مدرسة الوحدة العربية
ARAB UNITY SCHOOL

Admission and Withdrawal Policy
(FS2 – Year 13)

VISION STATEMENT

Arab Unity School aims to provide a stimulating learning environment that challenges our students into discovering their potential and moulds 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

Character Building Morally Accountable Diligent and Trustworthy	**Progressive Thinking** Technological Competence Collaborative Thinking
Global Commitment Environmentally Conscious Persevering and Tolerant	**Leadership Skills** 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 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. The requested optional subjects would be approved on the entrance test performance and availability of seats in selected streams.
5. An Optional subject in Year 9 and 10 will operate if there are at least 15 students in the section.
6. Please upload all the required documents at the time of online registration and bring all hard copies on the day of the interview/assessment.
7. Admission will be based on the student's performance in the Entrance Test.
8. Assessment results are final and not subject to review by the school.
9. Answer papers will not be shown to the parents.
10. Applicants with successful assessment shall be notified via email or phone by the Admissions Office. Parents have to submit the due admission fees along with any pending documents within 3 days.
11. Once admission is confirmed each term fees must be paid according to the school policy.
12. All students from Yr. 4 to Yr. 6 must opt for one Second Language (Urdu/ English Literature).
13. FRENCH is offered to Yr.7 & Yr. 8 students only.

DOCUMENTS REQUIRED

- Original Progress Report of previous school attended
- Passport Copy with valid Residence Visa page (Student and Parents)
- Birth Certificate (FS2 & Year 1)
- Vaccination Card copy
- 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
- Letter of Good Conduct from previous school confirming all previous fees have been paid

ASSESSMENT FOR NEW ADMISSION

- ☐ FS2 – Year 10: The date and time will be confirmed by the admissions officer.

AGE REQUIREMENT

CLASS	YEAR
FS2	4 years
Year 1	5 years
Year 2	6 years
Year 3	7 years
Year 4	8 years
Year 5	9 years
Year 6	10 years
Year 7	11 years
Year 8	12 years
Year 9	13 years
Year 10	14 years
Year 11	15 years
Year 12	16 years
Year 13	17 years

SIXTH FORM ADMISSIONS

Year 12: Entry

As per the relevant Options Booklet and signed agreement between the parent and the school, detailed entry requirements are included in the school's Sixth Form Options Booklet and these form part of the agreement between school, student and parent once the Sixth Form Application and Offer Forms are signed by all parties.

An applicant should take three subjects and are required to score at least a Grade B in IGCSE in those subjects which they wish to study at A level. A student is also required to score at least Grade C in the rest of the subjects at IGCSE.

Admission to Media Studies, Computer Science and Psychology will be based on the performance of the students in an Entrance Test.

All applicants must also achieve at least a grade B in IGCSE English Second Language or a Grade C in IGCSE English First language.

Year 13: Entry

A student must achieve at least a D at AS Level in order to continue that subject into Year 13.

A student 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 is satisfied that they are likely to improve their Grade(s). His decision will be final.

Failure of achieving this grade in all three subjects can result in the student being denied admission to year 13.

LOCAL TRANSFER

Transfer Certificates (TC) from all 7 Emirates must be attested by the respective Educational Zone before handing it to the school office within 7 days.

INTERNATIONAL TRANSFER

Transfer Certificate to be attested by the respective country's:

- Ministry of Education Office / District Education Officer
- Foreign Affairs Office
- Consulate General Office of the UAE
- 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. Our Inclusion policy is in line with Federal Law 29(2006) and with the aims of Dubai Inclusive Policy Framework regarding the support and provision for Students of Determination with additional needs.

Admission for students with an identified need is purely based on the availability of seats and on the school's capacity to address the specific nature of need. The admission is not conditional on the basis of a medical diagnosis. The final decision regarding admission will be taken collaboratively between Head of Sections and Inclusion Team.

During the course of learning at AUS, if the student's nature of need poses a threat to the safety of self or that of his/her peers, the parents will be asked to withdraw the child. They will be guided to alternative means of schooling outside AUS.

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's 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.

Note: A fee of AED120 is applicable for application of TC from KHDA.

PROCEDURE FOR STUDENTS COMPLETING IGCSE AND A' LEVEL

Students completing Year 11, 12 and 13 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, KHDA and the relevant authorities if required.

KHDA attestation is currently done online using the link https://www.khda.gov.ae/knowledgeportal/

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

EQUIVALENCY OF CERTIFICATES BY KHDA / MoE

Requirements till end of academic year 2022

1. The student shall pass the Islamic Education subject (for Arab Muslims and Non-Arab Muslims) and the Arabic language subject (for Arab students) in Grades 10th, 11th and 12th pursuant to the related laws and regulatory decrees.

2. The student shall complete the 12th Grade (Year 13).

3. The student shall pass five (5) subjects in the average level (IGCSE or GCSE) with one of the passing marks (A*, A, B, C, D, E).

4. The student shall pass two (2) subjects in the GCE Advanced Subsidiary Level or one (1) subject in the GCE Advanced Level with one of the passing marks (A*, A, B, C, D).

5. Islamic Education and Arabic Language shall not be included in the subjects of both levels.

6. The student shall choose the subjects stated for studying from the subjects approved by MOE.

REQUIREMENTS FROM ACADEMIC YEAR 2023 ONWARDS

1. The student shall pass the Islamic Education subject (for Arab Muslims and Non-Arab Muslims) and the Arabic language subject (for Arab students) in Grades 10th, 11th and 12th pursuant to the related laws and regulatory decrees.

2. The student shall complete the 12th Grade (Year 13).

3. The student completes successfully (5) subjects at the normal level (IGCSE or GCSE level) with (A*, A, B, C, D) or (3,4,5,6,7,8,9) to include the following subjects:

    i.   Mathematics

    ii.   A subject from Sciences subjects (Physics - Chemistry - Biology) or Combined Science.

    iii. English language

4. The student completes successfully (2) subjects at the high level (GCE Advanced level) with (A*, A, B, C, D).

5. Arabic language and Islamic are not to be counted as part of the subjects.

6. The student chooses subjects stated for studying from the subjects approved by MOE.

CONTACT DETAILS:

For Uniform, Books and Stationery:

Mr. Mohd. Ashfaque (04 288 6226/7, extn 178) ashfaque.kn@auschool.ae)
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For Transportation:

Contact Person: Mr. Atef (04 288 6226/7, extn 195) (atef@arabunityschool.ae)
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For Finance / Accounts:

Mr. Shivaraj (04 288 6226/7, extn 109) (collections@arabunityschool.ae)
Mr. Paresh (04 288 6226/7, extn 118) (financemanager@arabunityschool.ae)
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For Information and Technology (IT):

Mr. Yamen (04 288 6226/7, extn 156) (yamen.s@arabunityschool.ae)
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Admission:

Ms. Sareena (04 288 6226/7, extn 115) (admission@arabunityschool.ae)
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Student Affairs:

Ms.Renjitha (04 288 6226/7, extn 123) (renjitha@arabunityschool.ae)
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