



Effective From	AY 2024/25 (Fall term)
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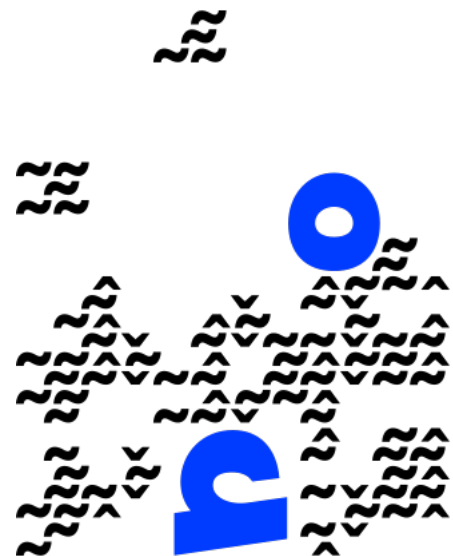
EARLY EDUCATION INSTITUTION **POLICY**

on

ADMISSIONS

Purpose

This policy sets out the appropriate standards for a fair admissions system that provides equal opportunities for all children. It regulates the requirements for the admission, enrollment, and placement of children in Early Education Institutions (EEIs) through a transparent and effective admissions process and sets clear expectations for all stakeholders (EEI management and staff, parents, regulators, service providers, etc.).



Definitions

Additional Learning Needs	<p>Individual requirements for additional support, modifications, or accommodations within an early years setting on a permanent or temporary basis in response to a specific context. This applies to any support required by children of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented).</p> <p>For example, a child with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities but may not require any accommodations in assessments. Equally, a child with hearing impairment may require additional support in class to access lesson content but may not require any physical accommodations to access learning.</p>
Admission	The process by which parents apply to an EEI to enroll their child.
Child	A person under the age of 4 years, as per Federal Decree Law No. (51) of 2022 Regulating Nurseries.
Early Education Institutions (EEIs)	All ADEK-licensed institutions that offer early years service (e.g., nurseries).
Enrollment	The act of signing up for an EEI and/or specific activities at that EEI.
Inability to Accommodate Notification	The process where an EEI can apply to ADEK to inform them through a variety of evidence of their inability to accommodate the child within the EEI. This process includes medical/clinical reports, child observations, adapted assessments, physical environments, and any other information available.
Gifted and Talented	Gifted and talented children demonstrate exceptional ability in one or more domains. Talented children are those who can transform their giftedness into exceptional performance.
Key Group	Known as a “class” in more formal educational settings, comprises a group of children, an EE Educator, and any other members of the key team.
Management	The staff responsible for overseeing the EEI-based staff and daily operations, such as the EE Director, their deputy, as well as any other member of staff to whom they have delegated specific authorities.
Placement	The assignment of a child to a suitable key group in the EEI.
Staff	People employed by an EEI on a remunerated contractual basis regardless of employment mode (internal, external/third-party, etc.).

Policy

All EEIs shall develop and implement an Admissions Policy, which clearly mandates:

1. Admission criteria and process
2. Admission information and registration documents
3. Admission records keeping

1. Admission Criteria and Process

1.1 Fair, Non-Discriminatory, Transparent Approach

EEIs shall implement a fair, non-discriminatory, and transparent admission process where, other than due to full enrollment, they do not deny admission to any child. This includes:

- a) Adopting an open approach to accepting all children irrespective of nationality, ability, religion, etc. to pursue fairness and equality as per Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema), Federal Decree Law No. (29) of 2006 Concerning the Rights of Persons with Disabilities and its amendments, and in line with Article 9 of Federal Decree Law No. (51) of 2022 Regulating Nurseries.
- b) Upholding the principles of Federal Law No. (29) of 2006 Concerning the Rights of Persons with Disabilities and its amendments, and ensuring that children with additional learning needs shall not be denied a place at their preferred EEI, as long as the EEI has the capacity to accommodate them in the appropriate age group (see [ADEK EEI Inclusion Policy](#) for more details).
- c) Not refusing or withholding admission of children who do not have vaccination cards or do not meet all the requirements of completed vaccination records. They shall be accepted on the condition that the completed necessary vaccinations will be provided to the EEI within the year of enrollment, as per the child's age. In case parents do not wish to vaccinate their child and convey their intention of not vaccinating their child, their admission decision shall be referred to ADEK and the Abu Dhabi Department of Health (DOH) by the EEI.

1.2 Age Guidelines

EEIs shall clearly indicate the age range of children they cater to as permitted by their license. Children shall be more than 1 day old and less than 4 years of age at the time of enrollment.

1.3 Priority Admission

EEIs shall offer admissions on a first-come, first-served basis. However, EEIs may apply admission priorities if there are more requests than available seats, and these priorities shall be specified in the EEI's Admissions Policy (see [ADEK EEI Admissions Policy Guide](#) for examples).

1.4 Admission of Children with Additional Learning Needs

Every new applicant with identified additional learning needs shall be directly referred to the Early Education (EE) Director, who shall assess how best to accommodate the child's needs.

EELs shall record the details of children with additional learning needs via the ALN Module on eSIS, as required by ADEK.

In case the EEL cannot accommodate the child, an "inability to accommodate" notification shall be sent to ADEK in line with the required evidence and documentation specified by ADEK.

The EEL shall follow the guidelines specified by ADEK with regard to discussing the next steps with parents (see [ADEK EEL Inclusion Policy](#) for more details).

1.5 Student Capacity

EELs shall comply with the space requirements set out in the [ADEK EEL Physical Environment Policy](#).

1.6 Flexible Attendance Choices

EELs shall offer a flexible program of full- or part-time attendance for the children, subject to space availability. The attendance options shall clearly be communicated on the registration form and the official website.

1.7 Admission Process

EELs shall have and communicate a clear admission process that is followed for all new and existing children. The process shall specify whether re-enrollment of existing children is conducted monthly, termly, or annually.

2. Admission Information and Registration Documents

2.1 Registration Documents

EELs shall collect the following documents before a child can begin attending:

- a) Basic registration details (full name in both Arabic (if available) and English, date and place of birth, nationality, current and permanent address, parent information, emergency contact details, etc.).
- b) Official documents (e.g., copies of Emirates ID, current and valid passport, visa of the child and parents, the child's birth certificate, passport-sized photographs, etc.).
- c) Copy of the EEL's terms and conditions signed by the parents.
- d) Completed and signed health documents (including the children's immunization records).

- e) Documentation for children with additional learning needs, such as relevant assessments, previous individual education plans, advanced learning plans, and other provisions, if needed.
- f) Any other relevant information deemed necessary (for example, dietary requirements, pick-up and drop-off arrangements, fees and session, allergies, parental consent, etc., see [ADEK EEI Child Pick-Up Authority Policy](#), [ADEK EEI Settling-In Policy](#), [ADEK EEI Infection Prevention and Control Policy](#), and [ADEK EEI Medication Administration Policy](#)).

3. Admission Records Keeping

3.1 Registering Children's Records

EEIs shall officially register a child with ADEK once they decide to enroll them. This shall be done using the Electronic Student Information System (eSIS). The records of the child shall also be updated online in the system during re-enrollment.

- a) Medical Records: EEIs shall create and maintain a medical record file for each enrolled child and these files shall be kept in a secure place that ensures the confidentiality of health information. All requests to release health information from children's medical records shall be approved by the DOH.
- b) Storage of Records: EEIs shall keep records of all children's admission files, including all required information and documents. This includes:
 - 1. Storing these sensitive records (whether in hard copy or electronic form) in secure facilities and equipment that is only accessible to authorized staff whose work requires them to have access.
 - 2. Ensuring the confidentiality of information as per Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data and as per the UAE Ministry of Education *Regulatory Compliance Manual for Early Childhood Institutions* (MoE, 2020) (see [ADEK EEI Child Protection and Safeguarding Policy](#)).
 - 3. Deactivating these records once the child leaves the institution by deleting/disposing of them safely as per Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data and in line with ADEK's requirements.

4. Compliance

- 4.1** This policy shall be effective as of the start of the Academic Year 2024/25 (Fall term). EEIs are expected to be fully compliant with this policy by the start of the Academic Year 2025/26 (Fall term).
- 4.2** Failure to comply with this policy shall be subject to legal accountability and the penalties stipulated in accordance with the ADEK's regulations, policies, and requirements, notwithstanding any other penalties imposed by Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments or any other relevant law. ADEK reserves the right to intervene if the EEI is found to be in violation of its obligations.

References

- Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema)
- Federal Decree Law No. (29) of 2006 Concerning the Rights of Persons with Disabilities and its amendments
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments
- Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data
- Federal Decree Law No. (51) for 2022 Regulating Nurseries
- Ministry of Education (MoE). (2020). *Regulatory Compliance Manual for Early Childhood Institutions*.

Publication

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Department of Education and Knowledge, Abu Dhabi (ADEK)

This policy applies to Early Educational Institutions (EEI) in Abu Dhabi.

