



# المدرسة الهندية العامة العليا الخاصة

## Indian Public High School Private

<b>POLICY NAME:</b>	<b>ADMISSION POLICY</b>				
<b>APPROVAL AUTHORITY:</b>	<b>PRINCIPAL</b>	<b>ADOPTED:</b>	<b>03.05.2016</b>	<b>REVIEWED:</b>	<b>03.10.2023</b>
<b>RESPONSIBLE EXECUTIVE:</b>	<b>ADMISSION OFFICER</b>	<b>REVISED:</b>	<b>15.4.2024</b>	<b>NEXT REVIEW ON:</b>	
<b>RESPONSIBLE OFFICE:</b>	<b>ADMISSION OFFICE</b>	<b>AVAILABLE:</b>	<b>IN THE LIBRARY, WEBSITE, NLP</b>		

### Policy Statement

The school has an open policy for students who choose to join us. Students, irrespective of caste and creed, are accepted and cherished and they are helped to grow as productive citizens of the world. Our admission philosophy is inclusive. The school opens admission by registering the child with school by personal meeting.

### Aims and objectives

- Our aim is to establish an institution of excellence.
- We are an inclusive school that welcomes children from all backgrounds and abilities.
- All applications will be treated on merit and in a sensitive manner.
- The only restriction we place on entry exceeds the seats 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 excess demand on the school places available.
- The level of ability of a child or any special needs that she/he may have plays no part in the admissions policy of this school.

### General rules and procedures

1. Filling up REGISTRATION FORM.
2. Any attempt to fill more than one form for one child will result in his/her disqualification for admission.

3. Entries with regard to the Name, Date and Place of Birth should be in conformity with the passport.
4. All admissions are subject to MINISTRY APPROVAL.
5. No provisional admission will be granted.
6. Children on VISIT VISA are not eligible for admission.
7. No admission will be granted to the pupils coming from UNRECOGNISED SCHOOLS in UAE.
8. Children seeking admission to KG 1 Class should have completed 04 (Four) years of age as on 31<sup>st</sup> March of the current year. Underage children will not be admitted as per the Ministry of Education.
9. No pupil will be permitted to attend the school till his/her Health Card (Valid) photocopy and Vaccination Card (Original) is submitted to school's Medical Center by his/her Parents or Guardians.
10. Incomplete Admission Forms or Admission Forms not accompanied by proper documents /Home-school contract will not be accepted.
11. Siblings of existing students will receive admission preference.
12. Applications will be sorted on a first come first served basis.

## **DOCUMENTATION**

The following documentations is required for admission:

### **NON UAE CITIZENS:**

- Students birth certificate
- Passport and visa information for students and parent/guardian
- Immunization / medical record.
- Previous school records (if applicable)
- School transfer documents (if applicable)
- Transition certificate by Ministry of foreign affairs of his/her country.
- Results of CAT 4 and ASSET, for those who seek admission from within UAE

## **RESPONSIBILTIES**

### **Management**

- Will ensure all applicable records are kept and submitted to MOE annually.
- Will monitor admission policy and review annually .

### **The Principal**

- Will monitor admission process
- Will implement this policy in its entirety
- Will ensure all relevant staff members are aware of admission procedure.

## **Parents**

- Will provide all required documentation for admission
- Will abide by set enrolment dates.
- Will ensure all information and documentation submitted to the school is true and accurate.

## **REGISTER**

The school will maintain a register of enrolment in accordance with MOE requirements and guidelines.

The school will appoint an Admission Officer as the person responsible for entering health, attendance, punctuality and discipline data and he/she will also be monitoring this data in Al Manhal system.

This information will be shared with MOE as per MOE guidelines and regulations.

## **Admission Arrangements for students of determination**

- Students are not refused admission based only on their experience of SEND.
- Admission into all grades is not conditional upon the submission of a medical diagnosis.
- Students Development Centre will carry out an “assessment of educational need” upon entry to school & using the outcome of the “assessment of educational need” alongside other information to appropriately identify the category and level of SEND experienced by the students.
- Students who experience SEND will receive “sibling priority” for admission in IPHS

## **Arrangements for waiting list and over- subscription**

Our school employs a wait list policy for future enrollment. The family wishes to remain on the waiting list, they must then complete an application for their child to be enrolled in the waiting list.

The application form includes information like the student’s name, telephone number, birth date, grade, application date, student application receipt status ,teacher recommendation and transcript status ,their entrance test date, interview date, requested start date ,interview date, requested start date, notes and what school the student has been attending etc.

These lists are compiled and are used to track the student application process, helping to ensure timely interviews when openings occur. The registrar is responsible for maintaining the wait list. The list is reviewed regularly and the registrar is in contact with these people.

## **Procedure for withdrawal**

There is a specific Application Form for the withdrawal of a student from the school, available with the Registrar. Parents are advised to give at least a month's notice to the school authorities while applying for the Transfer Certificate. On collection of the TC the parents are advised collect the medical record of their ward from the School Nurse at the Medical Room.