malicious Allegations	Step 8: Accountability and Consequences Knowingly submitting false or misleading claims regarding the admission process will result in the rejection of the application and may result in further legal or administrative action.
9. External Reporting	Step 9: Extending the Policy, if required. In situations where resolution cannot be reached internally, parents may escalate the matter to relevant education regulatory bodies or authorities as per applicable laws and guidelines.
10. Monitoring and Review	Step 10: Regular Monitoring, Evaluation and Review

	The Admission Policy will be reviewed annually to ensure relevance and alignment with current educational standards, school needs, and legal requirements. Feedback from stakeholders will be considered during the review process.
10. Contact Information	Step 10: Ensure clear contact information is highlighted The Admission Policy will be reviewed annually to ensure relevance and alignment with current educational standards, school needs, and legal requirements. Feedback from stakeholders will be considered during the review process.
11. Signatures	Step 11: Approvals and Signatures Principal Name: _____ Signature: _____ Date: _____ Admission Name: _____ Signature: _____ Date: _____ Parent/Guardian Name: _____ Signature: _____ Date: _____
12. Effective Dates and Amendments	Step 12: Approval Date, Review and Amendments Approval Date, Review and Amendments: Principal: Mrs. Huda Al Samkari Date: 30th June 2025 Inclusion Coordinator: Yasmeen Rahall Date: 30th June 2025