



Admissions Policy

Ras Al Khaimah Department of Knowledge





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1. Introduction

Ras Al Khaimah Department of Knowledge (RAK DOK) is dedicated to upholding the highest education standards for all students. As a cornerstone of this commitment, the Ras Al Khaimah Department of Knowledge *Student Admissions Policy* establishes a comprehensive framework for fair and consistent practices in student enrolment and placement in schools to ensure a smooth and seamless administrative process. This policy establishes appropriate standards for a fair student admissions system and regulates students' admission, enrolment, and placement requirements in private schools. Importantly, it outlines the requirements to ensure a transparent and effective admissions process, setting clear expectations for all stakeholders.

1.1. Purpose

- The policy establishes appropriate standards for a fair admissions system that ensures equal opportunities for all children.
- Regulates children's admission, enrolment, and placement requirements in private schools.
- Ensures a transparent and effective admissions process.
- Sets clear expectations for all stakeholders, including school management and staff, school operators, parents, regulators, and service providers.

1.2. Scope of Application

This policy applies to all private schools in Ras Al Khaimah and encompasses the following areas related to student registration:

- Admission Requirements
- Registration Procedures
- Student Placement
- Student Transfers
- School Responsibilities

2. Definitions

Admission Policy	A framework outlining procedures for student enrolment, including eligibility criteria and required documentation.
Additional Learning Needs	Educational requirements arising from conditions such as disabilities, learning difficulties, or giftedness that require specialised support.
Transfer Certificate	A formal document verifying a student's completion of a grade and enabling transfer to another school.
Equivalency Certificate	A certification that ensures a student's academic achievements align with the grade placement criteria across curricula.
RAK DOK	Ras Al Khaimah Department of Knowledge is the regulatory authority overseeing private schools in Ras Al Khaimah.
MOE	Ministry of Education in the UAE governs educational standards and policies.



3. Policy Statement

All schools shall develop and implement an Admissions Policy in line with this policy and share it via the school website.

Admissions General guidelines:

- All Schools shall adopt a fair and transparent approach to admissions for all students with the eligible age criteria, regardless of race, gender (excluding single-gendered schools), special educational needs, disabilities, religion or beliefs, language, or medical conditions.
- All schools shall develop and implement clear procedures and timelines for the enrolment process, including the documents that parents must submit to enable the admission of their children to the school.

Inclusive Admission: Admission of Students with Additional Learning Needs

- All schools must accommodate admission requests for students with additional learning needs in alignment with the UAE Ministry of Education (MOE) laws and guidelines.
- Schools may not refuse admission to such students except in exceptional cases where it is determined, following a comprehensive assessment, that the school lacks the necessary resources or capacity to effectively meet the student's needs. In such instances, the school must provide a detailed justification and support the family in identifying suitable alternative educational options.
- The school requires parents to submit copies of all relevant medical, psychological, educational assessments and/or other relevant reports before a student's enrolment is assessed. This documentation is essential for helping the school effectively assess students' needs and develop appropriate educational plans.
- Parents are encouraged to inform the school principal in writing if they know or suspect any potential learning difficulties their child may have. This information is vital for the school to implement tailored provision planning and support systems to address students' educational requirements.

3.1. Age criteria

To enrol in a Ras Al Khaimah private school, students must meet the minimum age requirements outlined in Table 1. These requirements are based on the legislation governing student enrolment.

Age Calculation Dates:

- **Schools Starting in September:** The student's age is calculated as **August 31st** of the application year.
- **Schools Starting in April:** The student's age is calculated as **March 31st** of the application year.



Grade Placement for Students enrolling in Grades 2 and above is determined based on the last grade completed per the Transfer Certificate.

Schools shall not place students who have not attended school for more than two years at a grade level more than two years behind the grade level corresponding to their age, based on the entrance assessment, and subject to RAK DOK approval. Schools should not demote the same student more than twice during their learning journey (from Grade 1 to 12).

Table 1: Age and Grade Level Alignment Requirements as per Ministerial Decree No. 24 for the year 2021:

The age of the students as of August 31 for schools beginning in September		
For schools beginning in April, the age of the students as of March 31		
Grade/Year	Minimum age (for entry)	Maximum age (as a cut-off for this grade)
Pre-KG/ FS1	3 Years	4 Years
KG1/ FS2	4 Years	5 Years
KG2/ Year 1	5 Years	6 Years
Grade 1/ Year 2	6 Years	8 Years
Grade 2/ Year 3	Based on the transfer certificate	9 Years
Grade 3/ Year 4		10 Years
Grade 4/ Year 5		11 Years
Grade 5/ Year 6		12 Years
Grade 6/ Year 7		13 Years
Grade 7/ Year 8		14 Years
Grade 8/ Year 9		15 Years
Grade 9/ Year 10		16 Years
Grade 10/ Year 11		17 Years
Grade 11/ Year 12		18 Years
Grade 12/ Year 13		19 Years

3.2. Admissions Assessments



- **Student Assessments:** Schools are encouraged to conduct assessments to evaluate students through observation, interviews, and/or placement tests. These assessments are designed to understand students' academic level and readiness.
- **Purpose of the Admission Assessments:** Admission assessments determine the appropriate academic grade placement for the student and identify the level of learning support required, if applicable. Schools must ensure assessments are conducted to support students' best interests and align with the UAE Ministry of Education guidelines.
- **Formal Assessments for Specific Cases:** Schools must employ formal assessments. In addition to adhering to the age criteria, for determining grade placement in the following scenarios:
 - Students transitioning between curricula in Grades 9 to 12.
 - Students transitioning from alternative educational provisions, such as online schooling, international education systems with different grade equivalencies, or homeschooling.
 - Students who have not attended school for more than two academic years.

3.3. Waiting List

Schools shall develop waiting list criteria when they are oversubscribed and have more applicants than places available. These criteria shall be published on the schools' websites and should include the following:

- A transparent selection process, including clearly defined prioritisation criteria, determines the order in which places are offered as they become available.
- The duration for which the waiting list remains active, with a requirement that waiting lists are reviewed and updated at the end of each academic term.

3.4. Students' Placement

Grade Placement: Schools shall place all new and transfer students in a grade corresponding to the requirements below:

- Age criteria as per Table 1
- Submit the required academic reports and certificates for students enrolling in grades 2 and above, confirming the student's continuity of study:



- For grades 2 to 9: Submit the last school report.
- For grades 10 and above, previous school reports (2 Years) as stipulated by RAK DOK or the MOE certificate equivalency requirements.

3.5. Students Registration

All schools must ensure compliance with the following guidelines when developing their student registration policies. Schools must align their policies with these directives and adhere to the latest requirements of RAK DOK and the Ministry of Education (MOE). This list is subject to change; schools must update their policies accordingly to comply with the latest regulations.

- **Registration on the AL MANHAL MOE System**

All students, including those transferring from outside the UAE, must be registered on the AL MANHAL MOE system. Schools are responsible for ensuring accurate and timely registration of all students.

- **Required Documents for Student Registration**

Schools must require parents/guardians to complete and submit the following valid documents for student registration:

- The school registration form contains full contact details for parents/guardians and basic student information (e.g., full name in Arabic and English, date and place of birth, nationality, address, and parent/guardian details).
- Copy of a valid Emirates ID card.
- Copy of the child's birth certificate.
- Copy of the child's passport.
- Family Book (for Emirati students).
- Mother's Family Book Log (for children of Emirati mothers).
- Copy of the School/Parent contract signed by parents.
- Vaccination card/medical record.
- Academic reports from the previous year (for students transferring from other schools within the UAE or abroad).
- Copies of both parents' passports (if applicable) and evidence of UAE residency.
- Legal documentation is required if the guardian is not the father.
- Medical records for the student, where applicable.

- **Transfer Certificates**

- Students transferring to a school in Ras Al Khaimah and enrolling in Grade 2 or above (or transferring mid-year for Grade 1) must provide a Transfer Certificate.
- The Transfer Certificate must be formally attested by the relevant education regulator and attached to the student's recent school reports.

- **Certificate Attestation Requirements**

- All Certificates and documents issued abroad must be attested by the Ministry of Education or relevant authorities in the issuing country, the Ministry of Foreign Affairs, and the UAE Embassy.
- The respective Ministry/Authority must attest to certificates issued by GCC countries in the GCC.



- **Additional Requirements for Students with Additional Learning Needs**
 - **Clinical Assessment Report:** Schools may require parents to submit clinical assessment reports detailing the student's needs, provided by a list of approved centres as per RAK DOK's guidelines.
 - **Schools shall record the details of all students with additional learning needs via the student's registration system required by RAK DOK.**
 - **Individual Learning Plan (ILP):** Schools may request parents to provide a specialised ILP tailored to the student's specific learning requirements, where applicable.
- **Additional Documentation Requests**

RAK DOK reserves the right to request further documentation as needed to complete the student registration process.

3.6. General Registration Requirements

- Reside in the country with a valid UAE residence visa.
- Meet the age requirement for grade registration.
- Register as per the set dates (Registration window communicated by RAK DOK).
- Meet any other required conditions by RAK DOK.
- Submit registration documents.
- Provision for Exceptions: RAK DOK will accept the registration of non-UAE transfer students in a provisional registration till they avail their Emirates ID card during the registration window if it is not yet available to them; however, schools shall require parents to sign a letter of commitment to submit the EID card by the end of the term in which the student was enrolled.
- All Schools shall update the student profile in Al Manhal with the new Emirates ID card.

4. Students Transfer

Student transfer from one school to another within the UAE or abroad is subject to the parents' request and as per the following conditions:

- The school to which the student is transferring must be able to accommodate the enrolment request.
- If the receiving school follows the same curriculum as the current school, the transfer may occur at any time throughout the academic year up to the first week of Term Three. No transfers will be accepted after this time within the academic year.
- Transfers to schools following a different curriculum should ideally occur during the first term of the academic year, preferably within the first two weeks.
- Students transferring to a different curriculum in Grade 10 or higher must obtain an equivalency certificate to ensure proper grade placement.
- The student must be registered in a grade level that aligns with the certification equivalency rules and regulations, permitting a smooth transition between curricula.

RAK DOK reserves the authority to grant exemptions from the specified transfer deadlines during the academic year, provided such exemptions are in the student's best interests.

Table 2: Transfer Certificate Requirements for Student Transfers



If students are transferring from...	Requirements for the Transfer Certificate
Another Emirate in the UAE or any GCC country	1. The school principal's signature and the school stamp. 2. Attestation by the Educational Authority in that Emirate or the Ministry of Education in the GCC country.
A school outside the UAE	1. The school principal's signature and the school stamp. 2. Attestation by the Ministry of Education in the country where the current school is located. 3. Attestation by the Ministry of Foreign Affairs in the same country. 4. Attestation by the UAE Consulate or Embassy in the country of origin or attestation by the Ministry of Foreign Affairs in the UAE.

5. Registration Window

Registration Window: All schools must align with the RAK DOK announced registration window for new students, as reflected in the MOE students' registration in the Al Manhal system.

6. School Responsibilities

- **Transparent Communication:** Schools must ensure that the Admission Policy is clearly communicated to the school community via accessible platforms, such as the school website, and is consistently applied. All stakeholders must be informed of the requirements, procedures, and timelines for student admission.
- **Policy Implementation:** School administration is responsible for developing and implementing a fair and transparent admissions process that aligns with the guidelines of RAK DOK and the MOE.
- **Inclusive Admissions:** Schools must ensure that their admissions process accommodates students regardless of race, gender (except in single-gender schools), ability, or other considerations. Schools must provide all necessary accommodations for students with additional learning needs in compliance with all UAE MOE laws.
- **Document Collection:** Schools must ensure that all required documents, including valid academic, medical, and legal records, are collected during the admission process and provide support to parents in completing these requirements as needed.

7. Compliance

- **Effective Date:** This policy shall take effect from the start of the Academic Year 2025/26. Full compliance from all private schools is expected by the beginning of the 2025/26 academic year.
- **Enforcement and Penalties:** Schools that do not adhere to this policy will be subject to accountability measures as stipulated by RAK DOK, including possible penalties or other corrective actions. Non-compliance may result in intervention by RAK DOK as per UAE federal regulations, which could have serious implications for the school's operations and reputation.
- **Compliance Audits:** RAK DOK reserves the right to conduct periodic audits to ensure that schools comply with this approved policy. The school administration must promptly resolve any discrepancies during these audits to avoid further action.



8. Feedback and Improvement

- **Annual Review:** RAK DOK will conduct a yearly review of this policy to incorporate feedback, address emerging needs, and ensure it aligns with the latest educational standards and regulatory requirements.
- **Feedback Mechanisms:** School administrators are encouraged to submit feedback on the calendar policy to RAK DOK, which allows for continuous improvement based on schools' practical experiences.

9. Contact Information

For any questions related to this policy, please contact: info@RAK DOK.rak.ae

10. Conclusion

The *Admissions Policy* ensures equitable, transparent, and inclusive educational practices, aligning with UAE MOE laws and RAK DOK guidelines. By adhering to this policy, schools foster an environment where every student has access to education tailored to their needs, reinforcing Ras Al Khaimah's commitment to excellence in education.

9. Revision History

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Note:

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