FUTURE LEADERS
International Private School
Madinat Zayed, Muroor Road - Branch 2

Admission Policy and Procedures

Review Date	July 2026
Next review Date	July 2027

Rationale

At Future Leaders International Private School – Branch 2, we provide top-notch instruction to students of all nationalities and is an inclusive environment that welcomes students from all socioeconomic backgrounds and students with ambition. The American curriculum and school ethos will foster global citizenship while still emphasizing the local Emirati culture and legacy to safeguard UAE traditions and preserve Arabic and Islamic culture.

Aim

- To inform prospective parents of the admission criteria, process and to ensure fairness and equity in the admission procedure.
- To identify and admit students who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of the school.

We believe that all students are unique in their needs and challenges, and that's why we adopt the personalized education philosophy to make sure that the needs of every student, without exception, are satisfied through

- Providing high quality learning
- Promoting the school values
- Enabling students to be active, responsible, independent and caring members of the school and leaders in the community

Procedures:

I. Age Cut-off for Year of Entry

With its focus on inclusion, Abu Dhabi Schools use the same cut-off dates 31st December and follows the current year group the child has completed to promote them to the next year.

31st December - The child must be the appropriate age to join the year group on or before 31st December and pass their assessment as follows:

Grade to Age Comparison	
Grade	Age (by 31st December)
PreKG	3 years of age by 31 December of the enrollment year
KG 1	4 years of age by 31 December of the enrollment year
KG 2	5 years of age by 31 December of the enrollment year
Grade 1	6 years of age by 31 December of the enrollment year
Grade 2	7 Years Old
Grade 3	8 Years Old
Grade 4	9 Years Old
Grade 5	10 Years Old
Grade 6	11 Years Old
Grade 7	12 Years Old
Grade 8	13 Years Old
Grade 9	14 Years Old
Grade 10	15 Years Old
Grade 11	16 Years Old
Grade 12	17 Years Old

In the case of an application for a child to enter a lower year group than their appropriate age cut-off year group due to various reasons agreed by the school and the parents, the school must complete a “Demotion Form” from ADEK once the child is enrolled to confirm that the parents agree for the child to enter a lower year group associated with 31st December cut-off. This is not common practice, but sometimes a necessity agreed between school and parents and approved by ADEK.

II. Applying and timings of applications

1. Applicants must apply via the website once Admissions Open.
2. When the online application is received, the parent will be required to visit the school to provide all required documents.
3. After documents are provided, the applicant will be scheduled to sit for an aptitude test in English, Arabic (for Arabs) and Mathematics for KG to Grade 12.
4. Once the tests are completed, the applicant will be given an appointment to meet with the admission committee for a personal interview.
5. Parents will be informed of the decision of the admission committee via the reception (within 96 hours).
6. After being accepted, parents are requested to pay AED1000 to secure the seat of their child in the school no later than 15 days from the date of being informed of the committee decision. This will be part of the tuition fee of the first term.

Important Note About Transfer Certificates
Note that a student cannot start school until parents have submitted the Transfer Certificate and last report card. For grade 10 to 12 students, timetables and report cards are required.

Important Note about students who have a gap year
ADEK approval is required for students who have stayed at home for at least one academic year.

III. Priority of Applicants

When the school receives an application, students are prioritized as described below:

- UAE Nationals
- Siblings of students attending the school
- Teaching and Admin staff children
- Students of Determination
- Siblings of Students of Determination
- All other applicants

IV. Applicants who require additional learning support

The school's admission, registration and placement of student's policies shall consider the school's obligations as defined in Federal Law No. (29) of 2006 on the Rights of Persons with Special Needs and in the Council's related regulations and policies.

The school may conduct an interview with a student with mild to moderate special needs and may require the student to take certain placement tests to give an indication of their performance level(s) to be able to provide proper learning and psychological. The school will admit and accommodate students with special needs (mild to moderate). The school will provide high quality services to meet their different needs and involve them as much as possible with others in daily school activities. Each student with mild or moderate delays or disabilities admitted to the school will be treated with due respect and utmost care by the entire school community. support and not for the purpose of accepting or rejecting a student.

Parents are expected to:

- Provide the school with copies of all medical, psychological or educational assessment reports that are available, before entry to the school. Such materials are a prerequisite in enabling us to provide the best education for the child. Failure to disclose any such information, including the deliberate withholding of information, may result in the child not being able to continue at the school.
- If a shadow teacher is needed it will be at the parents' cost.

V. Registration

- An accepted student's place in the school is guaranteed only after all documents are completed and the Registration Deposit of AED1000 is paid. This is deducted from the first terms fees. The Finance department then sends an invoice to the family for the remainder of the tuition fees.
- All registered students must be registered with ADEK. To complete this process, the parent is required to provide the school with the:
    - Student's original Emirates ID.
    - Parent's original Emirates ID.

VI. Tuition Fees

1. The application, entry and tuition fees are sent out in the fee schedule each year. First term tuition fees are due by August 1 of that school year, second term fees are due by December 1 and third term fees are due by March 1.
2. Tuition fees are payable in advance for each term. In order to register your child, you are required to pay the balance of the first term fee as per the invoice. A student may not start school unless the appropriate terms fee has been paid in full.
3. According to Ministry of Education regulations, the school reserves the right to withhold final results and abstain from issuing leaving certificates and documentation until settlement of all outstanding fees have been paid.
4. Re-registration for continuing students will only be confirmed once all fees for the completed year are settled.

الصفوف Grades	رسوم دراسية Tuition	مواصلات Bus	كتب Book	زي مدرسي Uniform	الرسوم الإضافية للكتب Additional Books Fees
Preschool (Ages 3-4)	23,000	5,000	415	350	
KG 1	23,000	5,000	415	350	
KG 2	23,000	5,000	1,530	350	
Grade 1	25,000	5,000	2,255	360	
Grade 2	25,000	5,000	1,860	360	
Grade 3	25,080	5,000	1,870	360	
Grade 4	25,080	5,000	1,740	360	
Grade 5	25,080	5,000	2,250	360	
Grade 6	28,080	5,000	2,770	360	
Grade 7	28,080	5,000	2,840	395	
Grade 8	28,080	5,000	2,840	395	
Grade 9	30,080	5,000	3,720	395	
Grade 10	30,000	5,000	3,720	395	
Grade 11	30,000	5,000	3,720	430	AP: Chemistry/Biology - 505 AP: Mathematics Pre-Calculus - 625
Grade 12	30,000	5,000	3,720	430	AP: Psychology/Physics Calculus based - 505 AP: Mathematics Calculus - 625

VII. Re-registration

Current families have the right to reserve a place in the school for the following year by making a re-registration payment of AED1000 by the due date that will be shared with you in March. This deposit is deducted from the first terms fees.
Places not covered by this payment made by the specified time are not guaranteed and after the closure of the reregistration date, they can be offered to another family if the deposit payment hasn't been made.

VIII. Withdrawal

Any student can withdraw from the schools at any time of the year, regulation guidelines are listed in the withdrawal policy to clarify the timeline, refunds and costs incurred. Depending on the date of withdrawal within the term, charges will be made according to the ADEK policy.
All withdrawal applications will be notified to the Principal after filling in the withdrawal form and clearing all fees with the Finance Department in order to be released from the ADEK system.
In order to comply with government rules, the school must be informed of the country to which the child is being transferred. If the child is transferring to another school in the UAE, the school will prepare a Leaving certificate. In order to do so the Admissions Officer must be informed in writing of the school to which the student is transferring in order to prepare the correct documentation.
If the child is transferring to another Country, the Leaving certificate will need to be attested by the Ministry of Education, the UAE Ministry of Foreign Affairs and embassy of the destination country. Parents must undertake all attestation requirements.

IX. Orientation of new students

New families are introduced to the school by the Admissions Officer. All families will have the opportunity to meet senior members of the academic staff as they make preliminary visits to the school.
The school will hold an orientation day for new students to ensure they settle into the school as quickly as possible.