

***A better learning future starts here.***

***SCHOOL ADMISSION POLICY***

***AN INTRODUCTION TO THE SCHOOL***

***Welcome to ZennaTech American School System***

*ZASS School prides itself on the quality of its educational programmes, the professionalism of its staff, the enthusiasm of its students and the high level of support provided by parents and community members. We are an open school and we actively seek participation and involvement from the whole school community.*

***School Values***

*These values were developed in consultation with the school community. The school values are:*

* *A high standard of teaching and learning*
* *A safe and welcoming environment*
* *Family and community involvement*

***School Motto***

*Personal excellence in a caring environment. Which Includes*

***Commitment****to Learning****Accepting****Responsibility****Respect****for self, others and the environment****Excellence****in all we do*

***Guiding Principles***

*In the admissions process, decisions are made with care to ensure all students offered admission to ZASS have the potential to be successful at our school, both in and out of the classroom. ZASS is committed to equality and inclusion and accommodates diversity in terms of family status, race, religion, disability, creed, color, ethnic origin or ancestry and gender.*

***Admissibility***

*At ZASS, we value an education that will prepare all students for a rapidly changing world.  As a result, in addition to a history of academic success (grade reports and testing) that indicates the ability to succeed at ZASS, we look for the desired skills and dispositions demonstrated through the Character Assessment, Teacher Recommendations, and the Introductory Video. Together, these items help us paint a picture of each applicant that is unique, and one that allows us to determine the admissibility of each prospective student through a comprehensive and mission-driven lens.*

***English Language Instruction***

*ZASS delivers an*[*American curriculum*](https://nisdubai.ae/american-curriculum/) *to students in English. Language proficiency in KG is not used as a criterion for admissions. In Elementary, Middle and High School, English language proficiency is assessed to ensure students can access the curriculum and progress to the best of their ability.*

***Additional Learning Requirements***

*ZASS is an inclusive school, for gifted students and those with additional educational needs. We provide differentiation and additional learning support based on the student’s needs and academic levels. Parents should inform the school at the application stage regarding any additional learning support requirements for their child. We may request copies of external documents such as professional assessments, individual learning plans, and one-to-one learning requirements. Please be advised that extra learning support may incur additional costs to the parents.*

***Behavior***

*ZASS believes good student behavior is fundamental in enabling the best learning experience possible, for the student and for their classmates. All students enrolled at the school should have a positive attitude towards learning and respect for the school community.*

***Medical Records***

*The school requires current and accurate information regarding your child’s medical requirements. It is the parents’ responsibility to notify the school of any change in circumstances. Our school clinic requires records of previous medical treatments, allergies, and immunizations upon registration.*

***RULES PERTAINING TO ADMISSIONS***

*1. No learner will be refused the admission on the grounds of race, culture or religious belief.*

*2. All learners admitted to school will take part in the total school programme, academic,*

*sporting, social and cultural.*

*Selection will be based on the following criteria:*

* *Learners must demonstrate a definite school-readiness before acceptance to the ZASS can be contemplated.*
* *Admission to respective standards/grades, will be based on age criteria by ZASS in accordance with Oxford, unless exceptional circumstances exist, which necessitate the admission of the learner in his/her best interest.*
* *The available number of places in a particular class (given the maximum class size determined from time to time in accordance with the school’s commitment to providing a quality education).*
* *Whether the amount of support or special needs that a learner might require (based on the school’s assessment results) can be met.*

***Procedure***

*1. The admission form must be completed in all respects and returned to the school office*

*along with:*

* *Two recent passport size photographs of the child.*
* *Attested photocopies of National ID card for both the parents and guardian*

*(Pakistani Nationals).*

* *Copies of your child’s last school report.*
* *School leaving certificate*
* *Copy of B- form of the child*

*2. The ZeenaTech School System academic year commences in September each year and divided into*

*2 terms,*

|  |  |  |
| --- | --- | --- |
| ***First Term*** | ***Fall Session*** | ***September-March*** |
| ***Second Term*** | ***Spring Session*** | ***April-September*** |

*3. A full credit reference check is undertaken and the previous school may contact (if*

*required).*

*4. The application is screened for eligibility in terms of criteria (above) by the Admittance*

*Committee.*

*5. The learner and the parent(s) guardian(s) are interviewed.*

*6. Where an application is successful, the parent(s) guardian(s) will be asked to sign the Code of Conduct Agreement.*

*7. Where an application is unsuccessful, the Admittance Committee will inform the parent(s)*

*guardian(s). Verbal reasons for such refusal will be given on request. The selection process is confidential, and parents undertake to accept the decision reached by the ZASS.*

*1. The fees are payable on monthly basis and submitted directly to school’s finance department*

*2. Tuition Fee for Summer Vacation will be paid in the following months:*

|  |  |
| --- | --- |
| ***In the month of*** | ***For the month of*** |
| *April* | *April +June* |
| *May* | *May +June* |

*3. Tuition fee challan are normally issued in the last week of every month i.e. 25th onwards*

*with a “DUE DATE” of the first week of next month i.e. 3rd or 4th… After the expiry of “ DUE*

*DATE” the challan can be deposited with the “late fee” fine i.e.Rs.20 which is charged on a daily*

*basis till the expiry of the “VALIDITY DATE” which is normally 15 days from the expiry of the*

*“DUE DATE”*

*4. Students whose fees remain payable after expiry Due/Validity dates are issued periodic*

*reminders and ultimately the “FINAL” reminder, where after the student will not be allowed to*

*attend his/her regular class. School will manage for his/her academic requirements accordingly.*

*However, their attendance will be marked as absent.*

*On receipt of paid fee bill, parents are given:*

* *Admission Order (original)*
* *Book list*
* *Dress Code*
* *Syllabus, School Calendar and Schedule of Public Holidays.*
* *Homework policy*
* *Monthly test schedule*
* *Term Exam details including date sheet*

***Note:***

* *Application forms are available at the school office and online at website of ZASS*
* *www.**zeenatechamericanschoolsystem.com*
* *In case of any urgent/important information related to event, holiday, security, change*
* *in program is immediately updated on our Facebook page*

*www.facebook.com/ zeenatechamericanschoolsystem*

***RULES PERTAINING TO WITHDRAWAL***

*If parents wish to withdraw their child from the school, one-month prior notice in writing must be given to the school. However, no notice is required if a student is withdrawn one month from the date of completion of the final examination, for the complete academic session...*

*For “School Leaving Certificate”, the criteria mentioned below must be fulfilled,*

* *1-month prior notice from parent/guardian.*
* *School dues need to be cleared till the date.*
* *One complete academic year is must. In other case only letter with school logo will be issued.*