

Admissions Policy

Policy control

Policy first issued	January 2023
Policy amended	AY 2026/27
Next policy review	AY 2027/28, or earlier if ADEK or Aldar Education requirements change
Lead professional	Executive Principal
Aligned with	Aldar Education Admissions Policy (PL-OP-ME-001) and ADEK Policy 44: Student Admission, Registration and Placement
Signature	
Date	August 2026

1. Aims and scope

YBA admits students fairly, transparently and in line with ADEK regulations and Aldar Education group policy. This policy applies to all applications for Foundation Stage 1 (FS1) to Year 13, including internal transfers from other Aldar Education schools.

The policy implements Aldar Education Admissions Policy PL-OP-ME-001 and ADEK Policy 44 (Student Admission, Registration and Placement). Where this policy and ADEK regulations differ, ADEK regulations take precedence.

Exemptions from Aldar policy are granted only for legal, technological, cultural or physical reasons, with supporting documentation submitted to Aldar Education.

YBA aims to:

- give every family clear, consistent information about how places are offered
- place each student in a year group where they can access the curriculum and thrive
- support an inclusive admissions process for students with additional learning needs and students with English as an Additional Language (EAL), in line with ADEK requirements and the school's Inclusion Policy.
- keep accurate admissions records in ADEK's eSIS database

2. School tours and applications

2.1 School tours

Families are welcome to tour YBA before applying, in person. Tours are booked through the YBA / Aldar Schools website and are led by the Parent Relations Executive / Admissions team or a member of the Senior Leadership Team, who will answer questions about admissions.

2.2 Applications

Applications are made through the online form on the YBA website. The School Registrar logs and sorts applications against the criteria below.

1. Applications are processed on a first-come, first-served basis.
2. The Principal may use assessment information (including CAT4 results or assessment visits) to prioritise individual applications, so that each year group or phase has an appropriate balance of gender, nationalities, EAL learners and students with medical or additional learning needs.
3. Parents must tell the school promptly of any change that could affect a decision on their child's application, and of any change to contact details or personal circumstances.

3. Entry assessment

Admissions shortlists applications against current capacity in the requested year group. The school reviews each applicant's academic and non-academic record, including grades, previous school reports and attendance, and may then:

- offer a place without assessment, on the strength of previous school reports
- offer a place on the strength of previous school reports for a transfer within Aldar Education
- invite the student to an assessment

The assessment evaluates each student's skills and, for younger children, school readiness and maturity. It also identifies any support or intervention needed on entry.

Phase	Year Groups	Admission Review / Assessment
Foundation Stage and KS1	FS1 to Year 1	Observational playdate
Primary	Year 2 to Year 6	Previous school report reviewed. CAT4 assessment may be required where needed
Secondary	Year 7 and above	CAT4 assessment

3.1 Year 10 (GCSE)

Successful applicants for Year 10 choose their (I)GCSE subjects for the two-year programme. Subject details are in the YBA (I)GCSE Options Brochure on the school website.

3.2 Year 12 (Sixth Form)

A Levels are two-year qualifications recognised by leading universities worldwide. Minimum entry requirements are:

1. Five (I)GCSE passes, including Mathematics, English and Science, at grade 5 (C) or above.
2. Grade 6 (B) or above at (I)GCSE in each subject to be studied at A Level.
3. A completed Sixth Form application form, required from both external applicants and current Aldar students.
4. Previous school reports, predicted (I)GCSE grades and an interview at YBA.

Successful applicants receive a Conditional Offer, confirmed only once the required grades are achieved (see section 6.2).

3.3 Year 11 and Year 13

Admission into Year 11 and Year 13 is not normally offered due to these being the second year of two-year examination programmes.

Year 11 applications may be considered in exceptional circumstances, subject to the student having completed the first year of the relevant qualification and where the examination boards, subjects and course content are compatible with YBA's provision. Any admission to Year 11 is subject to Academic review and the Principal's approval.

YBA does not routinely admit new students into Year 13.

4. Waiting list and declining applications

4.1 Waiting list

- Where YBA is unable to offer a place due to year-group capacity, an applicant who has successfully completed the required admissions process **will be placed on the YBA waiting list**.
- The waiting list is **reviewed regularly**, and families may be contacted periodically to confirm their continued interest in remaining on the waiting list.
- When a place becomes available, applications on the waiting list are reviewed in accordance with the priority criteria set out in Section 2.3.
- Placement on the waiting list does not guarantee admission.

4.2 Declining an application

YBA may decline an application where a place would not be in the child's best interests. This may include:

- Early Years Foundation Stage applicants who are not yet independent and confident in using the toilet.
- Applicants for Year 2 and below with low levels of communication, or low social and emotional skills, who may struggle in a school setting.
- Applicants for Year 3 to Year 6 without the knowledge, literacy and numeracy needed to access the curriculum.
- Applicants for Year 7 and above without the language proficiency, age-related expectations or academic skills needed to access the curriculum.
- Sixth Form applicants (Year 12 and Year 13) who have not achieved the minimum (I)GCSE requirements in section 3.2.

Children applying for FS1, FS2 or Year 1 will not be refused a place because of limited English. In later year groups, limited English will not by itself prevent admission; it will inform planning for EAL support or staffing.

5. Year group placement

From the 2026–27 academic year, a child's admission age is calculated at 31 December of the year of entry, replacing the previous 31 August cut-off. The new cut-off applies to new admissions only; students already enrolled stay in their current year group.

5.1 Minimum ages

YBA year group	ADEK grade equivalent	Minimum age by 31 December
FS1	Pre-KG	3 years
FS2	KG1	4 years
Year 1	KG2	5 years
Year 2	Grade 1	6 years
Year 3	Grade 2	7 years
Year 4	Grade 3	8 years
Year 5	Grade 4	9 years

YBA year group	ADEK grade equivalent	Minimum age by 31 December
Year 6	Grade 5	10 years
Year 7	Grade 6	11 years
Year 8	Grade 7	12 years
Year 9	Grade 8	13 years
Year 10	Grade 9	14 years
Year 11	Grade 10	15 years
Year 12	Grade 11	16 years
Year 13	Grade 12	17 years

5.2 Placement rules

1. Students are placed in year groups in line with ADEK regulations.
2. From FS1 to Year 2, students are placed by age. From Year 3 upwards, students are placed by year-group progression; for example, a student who has completed Year 3 enters Year 4.
3. Equivalency requirements and the UAE high school certificate are considered in every placement. Students must complete 12 years of continuous schooling in successive year groups and graduate in Year 13.
4. For students with an Individual Education Plan (IEP), IEP goals are adjusted to accommodate promotion. Any exception requires ADEK pre-approval case by case.

5.3 Repeating a year group

In rare cases, a new or current student may need to repeat a year group, based on full evidence of attendance, academic performance, maturity or age appropriateness.

1. Retention requires parental approval and ADEK agreement.
2. Parents sign an acknowledgement that they accept the request at their discretion, with no liability on the school or ADEK, and that they understand:
 - a) a student may not repeat a year group more than twice in their school career
 - b) the effect on equivalency requirements
 - c) the implications for military service for male students

6. Offers and registration

6.1 Offers

1. Offers of a place are made at the Principal's discretion, guided by this policy and ADEK regulations.
2. Once the school confirms, Admissions issues an Offer Letter stating the year group and including the registration fee pro-forma invoice.

6.2 Conditional offers

After assessment and discussion with parents, the Principal may make a conditional offer, subject to support arrangements that allow the child to access the curriculum at the right level. Conditional offers are made:

1. To Year 12 applicants, whose place depends on their (I)GCSE results (section 3.2).
2. To students who need assisted learning support, with parental agreement.
3. To some FS1 and FS2 applicants, where the school's observations show the child needs further pre-school experience; the offer may require attendance at a nursery before joining.

4. To internal Aldar transfers, subject to finance clearance from the current school. The offer is withdrawn if clearance is not received by 1 June.
5. To students changing curriculum in Year 11, who must provide the Ministry of Education equivalency certificate and board exam pass results at the end of the academic year.

In all cases, YBA may withdraw the offer if its conditions are not met.

6.3 Accepting an offer

1. Parents have 3 working days to complete the offer acceptance form and accept the terms and conditions. If the form is not received by the deadline in the Offer Letter, the school may withdraw the offer.
2. After accepting, parents submit proof of payment of the registration fee shown on the pro-forma invoice. Finance issues a receipt once the payment reaches the school's bank account, and the place is then confirmed.
3. The registration fee is deducted from first-year tuition fees. It is non-refundable if the place is not taken up, but can be transferred if the child joins another Aldar school.
4. Registration fees for the following academic year are stated in the Offer Letter.

6.4 Registration

1. Parents submit the documents needed to register their child on ADEK's eSIS database, including transfer certificates and previous reports, medical records, vaccination records, Emirates ID and birth certificate. Admissions sends an Essential Documents and Forms Pack with the offer.
2. Registration can take place at any point in the year. Registrations outside ADEK's registration window need ADEK approval.
3. Once a child is registered, parents may not request a change of year group without justification.
4. Parents agree to the YBA Home–School Agreement and accept that the school is not responsible if a child does not make the minimum expected progress or meet the school's behaviour expectations.

7. Students of Determination and additional needs

1. Where an application declares additional learning needs, the school meets the child and parents in person to assess needs and support. The Head of Inclusion, Senior Leadership Team and/or Head of Year may attend, and further assessments (for example WRAT or BPVS) may be required.
2. Students with additional needs are offered the support appropriate to them, provided the school can fully meet those needs and YBA is the right educational placement.
3. Medical or chronic health conditions, or EAL needs, do not limit access to the school where the support needed is within the school's scope.
4. If parents do not disclose relevant information about their child's mental, psychological, physical or behavioural needs, the offer may be withdrawn if the school cannot meet those needs.

8. Students aged 18 and over

Parents must sponsor male students aged 18 who are in full-time education. For the visa process, parents request a letter from the school confirming enrolment to the end of the academic year and the student's date of birth.

9. Withdrawing an offer or place

YBA may withdraw an offer or a place:

1. For a Sixth Form applicant (new or current Aldar student) who does not achieve the minimum (I)GCSE requirements in section 3.2.
2. Where a family has not paid the registration fee and/or Term 1 tuition fees, or provided the required documents, before the start of term.
3. Where parents have not disclosed relevant information about their child's needs and the school cannot meet them.
4. For the following academic year, where a family has not settled outstanding invoices despite documented reminders.
5. For the following academic year, where a student does not meet the school's academic standards.
6. For the following academic year, where a student does not meet the behavioural standards in the Aldar Academies Management of Student Behaviour Policy.

10. Transfers into Year 7 from other Aldar schools

1. Transfers between Aldar schools may be subject to support arrangements and/or parental undertakings, at the Principal's discretion.
2. In exceptional cases, the Principal may decline a place to a student from another Aldar school where:
 - a) the student has repeatedly or seriously breached the Aldar Schools Behaviour Policy, including violent conduct and other Level 3 violations under the Aldar Behaviour Policy and ADEK guidance
 - b) the family has not engaged with the school to support the student's behaviour
 - c) the student lacks the language proficiency, age-related expectations or academic skills to access the curriculum
 - d) fees remain outstanding despite reminders and suspension in line with ADEK guidelines

11. Intentions and re-registration

1. Parents of current students confirm their intentions for the next academic year by the deadline the school sets in Term 2.
2. The Senior Registrar/Admissions team, in coordination with the Parent Relations Executive (PRE), will send the Intention and Re-registration communication to current parents via the Live Aldar app, including the relevant leavers survey and leavers form. Re-registration fee invoices will be sent in April by finance.
3. To secure a place for the next year, parents pay a re-registration fee of 5% of annual tuition fees, capped at AED 2,000. The fee is deducted from the next year's tuition. Non-payment may lead to the place being withdrawn.

12. Responsibilities

Role	Responsibility
School Owner (Aldar Education) and Board of Trustees	Review and approve the Admissions, Registration and Placement Policy
Executive Principal	Maintain this policy and its compliance with ADEK requirements; submit it to the Board for confirmation and to ADEK for approval; ensure it is implemented

Role	Responsibility
Principal / Head of School	Decide offers, conditional offers and placements under this policy
School Registrar / Admissions team	Process applications, maintain the waiting list, issue offers and register students on eSIS
Head of Inclusion	Assess and plan support for applicants with additional learning needs or EAL
Finance	Confirm receipt of registration fees and issue finance clearance for transfers
Senior Registrar/ Admissions Team & Parent Relations Executive	Coordinate and send the annual Intention and Re-registration communications to current parents via the Live Aldar app.

13. Definitions

- **Admission:** the requirements and procedures for admitting a student to the school.
- **Registration:** the process by which the school offers a student a place and enters them on the admissions roll and eSIS.
- **Placement:** placing a student with their age-appropriate peer group, based on the admission age cut-off.

14. References

- Aldar Education Admissions Policy PL-OP-ME-001, v1.0 (27 September 2023)
- ADEK Private Schools Policy and Guidance Manual, Policy 44: Student Admission, Registration and Placement
- ADEK Organising Regulations, Article 49
- ADEK Organising Regulations, Article 55: Student Behaviour
- Ministerial Resolution No. 883 of 2019 on the System of Equivalency of Private Schools
- Ministry of Education decision setting 31 December as the admission age cut-off from the 2026–27 academic year
- Related YBA policies: Inclusion, EAL, Behaviour, Home–School Agreement, Fees