



Admissions Policy

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Date:

12/11/2025



Effective Date:

17/11/2025

Revision History

Revision Date	Version Number	Revised By	Signature
30/05/2025	02	Eva Sanchez Castillo Principal	



The Spanish School of Abu Dhabi - Admissions Policy

1. Admissions Overview

At The Spanish School of Abu Dhabi (SSAD), we are committed to providing an inclusive and welcoming learning environment for all students.

Our Admissions Policy is designed to ensure that the process is fair, transparent, and aligned with the local regulations established by the Abu Dhabi Department of Education and Knowledge (ADEK).

This document outlines the key principles and procedures governing the school's admissions process.

1.1 Non-Discrimination

The Spanish School of Abu Dhabi promotes equality and non-discrimination in all aspects of the admissions process.

We adopt a fair and transparent approach, without discrimination based on race, gender (except in single-gender classes), religion, beliefs, medical conditions, language, or special educational needs.

Our goal is to ensure equal access to education for all students within a diverse and inclusive environment.

1.2 Open Campus Policy

We believe it is essential that prospective parents and students understand the environment and ethos of our school.

Families are encouraged to visit our campus, meet the school staff, and explore the facilities.

Specific protocols have been established to facilitate campus visits and are available upon request.

2. Admissions Procedures

2.1 Steps

1. Complete the online enrollment application form, available on our website.
2. The Admissions Department will contact the family to provide detailed information about the school and respond to any inquiries.
3. If the student has been diagnosed with special educational needs, or if parents express any concerns, the Coordinator of the School Guidance and Educational Support Department will schedule a meeting with the family.
 - o This ensures parents receive the necessary information, guidance, and support to make an informed decision about proceeding with enrollment.





4. A school visit or online meeting will be arranged. All students are required to attend an interview as part of the admissions process.
5. Once a place becomes available and the student is accepted, an official offer letter will be sent to the family.
6. The student's place will not be confirmed or reserved until the offer letter is signed and the enrollment fee is paid.
7. Before the student's first day of school, the Welcoming Procedure will be implemented.

2.2 Admission Applications

Applications are accepted throughout the academic year and must be completed online via the school's website.

If no places are available at the time of application, the student will be placed on the school's waiting list.

Applications on the waiting list are not automatically transferred to the following academic year; families must reapply each year.

2.3 Availability of Places

When a place becomes available, the school will contact the first eligible applicant and invite them for a school visit (if not already completed).

Priority is given to siblings of currently enrolled students.

Second priority is given to Spanish speakers who may not find other alternative educational paths that meet their needs in the UAE.

Students new to the Spanish Curriculum, or those who have not previously studied with Spanish as the main language of instruction, may be accepted, provided that there are spaces available.

Families must commit to providing additional Spanish language support for their children, and are encouraged to enroll in The Spanish Language Center.

An in-person or online interview with both the family and the student may also be conducted to determine priority.

3. Required Documentation

To ensure successful admission, parents must provide the following documents:

- Completed Application Form with full details of the student and both parents.





- For divorced parents, a custody order and divorce decree must be submitted as per ADEK requirements.
- Copy of the student's birth certificate.
- Copy of the student's passport and Emirates ID.
- Copies of parents' passports and residency permits (if applicable).
- Medical records in compliance with Department of Health (DoH) requirements.
- Confidential Reference Form from the previous school.
- Transfer Certificate (for students transferring from other schools within Abu Dhabi).
- Most recent school report.
- Any additional relevant documentation, such as clinical assessment reports for students with special educational needs.
- The school may request any additional records related to academic, medical, or family matters.
- Other Documents: ADEK reserves the right to request any other documents deemed necessary.

All documentation must comply with ADEK's requirements.

4. Inclusive Admissions Practices

4.1 Admissions Policy for Students with Additional Needs

The Spanish School of Abu Dhabi follows the ADEK School Inclusion Policy.

Parents of students with additional learning needs must provide all relevant information, including clinical assessment reports, as part of the application process. This enables the school to assess how best to support the student.

While we are committed to inclusivity, in exceptional circumstances where the school cannot adequately meet a student's specific needs, an "inability to accommodate" notification may be issued to parents.

Parents or guardians of applicants with known specific needs must submit complete reports, including Individualized Education Plans (IEPs) from previous schools or specialist health reports.





If a child's needs have not been previously identified, the school reserves the right to evaluate whether these can be met with existing resources.

All placements are subject to availability.

Admission of Students of Determination is not dependent on a medical diagnosis.

New applicants with identified learning needs will be referred to the Specialized Support Department, which will review reports, observe, and assess the child before providing recommendations to the Admissions Team.

The final admission decision is made collaboratively by the Principal and the School Leadership Team, who evaluate whether the school is equipped to meet the child's needs.

The outcome may be:

- Full admission;
- Partial admission (in collaboration with an external specialist provider); or
- A decision that the school cannot accommodate the student at that time.

All admissions for Students of Determination must comply with the ADEK's Inclusion Policy.

5. Admissions Assessments

Admissions assessments are limited to observations, interviews, and placement tests for students in Kindergarten (KG), Cycle 1, and Cycle 2.

For transfer students or those from alternative educational systems, formal assessments may be used for grade placement.

However, assessment results are used solely to determine learning support requirements, not as criteria for acceptance.

SSAD provides education primarily in Spanish.

While fluency in Spanish is not a mandatory criterion for admission, it is strongly recommended.

Assessments may be conducted in Spanish, English, or both languages when necessary.

From Grade 2 (G2) onwards, native Spanish speakers will be given enrollment preference.

6. Waiting List

In the event that the school is oversubscribed, SSAD maintains a transparent waiting list.

The criteria and prioritization rules are clearly defined and published on the school website.

The list is updated at least once per term, and families will be contacted as soon as a space becomes available.

7. Offer and Withdrawal of a Place





Once a student's application is approved, the school issues a formal Offer Letter, outlining the conditions and validity of the offer.

An offer may be withdrawn if parents fail to complete the enrollment process within the given deadline, or if it is found that fraudulent information was submitted.

8. Registration Process

Upon receipt of the completed application and all required documents, students will be registered in the ADEK Enterprise Student Information System (eSIS).

Parents must also submit a signed medical consent form, along with any other required documentation, to ensure full compliance with school and ADEK regulations.

9. Enrollment and Re-Enrollment

Students may be enrolled at any time, provided space is available and all admissions requirements are met.

Re-enrollment for returning students is conducted annually.

Parents will be notified of procedures and timelines, which align with the ADEK School Fee Policy.

10. Grade Placement

Students will be placed in a grade corresponding to their age, following the official ADEK age guidelines.

For transfer students, grade placement will be based on previous academic records and the Transfer Certificate.

The school may request additional documents such as Learning Plans or Clinical Assessment Reports for students with additional needs.

Grade placement is determined by date of birth, with September 1st as the cut-off date.

Cut off date	31-Aug
Pre kg / P3	3 years old
Kg1 / P4	4 years old
Kg2 / P5	5 years old
G1/ First grade of Primary	6 years old

From Grade 2 (G2) onwards, students will be placed according to the last completed academic year, as evidenced by previous school final report and/or Transfer Certificate.

If no proof is provided, placement will be based on date of birth.

11. Transfer Students

For students transferring from other institutions, SSAD ensures that all records are transferred in accordance with ADEK regulations.





If students are coming from schools that follow a different curriculum, parents will be informed about potential curriculum adaptation challenges, particularly for those seeking equivalency with the UAE General Secondary Education Certificate.

12. Registration for International Transfer Students

For students transferring from other countries, parents will be guided through the required documentation process, which includes:

- Transfer Certificate
- Last School Report
- Equivalency process through the UAE Ministry of Education (MOE)

All documents must be attested, if applicable, in the country of origin.

The MOE application must be completed by parents, as it is a mandatory requirement for students coming from educational systems different from that of the UAE.

This is particularly important for students seeking equivalency with the UAE General Secondary Education Certificate (Al Thanawiya), as per the ADEK School Curriculum Policy.

13. Exceptional Cases

In cases where a student has been out of formal schooling for more than two years, the school may place the student in a lower grade level than their age group.

Parents must sign a formal agreement in such cases.

If a child presents additional learning needs, the school will consider the documented learning plans and make the necessary adjustments to support the child's integration and progress.

Students cannot graduate from high school after the age of 20. Therefore, before proceeding with any enrollment under such conditions, the case must be referred to ADEK for approval.

14. Commitment to Quality Education

At The Spanish School of Abu Dhabi, we are dedicated to providing an inclusive, high-quality, and nurturing educational environment.

We strive to meet the individual learning needs of every student, offering personalized educational support when needed.

Our Admissions Policy ensures that all students, regardless of their background or abilities, have the opportunity to thrive academically and personally in an atmosphere of respect, diversity, and equal opportunity.

