

Admission and Registration Policy

Normally admissions are open to KG1 only, while admission to other grades depends on existing vacancies. There is no admission test for KG1 and KG2. For Grade 1 and above, admission to class is granted on the basis of student base line interaction, written test and an admission interview. The base line interaction test will be deemed to SEN team if required to ensure the start off plan of newly admitted students. Parents shall receive school prospectus and accelerate a step up to the school prior to the registration to get familiarize with themselves with school. Candidates applying for admission must be on Residence Visa.

➤ Age Guidelines

- KG1 : 4 years as on 1st April
- KG2 : 5 years as on 1st April
- Grade 1 : 6 years as on 1st April

At the time of admission, the following documents will be required:

1. Admission form duly completed, which needs to be purchased from the school.
2. 3 copies of the child's birth certificate. If the birth certificate is not in English then one should be obtained from the Consulate General of India, Dubai, on their letter-head stating that the child's date of birth is correct as per his / her passport. A Sworn-in-Affidavit issued by the Consulate General of India is not accepted.
3. 3 copies of the child's passport with valid residence visa.
4. 5-passport size photographs.
5. Copy of Emirates ID and insurance card
6. Photocopy of the original mark sheet of the last examination passed in the previous school for Grades 1 and above.
7. Transfer Certificate OR School Leaving Certificate of the last school attended.
8. Copy of Vaccination Record for KG1 & 2 and Original Vaccination Record for Grades 1 and above.

Important Note

1. For students coming from Emirates other than Abu Dubai, the Transfer/Leaving Certificate should be: Attested by the Ministry of Education of that Emirate.

N. B.: The gap between the date of leaving and the date of joining, should not be more than **TWO WEEKS (for1)**

2. For students coming from OMAN, the Transfer/School Leaving certificate should be attested by the Indian Embassy/Foreign Affairs Ministry and the UAE Embassy located in that country.

3. For students coming from Gulf countries other than OMAN, the Transfer/School Leaving Certificate should be attested by the Ministry of Education, the Ministry of Foreign Affairs and by the UAE Embassy located in that country.

4. For students coming from INDIA the Transfer Certificate/School Leaving Certificate has to be attested by the Education Officer of the Zone/District/Area, from where the Transfer Certificate/School Leaving Certificate has been obtained. The seal and signature of the Education Officer has to be verified by the Indian Consulate and the Foreign Affairs Ministry, UAE.

N.B.: The gap between the date of leaving and the date of joining, should not be more than ONE MONTH for [2, 3, 4]

5. School will apply admission priorities if there are more requests for places than available places as follows:

- Students who attended the school in the previous year or period
- Children of staff in the school
- Students with siblings already in the school
- Students who live near the school
- Students who registered and appeared for the admission procedures first
- Students who transferred from similar curriculum
- Emirati Student.

6. School will admit students with mild to moderate special education needs offering additional and appropriate learning support as per the facility available in the school. School will not refuse or withhold admission of students with chronic health conditions (Diabetes, asthma, congenital heart diseases, epilepsy and obesity). However, parent have to produce valid medical document so as to help us to follow any concerns.

7. The school has started operation in 2010 and so the school shall follow the adeg seating capacity of 2.16sqmtr /student in KG and 1.67 SqMtr/Student in Grade 1 and above.

eSis Registration

- All the students will be registered with e SIS system in accordance with the dates determined by the council each year.

1. Financial clearance letter from the school of transfer, if student from within UAE
2. Statement of marks/report card from grade 2 and above.

5. School will maintain student tracking record of each student this consist of Student's factual, objective and professional information regarding a student's academic progress, individual education plans with focus, mid-term and final marks, adaptations & achievements, medical reports and attendance & leave history.

6. Students who require admission during the year after the specified registration time of the council has to undergo the procedures as same as the general admission policy of the school. In this case, records