

ADMISSION POLICY

Introduction

We are not termed as an inclusive school so, we are restricted from admitting children from all backgrounds and abilities. New admissions are generally accepted in the final phase of the academic year. Following procedure has been adopted to facilitate the parents/guardians seeking admission for their wards.

1. Registration

Parents may make application for registering their children in the office from January. Registration of the name does not guarantee the admission. The idea of registering the names in advance is, to estimate the probable number of the students seeking admission, to ensure limited number of students in each class, to examine the feasibility of opening new divisions and to create channel to correspond with the parent/ guardian to apprise him of the latest information about the admission.

2. Criteria For Admission

- i) Direct admissions will be granted only in K.G.I, K.G.II. and Std.I.
- ii) Admissions to K.G.II and Std.I will be entertained on the basis of an admission test.
- iii) Certificates from outside U.A.E should be attested by the Education Department (DEO/AEO) of the concerned region.
- iv) It has also to be attested by the Diplomatic mission of the country (Indian Consulate) and the Foreign Affairs Ministry in Sharjah/Dubai.
- v) All certificates from local schools must be attested by the Ministry of Education or Zonal Office in UAE.

3. Essentials For Admission

- i) Original Passport of the Pupil. (*It shall be returned after the perusal*)
- ii) Passport Copy of the Child with valid Visa Page
- iii) Original Emirates ID of the Child
- iv) Emirates ID Copies of the Parents
- v) Transfer Certificate in English (*Applicable to the pupils who come from other Schools than that of UAE seeking admission to II and above.*)
- vi) Transfer Certificate in Arabic (*Applicable to the pupils who come from other Schools in UAE seeking admission to II and above*)

vii) Original Mark Card or Certificate from the previous School. (*Only to the pupils from II*)

viii) Five Passport-size Photographs

ix) Birth Certificate

x) Vaccination Details

4. Guidelines For Admission

i) The following minimum age level should be attained for direct admission.

K.G.I 4 Years on 30th July of the current year.

K.G.II 5 Years on 30th July of the current year.

Std.I 6 Years on 30th July of the current year.

ii) On no reason, relaxation shall be granted for below-aged. However, over-aged cases will be considered on the decision from the Ministry of Education.

iii) Admission of students coming from other countries following different syllabus is granted on the basis of admission tests subject to the approval from the Ministry of Education.

iv) Students coming from other syllabus following a medium of instruction other than English will be admitted to the class lower than the one to which the T.C. is produced.

v) Entries with regard to Name, Date and Place of Birth should be in conformity with the passport.

vi) The Final Selection to Grade KG1 will depend on the child's performance at an assessment session to ascertain him/ her the ability in speech and physical developments to attend a pre-school.

vii) All Admissions are subject to MINISTRY'S APPROVAL.

General Information

- All children are regularly reviewed and the allocation of extra provision can be adjusted according to performance in school.
- All applications will be treated on merit and in a sensitive manner.
- If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the application for admission exceeding seats available.

- Children from the neighbourhood, siblings and staff children are given first preference in case of application outnumbering seat availability.
- When students from diverse academic backgrounds apply for admission we conduct a test in English, Science and Mathematics to ascertain if the student is ready for the class applied for. We offer a lower class if there is a serious gap in fundamentals.

The standard number

- The standard number is the number of children the school can accommodate. The standard number for our school is **between 25-30**.

Withdrawal

- Application for withdrawals should be made in prescribed form and submitted to the Head of the School at least before 24th of the month from which the pupil is to be discontinued. Failure to do so entails liability for payment of the next month's fees.
- The Transfer Certificate (Leaving Certificate) without which a pupil cannot join any other school, is issued only if all dues have been paid off and the School property taken on loan if any, has been returned.
- A fee of 15 dirhams has to be paid for validating the TC with attestation from the Ministry of Education.
- The attested TC will be ready to issue within four working days from the date of clearing the fee dues.

Deletion of names from school rolls

A pupil's name will be struck off the School Rolls on the following grounds:

- Absence from school for a period of 30 continuous days without prior permission of the school authorities.
- For gross misconduct.
- Pupil whose names are struck off the rolls may be considered for readmission to the school at the Principal's discretion, but will be required to go through all the formalities of new admission cases.