



Admissions Policy

Ratified by RAK Academy Board of Governors on 30th April 2026

1. Rationale

Ras Al Khaimah Academy is a non-selective international education provider, serving the needs of the local and expatriate community in Ras Al Khaimah and the surrounding emirates. It is comprised of 3 schools. To ensure that the Academy's duty of care is satisfied, entrance criteria must be clear to all stakeholders, and principles of equality of opportunity should be paramount in this.

2. Purpose

The admissions policy defines the eligibility and requirements, aligned with the requirements of Ras Al Khaimah Department of Knowledge (DOK), regarding the student's enrollment to RAK Academy Family of Schools from Pre-K to Grade 12.

RAK Academy family of schools operates on an inclusive admissions framework that welcomes all students. We take each student's academic, social, and personal growth very seriously. To serve each student's individual needs and support with their transition to our school the below foundations are centered in our admissions process:

- Securing complete information regarding the student's previous academic experience and pastoral welfare, enabling the school to understand the learner fully and ensure appropriate academic and pastoral support.
- Appropriate age placement and curriculum readiness, ensuring that students are placed in year groups that align with their age and prior learning experience to support their successful integration into the school's academic program.
- Identifying and supporting individual learning needs, including students with Additional Learning Needs, gifted and talented learners, and students who may require additional academic or language support. Parents or guardians of applicants with identified learning needs are required to submit relevant specialist reports as part of the admissions application to enable the school to review and plan appropriate support where possible.
- Supporting learners whose first language is not English, through an admissions process that identifies language needs early so that appropriate support strategies can be implemented where required.
- Ensuring equitable access to a broad and balanced curriculum, recognising that all students have a shared entitlement to participate fully in the academic and social life of the school.

3. Admissions Criteria and Assessment

The policy aims to ensure all children applying to join RAK Academy receive a comprehensive, effective, and fair admissions process to guarantee that the individual needs of each child can be fulfilled by RAK Academy once they start school. Dependent on the grade, each student will need to meet the below criteria and complete the assessments outlined:

A. PreK to KG1: Early Years Criteria and Assessment

To enrol in Pre-K and KG1 children must meet the below criteria:

- Meet the age criteria based on 3 years old (PreK) and 4 years old (KG1) as outlined in Appendix 1.
- Toilet trained so that they are able to use the toilet and are not wearing nappies.
- Complete the observational assessment.

We assess children on entry to school at Pre-KG and/or KG1 based on the following criteria:

- To ensure that we are the most suitable educational environment for the child and can cater for their individual needs.
- To identify any potential barriers for learning as early as possible before entry.
- To support the child with the transition to starting school (meeting teachers and visiting the school).
- To meet parents and allow them to meet staff and ask questions.



Admission expectations (what we are looking for):

- School readiness.
- Level of language and social development.
- Potential barriers to learning.

B. KG2 to Grade 5: Primary School Criteria and Assessment

To enroll in KG2 to Grade 5, children must meet the below criteria:

- Enrollment in KG2 and Grade 1 is strictly based on the age criteria as outlined in Appendix 1.
- Enrollment in Grades 2 to 5 is contingent upon the transfer certificate issued by the student's previous school.
- Complete the assessments as outlined below:
 - o KG2: Written Observational Assessment
 - o Grade 1 to Grade 5: CAT4 Assessment (Cognitive Abilities Test)

C. Grade 6 to Grade 12: Secondary School Criteria and Assessment

To enroll in Grade 6 to Grade 12, children must meet the below criteria:

- Enrolment in Grades 6 to 12 is contingent upon the transfer certificate issued by the student's previous school.
- Completing the CAT4 assessment.
- Entry for students applying for Grade 10 to 12 is dependent on good academic performance and readiness to transition into IGCSE (International General Certificate of Secondary Education) and A levels/BTEC (British Technical Education Certificate)/IBDP (International Baccalaureate Diploma Program).

D. Additional interview

The Head of School (Primary or Secondary) may opt to schedule additional requirements like an interview with the child or a meeting with the parents, dependent on the child's performance in the assessment and/or the child's academic standing in the previous year.

E. Additional Learning Needs

RAK Academy aims to ensure that all students have equitable access to a quality education alongside their peers and that all reasonable adjustments are made to the curriculum or learning environment to meet educational needs.

Parents of all Students will be asked during the admissions process to openly share previous school reports, Individual Education Plans (IEP's), medical reports, or psychological assessments that may affect the way in which their child learns. These records and declarations are then shared with the Head of School and the Inclusion Department as outlined in RAK Academy's Inclusion Policy.

- Inability to accommodate

Dependent on the outcome of the assessment, and the completion of any additional interview, the Head of School (Primary or Secondary) will coordinate with the Inclusion Department to verify that all attempts or supporting resources are explored before notifying the parent of the school's inability to accept the student as outlined in RAK Academy Inclusion Policy.

F. Accepted Students

Once the child's assessment is complete, and all the required documents are submitted, parents will be receiving an admission offer via email.

4. Annual Scholarships

Scholarships are offered annually with the aim of attracting and/or retaining talented students to RAK Academy.

Academic scholarships are annually renewable until graduation in Grade 12, if the following conditions are met:

- At Key Stage 3, the student's internal and external outcomes maintain a minimum of a RAKA level 5 for all subjects.
- At Key Stage 4, the student's internal and external outcomes maintain a minimum IGCSE level 5 for all subjects.



- At Key Stage 5 (Grade 11 and 12), a C grade (A Level) or level 5 (IB Diploma Programme) must be maintained for all subjects throughout the duration of the course (internal and external data).
- The student must always act as a positive ambassador for the school, both inside and outside the classroom.

The student must be an active and contributing member of the school community through participating in at least one Extra Curricular Activity per term.

5. Admissions Procedure

A. Application and Registration Process

RAK Academy admission process is designed to support parents through a smooth and swift process in alignment with the requirements and standards outlined by RAK Department of Knowledge. Steps include:

1. Completing an Online Application (parent and child details)
2. Paying AED 500 (non-deductible, which is refundable in case the child wasn't accepted or a seat was not available)
3. Providing all the requirement documents and completing the child's assessments
4. Once the child is accepted, the parent gets an email admission offer.
5. Parents are required to confirm their child by paying the below Registration Fee before the deadline highlighted in the offer:
 - a. PreK to KG2: AED 1,000
 - b. Grades 1 to 5: AED 1,500
 - c. Grades 6 to 12: AED 2,000

B. Required Documents

All students profile should be complete with the below documents:

- Child's Passport, Emirates ID Card, Birth Certificate, Immunization Record
- Parent's Passport, Emirates ID Card
- Parent's Family Book (only for UAE Citizens)
- Copy of the previous school report
- Copy of the previous school transfer certificate.

Transfer Certificate attestation requirements:

- Within the UAE: by the Ministry of Education or the Equivalent authority where the previous school is located.
- Outside the UAE: the below attestations are required:
 - Attestation by the Ministry of Education in the country where the current school is located.
 - Attestation by the Ministry of Foreign Affairs in the same country.
 - Attestation by the UAE Consulate or Embassy in the country of origin or attestation by the Ministry of Foreign Affairs in the UAE.

C. Seat Confirmation and Waiting list

Admissions for new students are open throughout the year, and we aim to admit students in a week of initial interview, provided documentation is in order, and a seat is available. In case the school is full in a specific grade in any of the schools of RAK Academy, a waiting list will be operated based on the date of the application fee payment. And once a seat becomes available, the child will be enrolled.

Once a seat is confirmed, the child's form-allocation within the grade will be assigned after the payment of the term fee and is based on the school's internal metric that evaluates all the student's academic and non-academic performance.

6. Monitoring and Review:

RAK Academy is aware of the need to regularly review our policies. This policy will be reviewed annually or earlier should regulations change before the review date.



Appendix 1:

Age/Grade Level Comparisons:

Below is the student level placement for all year groups.

Grade / Year	<i>Date of Birth cut-off range is 1 Jan to 31 Dec</i>	
	Minimum Age (by 31 Dec)	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