

# مدرسة الوحدة العربية ARAB UNITY SCHOOL



## Admission and Withdrawal Policy (FS2 – Year 13)



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## VISION STATEMENT

Arab Unity School aims to provide a stimulating learning environment that challenges our students into discovering their potential and mould them into respectful, reliable and purposeful leaders of the global community.

## MISSION STATEMENT

To provide an affordable education with a strong foundation of knowledge, technology and life skills, enabling our students to evolve into socially conscious and responsible individuals.

## CORE VALUES

<b>Character Building</b>  Morally Accountable Diligent and Trustworthy	<b>Progressive Thinking</b>  Technological Competence Collaborative Thinking
<b>Global Commitment</b>  Environmentally Conscious Persevering and Tolerant	<b>Leadership Skills</b>  Inspiring and Motivating Decisive and Consistent

### **A GLIMPSE OF ARAB UNITY SCHOOL HISTORY**

The Arab Unity School was established in 1974 by Mrs. Zainab A Taher, a qualified and veteran educationist, active in the field of education since 1963. The school follows the Early Years Foundation Stage, English National Curriculum from Year 1 to Year 6 in Primary and in Year 7 to Year 9 in Secondary. This prepares students for the Cambridge IGCSE Exams in Year 10-11 followed by the AS/A2/A Levels from the Cambridge International Examinations (CIE) and Edexcel UK. The AUS became an approved Centre in 1990 to conduct all Cambridge International Examinations (CIE) exams and was awarded Fellowship Centre status in 2002. AUS is also a centre for SAT and TOEFL examinations. At present, the school caters for approximately 3400 students drawn from the expatriate and local population

### **MESSAGE FROM THE FOUNDER DIRECTOR**

Education is the most pristine of life's disciplines and it determines the sustenance and evolution of humanity and civilization. Arab Unity School's incredible and enviable progress is the result of an insatiable desire for perfection and unending, Odyssean quest for new challenges in the academic arena. The school has also been receiving accolades and recognition from the CIE for the commendable service rendered in the field of education. Education, in AUS, does not restrict students within the parameters of academic goals but motivates them to excel in every walk of life, inspiring and challenging them, every step of the way. To paraphrase Kipling, we hope to foster generations that can walk with kings without losing the common touch.

We, at Arab Unity School, focus on the intellectual, moral and spiritual development of our pupils and are ambitious for continued success.

This handbook covers the policies and procedures at Arab Unity School and will serve as guidelines for all staff employed here.

Mrs Zainab A Taher  
Founder Director

### **ADMISSION PROCEDURE**

1. Visit the school website [www.arabunityschool.ae](http://www.arabunityschool.ae) and fill the online application form.
2. Please note that admission depends on the availability of seats, applicants will be shortlisted and scheduled for an assessment if seats are available
3. There will be a "Play Date" for FS 2 applicants to evaluate their readiness physically, emotionally & socially. For Yr. 1 & Yr. 2 applicants, there will be a written test in basic English & Mathematics. Years 3 to 10 will be assessed in English, Mathematics & Science using an online (computer based) tool.
4. Please bring all the required documents on the day of the interview/assessment
5. Admission will be based on the student's performance in the Entrance Test
6. Assessment results are final and not subject to review by the school
7. Answer papers will not be shown to the parents
8. Applicants with successful assessment shall be notified via email or phone by the Admissions Office. Parents has to submit the due admission fees along with any pending documents within 3 days
9. Once admission is confirmed each term fees must be paid according to the dates mentioned in the school diary
10. All students from Yr. 4 to Yr. 6 must opt for one Second Language (Urdu/ English Literature)
11. FRENCH is offered for Yr.7 & Yr. 8 students only

### **DOCUMENTS REQUIRED**

- Original Progress Report of previous school attended
- Passport Copy with valid Residence Visa page (Student and Parent)
- Birth Certificate (FS2 & Year 1)
- Original Transfer Certificate
- Emirates ID Original and Copy of the student and parents
- 2 Passport Size recent photograph of the student
- Additional requirement if needed: Character Certificate for Years 5 to 10

### **ASSESSMENT FOR NEW ADMISSION**

- FS2 – Sunday & Wednesday / 2.15 pm
- Years 1 – 10 – Saturday Only / 9.00 am

### **AGE REQUIREMENT**

<b>CLASS</b>	<b>YEAR</b>
FS2	4 years (31st August)
Year 1	5 years (31st August)
Year 2	6 years (31st August)
Year 3	7 years (31st August)
Year 4	8 years (31st August)
Year 5	9 years (31st August)
Year 6	10 years (31st August)
Year 7	11 years (31st August)
Year 8	12 years (31st August)
Year 9	13 years (31st August)
Year 10	14 years (31st August)
Year 11	15 years (31st August)
Year 12	16 years (31st August)
Year 13	17 years (31st August)

**LOCAL TRANSFER**

1. TC from all the Emirates must be attested by the respective Educational Zone before handing it to the Admission Office.

**ASIAN TRANSFER**

1. T.C. to be attested by the respective country's
2. Ministry of Education Office / District Education Officer
3. Foreign Affairs Office
4. Consulate General Office of the UAE
5. Ministry of Foreign Affairs (in Dubai or other Emirates)

**INTERNATIONAL TRANSFER**

1. Report Card from the last school attended with respective Principal's signature and school stamp.

Arab Unity School offers a flexible programme of A Level qualifications to cater to the interests of different students.

## Pathway Options

### One Year Option 1A

#### Three subjects at AS Levels

These students then leave school for work, training or further study elsewhere

### One Year Option 1B

#### Two subjects at Full A Level

These students complete the AS papers **AND** A2 papers at the end of Year 12. They then leave school or return to follow Option 2B.

### Two Year Option 2A

#### Three subjects at Full A Level

These students complete the AS papers at the end of Year 12 and the A2 papers at the end of Year 13

### Two Year Option 2B

#### Four Full A Levels

These students complete **two Full A Level subjects** under the same model as Option 1B and then return to Year 13 to take **two different Full A Level subjects** under the same Option 1B model

*Please note that students must achieve **at least a D at AS Level** in order to continue that subject into Year 13. Students may be allowed to continue only two subjects but will **not** be allowed to study only one subject in Year 13.*

*The Principal will consider students wishing to return to school to **re-sit a subject(s)** in which they have failed to achieve at least a D grade if he satisfied that they are likely to improve their Grade(s). His decision will be final.*

### **Moral Education, Arabic and Islamic – according to the Ministry Curriculum**

Moral Education is **compulsory** for all students in Years 12 and 13  
Arabic is taught in Year 12 and is required for students applying to UAE Universities  
Islamic Education is taught in Year 12 and is **compulsory** for all Muslim students

risk of failing, we therefore operate the following IGCSE Grade Requirements before offering students a place in our Sixth Form

## Admission Requirements

All KHDA and other VISA requirements will have to be met in full before any application can be approved.

Students wishing to gain entry into Sixth Form must have an excellent behaviour and attendance record from their Year 11 at AUS or at their previous school.

Students wishing to study A Level Subjects are required to score at least a Grade B in each subject at IGCSE.

Students wishing to pursue **Option 1B** or **Option 2B** must have achieved at least a Grade A in those subjects at IGCSE.

All Sixth Form students must also have achieved at least a Grade B in IGCSE English (First or Second Language) before starting A Level studies.

Admission to Media Studies and Psychology, or to any other subject which a child has taken at IGCSE, will be considered by the Principal on the basis of the other subjects and Grades achieved by students, and the other A Level subjects which are they wishing to choose.

Students wishing to study A Level Physics must also study their A Level Mathematics or the AUS course in 'Maths for Physics' as required.

Students wishing to study A Level English Literature must have at least a Grade B in IGCSE English as a First Language.

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If there are exceptional circumstances which mean that a student fails to achieve any of the above requirements, the Principal will consider each case on its merits and his decision will be final.

## **Subject Options and Combinations**

### **One Year Option 1A and Two Year Option 2A**

Students are required to choose THREE subjects from the Blocks below.

<b>BLOCK A</b>	<b>BLOCK B</b>	<b>BLOCK C</b>
ACCOUNTING	BUSINESS	BIOLOGY
ENGLISH LITERATURE	CHEMISTRY	ECONOMICS
PHYSICS	INFORMATION TECHNOLOGY	MATHEMATICS
PSYCHOLOGY	MATHEMATICS	TRAVEL AND TOURISM
	MEDIA STUDIES	

**Courses will only operate if there are at least 6 students in each class**

### **One Year Option 1b and Two Year Option 2B**

Students are required to choose TWO subjects,  
one from Block Y and one from Block C

<b>BLOCK Y</b>	<b>BLOCK Z</b>
BIOLOGY	CHEMISTRY
PHYSICS	MATHEMATICS

**Please Note: All Sixth Form students also take PE or Community Service as well as independent research and Moral Education, Arabic and Islamic Education as shown on Page 5 above.**



## Application Process and Other Information

- The number of seats in AUS Year 12 is currently limited to 110, based upon those meeting the admission requirements on Page 6. Admission cannot, therefore, be guaranteed to candidates simply because they have submitted an application.
- Application can only be made on the standard AUS Sixth Form Application Form.
- Application for admission to Sixth Form will be open from third week of April, and Forms should be submitted as soon as possible thereafter.
- PROVISIONAL offer of a seat will be made to students, based upon their Predicted IGCSE Grades and the subjects they wish to study in Year 12. This offer will only become a CONFIRMED offer once the final IGCSE examination results are published and verified by the school.
- All AUS applicants are expected to attend the Sixth Form Induction Week from last week of June. Attendance at this week will provide students with a foretaste of their A Level Courses and will provide preparatory work to be completed over the Summer Break in readiness for September. Applicants from other school are invited to join AUS for that week as guests, if their current school has no objection and if their parents sign the necessary paperwork relating to punctuality, dress and conduct while in AUS.

Attendance at the Induction Week **does not guarantee entry** into Sixth Form as that is dependent upon each student holding a PROVISIONAL offer from school and **then meeting their decision** before the end of June.

- Any AUS student who applies but who is not being offered a place, will be told in writing of that decision before the end of June.
- Admission will only be confirmed to those students who present themselves IN PERSON at school between second and third week of August and who have paid their TUITION FEES, unless written permission is received from the Principal otherwise.

External applicants must bring official notification of their IGCSE results and the Year 11 Report from their previous school which shows their attendance and behaviour record. If this information is not shown on the report, it will be sought from their school in some other appropriate way.

- Admitted students are committed to pay for all examination entry and administration fees for all A Level subjects they are registered for in **September**. Students will not be allowed to drop or switch subjects after starting their Courses unless there are exceptional circumstances and without the written permission of the Principal.
- The minimum attendance required to complete the AS/A Level course is 96%. Those who fall short of this figure will not qualify for a Course Completion Certificate or recommendation letter from the school.
- The decision of the Principal on all admission matters will be final.

## **WITHDRAWAL OF STUDENTS**

### **LOCAL TRANSFER**

Transfer Certificates (TC) from the other 6 Emirates must be attested by the respective Educational Zone before handing it to the school office within 15 days.

### **INTERNATIONAL TRANSFER**

#### **T.C. to be attested by the respective country's:**

1. Ministry of Education Office / District Education Officer
- 2 Foreign Affairs Office
- 3 Consulate General Office of the UAE
- 4 Ministry of Foreign Affairs (in Dubai or other Emirates)

### **ASIAN TRANSFER**

#### **T.C. to be attested by the respective country's:**

1. Ministry of Education Office / District Education Officer
- 2 Foreign Affairs Office
- 3 Consulate General Office of the UAE
- 4 Ministry of Foreign Affairs (in Dubai or other Emirates)

### **INCLUSION**

To ensure a productive learning experience for all students at the school, including those with special needs, it is essential that the school and the families work in partnership. This is defined by certain expectations from both parties to set the condition for a successful identification and support mechanism for the students.

#### **Parents are expected to:**

- Provide the school with copies of all medical, psychological or educational assessments or reports before entry to the school. Such materials are requisite in enabling us to provide the best education for your child. Failure to disclose any such information, including the deliberate withholding of information, may result in your child not making the expected progress in school.
- Notify the Principal in writing if you are aware or suspect that your child (or anyone in his or her immediate family) has a learning difficulty, and the parents must provide the school with copies of all written reports and other relevant information. Parents will be asked to withdraw their child if, in the professional judgment of the principal and the child's teachers, and after consultation with the parents and with the student (where appropriate), the school suspects that such vital information about special needs has been deliberately withheld.
- Refer to the School's 'Inclusion Policy' for full details.

## **PROCEDURE FOR STUDENT WITHDRAWAL**

The school tuition refund policy is as follows as per KHDA regulations:

Student withdrawal during the school term

1. Fees will be charged for one full month if a student attends school for two weeks or less
2. Fees will be charged for two full months if a student attends school for more than two weeks and less than one month.
3. Fees will be charged for three full months if a student attends school for more than one month.

## **PROCEDURE FOR OBTAINING TRANSFER CERTIFICATE**

A Transfer Certificate Application form is to be clearly filled and handed over to the secretary with the following details:

- To mention if the Transfer Certificate is required for Dubai
- To mention if the Transfer Certificate is required within the other Emirates
- To mention if the Transfer Certificate is required outside the United Arab Emirates

Students transferring in the middle of the academic year will be issued a transfer certificate in a week time after applying for the same.

Students transferring at the end of the academic year will be issued a transfer certificate after the school results have been declared.

A fee of AED120 is applicable for online application of TC from KHDA

## **PROCEDURE FOR STUDENTS COMPLETING IGCSE AND A' LEVEL**

Students completing Year 11 and 12 must obtain the school transfer certificate as per the above procedures once the CIE results are declared and approved by the KHDA.

IGCSE and A Level CIE Certificates must be attested by the school, British Council and KHDA.

Students need to apply for recommendation letters to the Head and faculty members through the Examination Office.

## **EQUILASATION OF CERTIFICATES BY KHDA / MoE**

Arabic and Islamic Education marks are required for Equalisation of Certificates.

The requirements are:

The original attested certificates of Years 9, 10, 11 and 12, including results of the subjects of Arabic & Islamic Education.

- The original IGSCE Certificate: 5 subjects (O.L.) with pass grades: A, B, C, D, or E.
- The original GCE certificate containing:
  1. 4 subjects (A.S.) & 2 subjects (A.L.) for those who applied for GCE in Year 10, or
  2. 2 subjects (A.S.) & 1 subject (A.L.) for those who applied for it in Year 11.All these subjects should have pass grades of A, B, C, or D.
- The original attested school certificates for Years 10, 11 and 12, including the subjects of Arabic and Islamic Education, starting from the academic year 2004/2005.