

RAHA INTERNATIONAL SCHOOL

GARDENS CAMPUS

POLICIES

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Approving Committee	Name	Signature
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Section 1: Admissions Philosophy and Procedures

Admissions Philosophy

Raha International School is an international school that believes every child has the right to quality education and learning. Raha values an inclusive education as it *“allows students of all backgrounds to learn and grow side by side, to the benefit of all”* (UNICEF, Inclusive Education). Raha admits students of any race or nationality and extends to them the right of access to all school services and activities. Our students currently hail from over 80 countries and over 40 mother tongues are spoken. We see our diversity as a strength that enhances our ability to develop international mindedness.

Raha International School is also highly committed to being an inclusive school which admits students with a variety of needs, including those who are gifted and talented, those with mild to moderate special educational needs and/or disabilities (SEND) or chronic health conditions, or those who have physical, social, emotional, cultural or language challenges. The school may waitlist students who are performing at a level significantly below the expectations for their year group, or who may require support, if the needed support programme is at capacity. Please note there may be an additional charge for this service dependent upon the age and level of support required. This charge could be up to 50% of basic school fees in accordance with ADEK policy.

Raha seeks students who are naturally curious, who think deeply, take risks and reflect on their learning. We also value parents that are committed to partnering with the school for the academic, personal, social and emotional development of their children. Research has clearly demonstrated that students are most successful when their parents are effectively involved in the learning of their children. Parents should embrace the school’s guiding statements and expectations.

Admissions Procedure

Raha International School has two campuses, Gardens Campus and Khalifa City Campus.

In keeping with our mission and vision, we seek to build a happy caring and inclusive global community that represents a variety of backgrounds and experiences and whose members embody the IB learner profile. Therefore, we seek to enroll students who can embrace the opportunities provided at Raha and who are committed to our mission, vision and IB values. We believe that our students’ learning, interaction, and growth through the School and IB curriculum are even more exciting and enriching when they interact with peers who bring a diversity of backgrounds, life experiences, and perspectives to campus.

Applications are made centrally to Raha International School and open 12 months in advance to the next academic year. We do not keep a rolling waitlist. A new application must be submitted each year. Final placement at a campus will depend on availability and suitability. All applicants who meet our entry criteria, and therefore eligible for entry, will be placed in an

application pool for that grade. All eligible applicants are then considered for the available places at either campus in the upcoming academic year.

Applicants need to demonstrate age-appropriate qualities and skills that will enable them to thrive in our learning programme. These include but are not limited to:

- a positive approach to learning
- an academic profile that indicates the applicant can progress with confidence in our learning programme
- positive and collaborative classroom behaviour and social interactions with peers
- English proficiency that will enable the student to access our learning programme, possibly with additional EAL (English as an Additional Language) support if we have space available in the EAL program
- individual learning needs that can be supported by our Student Support Team

At this point, we sometimes ask families to provide additional information so that we can clarify if we are able to support students, particularly those with EAL and additional learning support needs. This may include asking to contact the applicant's current school or by inviting an applicant to complete age-appropriate assessments or tests or by scheduling a virtual call with the family. In line with the Abu Dhabi Department of Education & Knowledge's guiding principles, Raha will admit students with mild to moderate special education needs and offer additional learning support as required or needed, provided there is availability in the program. Raha will not refuse or withhold admissions of students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases).

If our application review highlights that we are not able to meet the educational needs of the applicant, we will advise you of our decision and the reasons for it, and the application will be closed or waitlisted for the duration of the application cycle in case of any further openings. Parents are invited to reapply to the next application cycle should you not be successful in finding a place at Raha.

Applying is a simple three-step process:

Step One: All applications are digital and submitted online through our website. We have no paper applications. Once we are in receipt of the online application, the parent will receive an email sent to the email address entered on the application in 1-3 business days. The email from Raha International School will give an update on availability and will follow up with the next steps

including scheduling a visit for parents and students if desired.

All applicants who meet our entry criteria will be placed in an application pool for that grade and placed taking into consideration diversity and the resources available to support our students. If there is no availability, applications will stay on the waiting list for the academic year in case of any openings.

No Grade 12 applications from within Abu Dhabi are allowed by ADEK. Grade 12 applications received from overseas will be considered on a case-by-case basis, if the child has been enrolled in Grade 11 in the IB curriculum and the courses match.

Step Two: If places are available, the Admissions teams will request the initial documents and children in Grades 1-11 will attend the placement assessment, which will be administered by the Admissions Office and reviewed by Raha International School staff.

- **KCC Minis, EY1-EY2:** There will be no formal assessment in compliance with the school's guiding statements and ADEK regulations. Children applying to these grades will be invited for an informal stay and play or classroom experience at the school. The purpose of this visit is for parents and school staff to agree on whether the child's needs and abilities align with the school's capacity to help them reach their full potential. For families who are outside of Abu Dhabi, other arrangements will be made.
- **Grade 1:** All eligible applicants will be invited to attend a classroom experience at the school. For families who are outside of Abu Dhabi, other arrangements will be made. It is considered along with the application to help us to understand the degree to which a child is ready to begin Grade 1.
- **Grades 2-11:** All eligible applicants will sit a computer-based admissions assessment that will assess general cognitive ability in English, Math, and Nonverbal Reasoning. Children who are overseas will be able to complete this step remotely.

Cognitive ability testing and classroom experiences will assist the school administrators in determining the potential for the student's success in the International Baccalaureate Curriculum and is not used for the purpose of accepting or declining an applicant, but rather to assess a child's needs for support and/or extension within the curriculum.

Failure to fully disclose information about a child's additional learning needs, may put the child's place in school at risk.

Parents will be required to upload the following documents:

- A copy of your child’s passport
- A copy of their most recent report card (if applicable)
- A copy of any diagnostic testing or educational assessment and/or any psychological assessments (if applicable)
- The email address of a contact at the child’s current school for a reference

Step Three: The application will be reviewed by Raha International School faculty and parents will receive feedback within 1-2 weeks.

- In some cases, there may be further follow up required to ensure support and resources are available.
- If there is a confirmed place, parents will receive an official offer letter specifying a campus and will be asked to pay a 5% deposit to confirm interest. A seat cannot be held until the deposit payment is received. Once a place is accepted, it is not possible to transfer campus. Note that campus assignments may only be given later in the year to ensure balanced classes and grades across both campuses taking into account the holistic admissions profile.
- If there are no concerns and a place is not available, the child will be placed in a priority waitlist in case of withdrawals. The priority waitlist will stay open for the academic year.
- In the Early Years, children must be fully toilet trained upon starting school. Children may receive conditional acceptance until parents inform us that they can care for the toilet needs independently. Students will not be able to join Raha with being fully toilet trained.

School Tours

School tours are offered for families to book from Monday through Thursday at select times.

Booking must be made online through Admissions as interest keeps our bookings at capacity.

Priority Waiting Lists:

Maximum number of students per class:

KCC Minis	22
EY1 and EY2	24
Grade 1-10	26

Grades 11 and 12	22
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If the number of applicants exceeds the number of seats available, the following priority rules will be used:

- Priority 1: Taaleem Board members
- Priority 2: Staff Children
- Priority 3: Siblings
- Priority 4: Taaleem staff children
- Priority 5: Transfer applicants
- Priority 6: Other applicants

Priority applicants must still fulfil all school admissions criteria. Places will be offered from the waiting list on an ongoing basis as soon as they become available. If nothing becomes available, children are invited to re-apply for the following year as applications do not carry over automatically.

For other applicants, if there are more eligible applicants than there are places available, we consider a variety of holistic profile factors before allocating places to individual students. These factors are a natural part of a student’s identity, background, and personal experience. Campus allocation may also be dependent on these factors. We are looking to build balanced and diverse cohorts in each grade level, taking into consideration a range of factors, including but not limited to:

- gender
- nationalities
- cultural, religious, and linguistic diversity
- personality
- Arabic level (native Arabic speakers and non-native Arabic speakers)
- second language option for Secondary students
- educational backgrounds (including types of schools, curricula studied, academic and other educational opportunities and experiences)
- academic interests, talents, and skills
- extra-curricular interests, hobbies, and pursuits
- special educational and other needs or circumstances
- proactive involvement in school and community life

- future aspirations (for older applicants)
- whether the applicant has a sibling currently enrolled
- placing siblings at the same time/campus, where possible and appropriate
- the applicant's potential to flourish within our learning programme
- the applicant's potential to embrace our mission and vision

Assessment Criteria:

KCC Minis, Early Years 1 – Grade 1

- For KCC Minis, EY1 and EY2 students, there will be no formal assessment in compliance with the school's guiding statements and ADEK regulations. Children applying to these grades may be invited for an informal stay and play at the school. For families who are outside of Abu Dhabi, other arrangements will be made.
- Children applying to Grade 1 may be invited to attend a classroom experience at the school to assess for school readiness.

At Raha, we recognise that being school ready is about more than just the child being age ready for school. It also means that each child can enter school ready to engage in and benefit from early learning experiences that best promote the child's success. We recognise that children can arrive with many different experiences, skills and expectations.

We take into consideration:

- Social and emotional development – such as self-regulation, turn-taking, cooperation, empathy and the ability to express one's own emotions and listen to others
- Independence – for example, willingness to be separated from their parents, and to be able to use the toilet independently
- Language and communication development
- Curiosity about the world and a desire to learn – not based on academics alone

Grade 2-11

- Children applying to Grades 2-11 will take a computerized cognitive ability assessment. Children who are overseas will be able to do this step remotely. Arabic level may also be assessed as needed for placement.

- Students must be able to complete assessment tests with minimal or no support and demonstrate his or her potential for success in our programmes. Overseas testing will only be conducted with the participation of an accredited educational institution or hosted through an online meeting platform with an Admissions Administrator.
- Report cards and confidential references from previous schools provide further evidence of the student’s potential and ability to be successful over time.

Follow up procedures with parent and/or student when indicated

In some cases, a follow-up meeting with support services, may be indicated to further determine the level of support required. An interview may also be conducted and/or candidate reference form requested, to ensure that the student demonstrates some aspects of the IB Learner Profile.

In certain cases, the school will require a formal educational assessment carried out by external professionals to assess the resources necessary to fully support the student.

Behaviour

- Appropriate behavior should be evident from the personal interviews and from previous report cards and /or behavior reports.

Age appropriate (as of 31 August)

- Student must meet the age requirements for KCC Minis and EY1–Grade 1. For Grade 2–12, the age is a guideline and acceptance to the following grade is determined by a valid transfer certificate taking into consideration ADEK equivalencies between curriculums.

Age	Grade (IB and American curriculum)	Grade equivalent in English National Curriculum
3+	KCC Minis (Pre-K)	FS1
4+	EY1 (KG1)	FS2
5+	EY2 (KG2)	Year 1
6+	Grade 1	Year 2

7+	Grade 2	Year 3
8+	Grade 3	Year 4
9+	Grade 4	Year 5
10+	Grade 5	Year 6
11+	Grade 6	Year 7
12+	Grade 7	Year 8
13+	Grade 8	Year 9
14+	Grade 9	Year 10
15+	Grade10	Year 11
16+	Grade11	Year 12
17+	Grade 12	Year 13

Campus Assignment:

Parents will be asked their preference for campus; however, the final assignment will only be confirmed in the official offer letter. Placement at Gardens Campus or Khalifa City Campus is dependent on availability of places and provision and to maintain the diversity of each campus.

Minis is currently only open at Khalifa City Campus (KCC). All graduating Minis students are guaranteed a place at Khalifa City Campus. Should a Minis student wish to enrol in EY1 at Gardens Campus, please refer to the Campus Transfer policy section.

Acceptance:

Once a student has completed the admissions procedure, they will either be offered a place at a specific campus or if appropriate, placed on a waiting list. Parents will be notified of the decision within 2-10 days after assessment.

On receipt of an acceptance letter, parents will have 4 calendar days to sign and return the acceptance letter and parent contract. A deposit fee of 5% is required to reserve the seat. A seat cannot be held until the deposit payment is received. Once invoiced, parents will have 7 calendar days to make payment of the 5% deposit (or the full term fee if accepted after the Term

fee due date). Full term fees must be settled prior to joining as detailed in the school fees policy. Please refer to Section 3 for Tuition Refund Rules. **Parents will also be advised that they must be ready to provide full documentation required for registration with ADEK on acceptance (See section “Registration with ADEK” refer to ADEK Policy 39 (registration or re- registration fees) for full details).**

Other Entry Requirements for Minis, EY1-G1:

All children should be fully toilet trained (both urinary and faecal) by the time of starting school and must accept the school’s policy on toileting. The school recognises that accidents, both urinary and faecal incontinence, do occur at times, but if the class teacher is concerned with the frequency of accidents, the child must stay at home until the parents/guardians are confident that the child can return to school fully toilet trained.

Entry Requirements for the Diploma Programme (Grades 11 and 12):

Internal candidates must achieve a total of 40 points from the 8 MYP subject areas at the end of 10th grade and they must have an achievement level 5 in subject areas that they wish to take at Higher Level in the Diploma Programme. Three Higher Level subjects are required to be eligible for the IB Diploma.

External candidate applications are evaluated on an individual basis for suitability to the programme based on the admissions placement test, current school’s academic performance, and the candidate reference form.

Registration and Transfer Rules

Registration with ADEK

All students must be registered on the ADEK eSIS system in accordance with the dates determined each year by the Council. All required documents must be provided to the Admissions Office to allow a start date to be confirmed. To begin attending class, students must have an Emirates ID card or an application for the ID card in process. Failure to provide these documents will jeopardise the child’s registration with ADEK. Children who are not in compliance with the documentation requirements may be asked to leave the school.

Students transferring from WITHIN Abu Dhabi:

- One student photograph (passport size)
- Presentation to the school Arabic Administrator of student & both parents’ Emirates
- Physical presentation of ID card, NOT paper copy)
- Copy of the end of year school report
- Copy of the applicant’s passport (main information page only)

- Copy of Family Book (Emirati students only)
- GPS Coordinates of home address or household electricity bill (if there has been a recent change to your home address)
- Completed **Medical Form** (provided by school)
- A copy of the student's vaccination record
- A copy of the student's health insurance card

Students transferring from OVERSEAS OR FROM ANOTHER EMIRATE:

- One student photograph (passport size).
- Presentation & SCAN through the ADEK scanning system of Emirates ID card for student and both parents. If you have recently arrived in country, a copy of the EMIRATES ID APPLICATION will be valid for entry to school for a period of 30 days after which time the Emirates ID cards should be presented.
- Attested transfer certificate (see note below on attestation & applicable countries).
- Copy of the most recent school report which should be officially translated into English
- Copy of the applicant's passport (main information page only)
- Copy of Family Book (Emirati students only)
- GPS coordinates of your home address or copy of electricity bill
- Completed **Medical Form**
- A copy of the student's vaccination record
- A copy of the student's health insurance card

Attestation Notes for School Transfer Certificates and Report Cards:

Students coming from GCC countries (KSA, QATAR, BAHRAIN, OMAN & KUWAIT):

- School Transfer Certificate to be attested by the MINISTRY OF EDUCATION
- Students coming from NON-GCC countries with the exception of USA, Canada, and Western Europe (see note below) and Australia:
- School Transfer Certificate (English Language) to be attested by the MINISTRY OF FOREIGN AFFAIRS and the UAE EMBASSY (located in the country you are departing from).

Note: Countries in Western Europe with an exemption from attestation requirements: United

Kingdom, Ireland, Germany, France, Spain, Portugal, Luxembourg, Belgium, Poland, Netherlands, Greece, Austria, Italy, Switzerland, Finland, Denmark, Norway, Sweden and Iceland.

Transfers from Another School

At the beginning of the academic year, Raha will be able to accept students into EYI-Grade 11 coming from any curriculum if all documentation requirements are met.

Once the academic year is underway, all transfers must follow ADEK transfer regulations.

- Transfers within Abu Dhabi are allowed up until October 2nd (this date is subject to change by ADEK).
- Transfers from overseas are allowed only up until end of Term 2 (provided all documentation has been provided before the close of Term 2).
- Transfers from other emirates are allowed up until the start of Term 3.

Note: It is the parent's responsibility to ensure that all current student records are kept up to date (such as Emirates ID renewals, passport renewals, vaccination updates and if there are any changes to the above documents already submitted).

Re-registration and Campus Transfers

Re-registration

Currently enrolled students will be given priority for placement for the coming academic year as long as they meet criteria for the following grade and are up to date on their current fees. All parents will be asked to submit their intentions for the following year, and those choosing to stay will also be required to pay a 5% deposit to secure their seat. Failure to complete the re-registration process with the allotted time-frame, may mean the seat is released to an external candidate. Re-registration deposits are fully refundable up until 30 April for those transferring to another school in Abu Dhabi and up until 30 June for those transferring outside of Abu Dhabi.

Withdrawals

If a student will be withdrawing, we ask that parents inform the school at least two weeks prior to withdrawal by filling in the appropriate withdrawal forms (available at the website and at reception). We ask that requests for documentation be made at least two weeks in advance. Final transfer certificates requested during the academic year will be prepared on the child's last day of school. Transfer certificates for the end of year.

Campus Transfers

Transfers between campuses are not possible once a place has been accepted at one campus. A stable community supports individual student wellbeing and a sense of connection and belonging, which in turn creates conditions for learning and flourishing. Some of the key reasons

we do not generally allow transfers are:

1. The strong sense of community, which is an important part of the Raha experience, is diluted further if transition occurs in an already transient community.
2. Transferring between campuses interrupts the individualised natures of each student's experience of the learning programme; research shows that a consistent experience founded on our wellbeing and learning principles underpins each student's success.

Should you wish to move campuses, a new application must be submitted and pass the full admissions review process. If a place is offered at the other campus, you will need to withdraw from the current campus.

Priority will be assigned according to the policy as mentioned previously in this document.

Campus transfers may be considered only in the following cases:

- Priority 1: Taaleem Board members
- Priority 2: Staff Children
- Priority 3: Siblings
- Priority 4: Taaleem staff children
- Priority 5: Non-staff/Non-sibling students

Requests to transfer campuses for reasons of traffic, initial preference, etc. will not be considered.

Requests will be reviewed on an individual basis by the Head of Admissions & Enrolment, in consultation with members of academic staff, as appropriate. The decision by the Head of Admissions and Enrolment and Principal will be final.

Section 2: Progression Policy

Promotions

The school will promote currently enrolled students to the next grade as long as promoted except in rare circumstances as long as promotion requirements are met. Children with special needs will be promoted along with their age peer group as long as they are meeting the objectives on their individualized education plan.

For EY1 to Grade 5: children are promoted except under exceptional circumstances and with the agreement of the parents/guardians.

For Grades 6–11: children will be promoted if they have attended the sufficient number of days and demonstrated the ability to make the most of the opportunities in the next grade level. Refer to Policy 46

Note: In accordance with ADEK policy, the school does not allow children to skip a grade level regardless of academic ability.

Graduation

Students will graduate from Grade 12 when they have met all requirements of the International Baccalaureate Programme.

Students can receive the certificate of General Secondary Education Equivalency from ADEK by meeting the graduation requirements of the UAE Ministry of Education.

Retentions

The school seeks to minimize the need for any child to be retained by maintaining open channels of communication with the students and their parents and providing all necessary academic and social/emotional supports. If a student is struggling to cope with the curriculum, the school will implement additional interventions and support to enable the student to make progress within their ability.

In the event that a student is failing to meet the requirements of the curriculum, parents will be informed immediately. Parents will be asked to attend a meeting to outline the interventions and support that will be implemented to enable the student to make progress within their ability. Parents will be kept up to date with their child's progress. In the event that a child continues to fail to meet the demands of the curriculum, the Academic Audit Committee (the teachers, the Head of School, the Head of Support Services, and the Principal) will meet to decide whether retaining a student is in the child's best interest and inform the parents. In accordance with ADEK policy, no child will repeat the same grade more than once and no child will repeat more than twice in their academic career.

Students in Grade 6 and above who receive a 2/7 or less in three or more subjects will be retained as per the International Baccalaureate standards for promotion. In some cases, when a child is failing to meet the requirements of the curriculum and has numerous behavior violations (referred to in the Behavior and Conduct Policy) the school may decide not to re-register the child for the next academic year. The parents will be informed in writing and a meeting scheduled will be scheduled with the Principal to advise them of the school's decision. This will be done in a timely manner in order to allow them to find a more suitable learning environment where their child can be successful.

Section 3: Tuition Fee Refunds

In accordance with ADEK guidelines, Raha International School follows the below tuition fee refund policy and will retain school fees according to the following cases:

- For new students:
 - 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 by June 30th. In such a case, Raha will retain the value of the registration fees.
- For existing students:
 - 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 by April 30th. In such a case, Raha will retain the value of the re-registration fees.
 - If moving out of the Abu Dhabi emirate, and proof can be provided, Raha will refund the re-registration fees if the Parent/Guardian notifies the Admissions team in writing by June 30th.
- If a student attends from one week and up to three weeks in a term, Raha will 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, Raha will retain the value of two full months of tuition fees.
- If a student attends over six weeks in a term, Raha will retain the full-term fee.

These cases apply even after a 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.

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

Revision Log

Date	Changes	Reviewed By
25 March 2019	Small updates, ADEK, removed section 3	Sharleen Samuelson
20 May 2020	<ol style="list-style-type: none"> 1. Revision of the admissions procedure steps 2. Addition of: <ol style="list-style-type: none"> a. Distinction between two campuses and how assignments to the two campuses will be made b. Campus transfer c. Re-registration <p>Addition of refund policy</p>	Sharleen Samuelson and Estée Caplen
9 September 2021	Revision of Admissions policy and procedures, holistic admissions profile and waitlist procedures	Estée Caplen
3 February 2023	Revision of Admissions policy and procedures, school tours, and campus transfer procedures	Estée Caplen
2 February 2024	Revision of Admissions policy and procedures, school tours, and campus transfer procedures	Estée Caplen

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