



أكاديمية الشيخ زايد الخاصة للبنات  
THE SHEIKH ZAYED PRIVATE ACADEMY FOR GIRLS

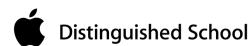
# SZPAG ADMISSIONS PROCEDURE



## Step-by-Step

Managed by:

**ALAIN**  
EDUCATION



# INTRODUCTION



The Sheikh Zayed Private Academy for Girls (SZPAG) is one of a group of schools established to offer students a blended curriculum which promotes a strong sense of Emirati identity within an international framework. This outstanding global education provides students with increased opportunities as they move beyond the school setting and into the workplace.

## YOUR GUIDE TO A SMOOTH ADMISSIONS JOURNEY

At The Sheikh Zayed Private Academy For Girls (SZPAG), we believe every child deserves a transparent and well-organized admissions experience. Our admissions process is structured to provide clarity and ensure your child's smooth integration into our learning community. This step-by-step guide has been designed to help you navigate our admissions procedure.

# WHO ARE WE?

## Our Vision

Honoring the past. Educating for the future.

## Our Mission

The Sheikh Zayed Private Academy for Girls aims to honor the past and educate for the future by developing confident, responsible and caring young people of integrity who are well educated and prepared to meet the challenges in an ever-changing world.

## Values

To achieve our mission, we will work to our core values which are to:

- Pursue excellence in all that we do.
- Celebrate achievement and participation of all.
- Appreciate and foster UAE National Identity.
- Cherish the community and the environment.
- Promote Emirati culture and ethical values.
- Promote respect, responsibility, belonging and caring.
- Develop leadership capacity and global citizenship.



HONORING THE PAST. EDUCATING FOR THE FUTURE.

# 1-ENQUIRY AND APPLICATION

## STEP 1 : BEGIN YOUR JOURNEY

Visit our website at [www.szpa.ae](http://www.szpa.ae).

Select your school of choice and submit the online inquiry.

Once we receive your inquiry, our Admissions Department will contact you within one working day to guide you through the initial steps.

## STEP 2: SCHEDULE A TOUR

Schedule a personalized tour or meeting with a member of our Senior Leadership Team.

This visit provides a first-hand look at our dynamic campus and innovative programs, helping you imagine the SZPAG experience.

## STEP 3: SUBMIT YOUR APPLICATION

Complete and submit the application to our Admissions Department.

We will review your application promptly and respond within two working days.

## SEAT AVAILABILITY AND WAITLIST

We closely monitor seat availability across all grade levels. If a seat is available, we will guide you through submitting the necessary documents to complete your child's file. If all seats are currently filled, your child will be placed on a waitlist and we will update you every two weeks on the status of your application. The waitlist refreshes at the start of each academic year to accommodate new families.



# REQUIRED DOCUMENTS

**TO SUPPORT A SMOOTH ADMISSION PROCESS, PLEASE PREPARE THE FOLLOWING DOCUMENTS FOR YOUR APPLICATION:**

- Health Records Forms\*
- Recommendation Form\* (Confidential and completed by your child's current school)
- Copy of student's valid passport and Emirates ID
- Copy of student's birth certificate
- Copy of student's immunization card
- Three recent passport-sized photos
- Copy of legal parent's valid Emirates ID
- Copy of the family book (for Nationals)
- Copy of last two years' report cards (for applicants to KG2 and above)

\*These forms will be provided by our Admissions Department.



# 2-ASSESSMENT

**We approach admissions with fairness and transparency, assessing each child based on their specific grade level requirements.**

## PRE-K TO KG2:

- Play-based “Stay and Play” activities to assess school readiness.
- The child must be age-appropriate for the requested grade level.
- All children entering Kindergarten (Pre-K, KG1 and KG2) must be able to use a toilet independently.

## GRADES 1 AND 2:

Short interviews and assessments in phonics, numeracy and Arabic.

## GRADES 3 - 12:

- Online assessments (MAP - Measure of Academic Performance) in reading and mathematics. An online writing assessment will also be completed from Grade 6.
- Arabic assessment: Reading and writing assessments for Arabic proficiency.
- Interview: One-on-one interview with a member of the Senior Leadership Team.

**Following the assessment the Senior Leadership Team reviews each student’s file thoroughly to consider individual strengths and needs. If necessary, our Inclusion team may arrange additional evaluations.**

**Our Registrar will notify parents of the admission decision within five working days of the assessment. In cases requiring additional documentation or external evaluations, we will communicate promptly.**

# 2-ASSESSMENT

## GRADE PLACEMENT FOR NEW STUDENTS

SZPAG places students in grade levels aligned with their age group, as specified in the Abu Dhabi Department of Education and Knowledge (ADEK) guidelines. All exceptions to this require ADEK approval.

## ADEK AGE CUT-OFFS FOR GRADES

Please note that the naming systems in UK and American curriculum schools are different. A student in Year 1 at a UK-curriculum school would be a KG2 student in an American curriculum school.

Application for SZPAB Grade	Age Cut-off
Pre-K	3 years by August 31
KG1	4 years by August 31
KG2	5 years by August 31
Grade 1	6 to 8 years by August 31

Grade placements for transferring students are determined by their most recent completed year, as documented in the Transfer Certificate.

# 3-ADMISSION DECISION

**Upon final approval by the Admissions Committee, SZPAG Registrar will inform you of your child's admission status.**

**Here is what you can expect:**

- **Full Acceptance:** If seats are available and the application is approved, an acceptance offer will be sent via email.
- **Conditional Offer:** For students needing additional support, a conditional offer may be issued. The letter will explain the additional requirements are requested.
- **Waitlist:** If the desired grade is full, we will add the application to the waitlist and provide you with regular updates.
- **Deferred or Denied:** We assess each student's potential and strengths. In cases of denied admission, we will explain what additional documentation is required to appeal the decision.

## ACCEPTANCE AND FINAL ENROLLMENT

**To confirm enrollment, please submit:**

- The signed offer letter
- All required documents
- A 5% registration fee (deductible from the first term's tuition).
- Enrollment is complete only once your child is fully registered with ADEK.

Thank you for considering The Sheikh Zayed Private Academy For Girls. We look forward to welcoming you and your child to our community and starting this rewarding journey together.

If you have any questions, our Admissions Team is here to support you every step of the way.

**Registrar's Email: [registrar@zayedacademy.ac.ae](mailto:registrar@zayedacademy.ac.ae)**

**Registrar's Direct Number: 02 6195611**