

POLICY NAME:	ADMISSION POLICY				
APPROVAL AUTHORITY:	PRINCIPAL	ADOPTED:	MARCH 2018	REVIEWED:	MARCH 2019
RESPONSIBLE EXECUTIVE:	ADMISSION OFFICER	REVISED:			
RESPONSIBLE OFFICE:	ADMISSION	AVAILABLE:	IN THE LIBRARY, WEBSITE, CS APP		

DISTRIBUTION LIST: -

- **Principal**
- **Vice Principal**
- **Supervisors**
- **Academic staff**
- **Admin staff**

OBJECTIVES:

To ensure that the school adopts an admission process that is:

Open and equitable to all irrespective of the literacy level / financial status of the parent in keeping with the student-teacher ratio of the school set at 25:2 in KG and 30:1 in Primary & Middle school based on merit and helps sustain the academic strengths of the school providing for a holistic education by accepting students who possess outstanding extracurricular skills and abilities.

The school promotes Inclusion by welcoming all children. The school admits pupils irrespective of their gender, race, disability or special educational needs, provided that there are good prospects of meeting their needs without unduly prejudicing the education and welfare of other pupils. School has come up with an effective model of Inclusion Education which not only benefit students with difficulties, but also create an environment in which every student, including those who do not have difficulty has the opportunity to flourish.

AUTHORITY:

The policy is drafted by the Office of Admissions with inputs from school administrators including, Supervisors and Principal.

Any exceptions to the policy can only be recommended by the President.

RRESPONSIBILITY:

The Admission Officer is responsible to implement the policy according to the stated guidelines. A detailed Admissions Procedure defines the step-by-step implementation of the policy.

KG-1 & KG-2

BACKGROUND

During planning for the new academic year, the school administration in consultation with the management decides on the total capacity of all the classes.

Capacity is dependent on infrastructure availability and human and material resources

Ideally the school retains a student – teacher ratio of 25:2

Management discretion dictates the quantum of reservation of seats.

PROCESS

The school makes no distinction on knowledge / skill / ability level of the student or the literacy / financial level of the parent at this entry level of admission

Eligibility to apply for admission is dependent on the child’s satisfactory fulfillment of an age criteria as laid down by the Ministry of Education, U.A.E

The age criteria currently stand at 4+ and may be modified with the consent of the Ministry of education for KG1, and 5+ for KG 2.

Grade 1-10

BACKGROUND

During planning for the new academic year, the school administration in consultation with the management decides on the total capacity of the classes.

Capacity is dependent on infrastructure availability and human and material resources ideally the school retains a student – teacher ratio of 30:1

PROCESS

The school makes no distinction on the literacy / financial level of the parent at any entry level of admission

General academic profile of the student dictates admission

The school may at its collective discretion waive certain minimum academic criteria if the prospective student has an extraordinary co-curricular record

- Eligibility for admission to a certain grade is:

-dependent on submission of proof of successful completion of the previous grade (report card)

-Fulfillment of relevant age criteria as laid down by the Ministry of Education, U.A.E

- Successful candidates in the exam are enrolled in the school if the student clears the minimum performance criteria dictated for each level.
- Interface held by the Supervisors for candidates who appeared for the eligibility test from Grades 6-10.

PROCEDURE

- Parents seeking admission for their child can enquire through email: admissions@cityschool.ae or walk in to the premises and get the details through reception.
- KG 1 interaction with the students will be conducted by the Counsellor.
- Prospective students from KG 2 – Grade 4 will take a diagnostic test in the subjects English and Math and from Grade 5 – Grade 8 will take a diagnostic test in the core subjects English, Science and Math and Grade 9 and Grade 10 students will take a test in Social Science and Second language along with English, Science and Math which will help us to determine if the students have attained the minimum expected standard for each subject.
- The child's admission will be confirmed only on the submission of the following documents and the approval from MOE.

As CS offers an Inclusive Approach, in partnership with parents we seek to place students appropriately to their needs. As such we expect any reports linked to specific needs and diagnosis to be shared with the school from the outset. All admissions including Early years are not conditional upon the submission of a medical report approved by MOE. Similarly, we expect parents to work closely with us if a particular educational need is identified during or following the admission process.

DOCUMENTS TO BE SUBMITTED

Sl. No:	Documents
1	Copy of Student's Passport, Visa and Emirates Id
2	Birth Certificate Copy
3	Vaccination Card Copy
4	Photographs (8)
5	Copy of Sponsor's Passport, Visa And Emirates Id
6	Student Continuity Certificate and Conduct Certificate from the current school (If the child is enrolled in any of the schools in UAE)
7	Annual Report Card from the school last attended
8	Original TC attested as per the guidelines given below

a) For students coming from outside UAE, the following order of attestation must be observed for the Transfer Certificate.

- i) The TC must be in English Language.
- ii) The TC has to be attested by: Education Officer of the Zone/ District/ Area from where the TC has been obtained. District Education Officer (for State / Matriculation Schools) / Zonal or Regional Officer (for CBSE / ICSE schools)
- iii) The TC has to be attested by the UAE Embassy or Consulate from the country where the TC was issued
- iv) The TC has to be verified by the Embassy or Consulate in UAE of the country where TC was issued.
- v) UAE Foreign Affairs.

b) Students coming from within UAE are required to submit the original Transfer Certificate/School Leaving Certificate of the school last attended, [attested by the Ministry of Education for the Emirate](#) (for other than Ajman Zone Schools).

Please Note:

- The documents will be forwarded to the MINISTRY OF EDUCATION for their verification and approval.
- ALL ADMISSIONS ARE SUBJECT TO APPROVAL FROM THE MINISTRY OF EDUCATION, AJMAN
- The school will not be responsible if the admission is not approved by the MINISTRY OF EDUCATION due to non-submission of incomplete documents or due to the submission of invalid documents.