



مدرسة وودلم الأمريكية الخاصة
**Woodlem American
Private School**

ADMISSION POLICY

OUR VISION

An educationally distinguished school that is academically creative, rooted in national identity, and aligned with global perspectives.

OUR MISSION

Direct energies towards excellence, creativity, innovation and provide a safe and attractive educational environment through which modern technologies are employed to provide students with the skills of the twenty- first century through an integrative curve in which all elements affecting the educational process interact to ensure equal opportunities and relevant educational outcomes of the highest quality.

CORE VALUES

- Cooperation
- Tolerance
- Responsibility
- Citizenship
- Innovation
- Integrity

INTRODUCTION

This policy ensures that admissions procedures are applied consistently and understood by all stakeholders, and it is reviewed annually. Woodlem American Private School accepts all students as long as their needs can be met and does not discriminate on any basis. Applicants must provide a recent school report, or, if unavailable, complete a placement test that is reviewed by school staff. In the event of an admissions request for a child with Additional Needs, the Inclusion Department will undertake a holistic assessment to determine the child's requirements, school values working in partnerships with parents and in the interest of providing high quality education appropriate to the need of the child, requires parents to provide all relevant documentation prior to the enrolment to support effective placement of the child.

ADMISSION PROCEDURE

1. Application Submission

Parents must complete the application form available at the Registration Department or School Reception.

2. Document Submission

Parents must submit all required documents along with the application form. Age and document requirements must comply with Ministry of Education (MOE) regulations.

3. Appointment & Verification

Parents must book an appointment and visit the school with their child and original documents for verification. The Registration Department will verify the child's age and documents before proceeding.

4. Entrance Assessment & Interview

- KG1 & KG2: Formal interview at school with parents.
- Grades 1–11: Computerized entrance examination and interview/interaction to determine placement.
- Assessment timings: 9:00 a.m.–3:30 p.m. (as per appointment scheduled by the Admission Officer).

5. Evaluation & Admission Decision

Applications are evaluated case-by-case by the Registration Department and Senior Leadership Team throughout the year, considering assessment results, previous school reports, and seat availability.

6. Pre-Admission Confirmation

Before finalizing admission, parents must confirm: - Transportation arrangements (bus number, route, timing) -

7. Admission Confirmation & Payment

Upon successful assessment and completion of all requirements, the Admission Officer will confirm admission and initiate payment procedures.

Note: All age and document requirements must meet MOE regulations.

Age Requirements

- KG1: 4 years old by 31 August
- KG2: 5 years old by 31 August
- Grade 1 (first-time schoolers): 6 years old by 31 August
- Grade 1 onward: Placement based on Transfer Certificate from previous school

Required Documents

- Copy of student's passport
- Copy of student's visa
- Copy of student's Emirates ID (front & back)
- Copy of student's birth certificate (foreign certificates must be attested by the home country consulate and UAE MOFA)
- Gurdian's passport copy
- Gurdian's visa copy
- Gurdian's Emirates ID copy (front & back)
- Two recent passport-size photographs of the student
- Previous school report card (required for Grade 2 and above)
- Vaccination/health records or health declaration (as per MOH guidelines)
- Original Transfer Certificate from the last school attended
 - If transferring from another Emirate: certificate must be attested by the respective Education Authority
 - If transferring from abroad: certificate must be attested by UAE Embassy in country of schooling and UAE MOFA

Note: Failure to submit required documents may result in cancellation of admission by the MOE. All admissions are subject to MOE approval.

Special Educational Needs (SEN) Students

The school is committed to an inclusive policy supporting students with special needs, gifted students, and talented learners.

Parents of applicants with identified needs must disclose these during the inquiry or admission appointment and provide comprehensive health and academic reports. If needs were not previously identified, the school reserves the right to conduct an internal review to determine whether the required support can be provided. Admission is dependent on the school’s capacity to accommodate the student’s needs. If admission is granted, parents must sign an undertaking to comply with school policies.

For students with identified special needs, submission of MOE-approved psychological assessment report is mandatory. If unavailable during admission, it must be provided within two weeks of enrollment.

Sibling Discount

Woodlem American Private School Ajman offers the following sibling discounts: - Second child: 5% - Third child: 10% - Fourth child and onwards: 15%

Promotion & Retention

A non-refundable registration fee of AED 500 is payable upon registration.

Student Withdrawal

All withdrawal applications must be submitted to the Admission Department. Transfer Certificates will be issued only after all outstanding school dues have been fully cleared.

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| Policy | Admission Policy | Version | 1 |
| Last Update | November 2025 | Next Update | November 2026 |

School Principal
Ms. Marah Qaddoura



(Handwritten signature of Ms. Marah Qaddoura)