



**Providence English Pvt. School**

**مدرسة العناية الانجليزية الخاصة**

# **Admission Policy**

***2023-2024***

Review Date: June 2023

Next Review: June 2024

The school teaches the British National Curriculum EYFS to students of Foundation Stage (FS2) and Cambridge Curriculum from Year 1 to Year 13. The school prepares students to take the International General Certificate of Secondary Education (IGCSE) course and the Advance Subsidiary (AS Level) and 'A' Level (GCE) of the University of Cambridge, U.K.

The Providence English Private School serves the educational needs of the local and international community in Sharjah and the surrounding emirates of Dubai and Ajman. We are proud of our diverse cultural mix and the truly international flavor this brings to our school. We are a non-sectarian, co-educational institution and welcome boys and girls of all nationalities, religions and cultures.

We provide high quality education to all the children who attend the school. The school has high expectations of effort and success from all children. We believe that our children have a common entitlement to a broad and balanced academic and social curriculum with global citizenship at its core.

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# Admissions Policy

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## 1- Academic Calendar

The school year begins in early September or as announced by the Sharjah Private Schools Authority and is divided into three terms, the first of which ends in Mid-December, the second in Late March and the final in Late June.

## 2- Admission Procedure

Admission is broadly based on a review of the students' records of past performance, age, acceptable performance on the school's screening assessments and class numbers.

Admission to all classes is also governed by a set of guidelines from the Sharjah Private Education Authority (SPEA), UAE. Documents of each student are verified by the officials every academic session to ensure compliance with the guidelines.

If basic eligibility requirements are fulfilled, students are admitted on a first-come, first-served basis. Places are offered on the following priority basis:

1. Emirati Students
2. Siblings of students of Determination
3. A Sibling of a student already attending the school
4. Son/daughter of a member of staff at the school
5. All other applications

### 3- Entrance Eligibility

#### a) Age

Age is the first criteria taken into consideration for the placement of students at any grade level. The Ministry has prescribed age limits for each class. Exceptions are possible, but only after careful evaluations have been made by the school.

When you get in touch, make sure you let us know your child's date of birth so we can accurately advise you of our admissions procedures for the various classes.

#### General Rule for ages and Year Group

We follow Cambridge International (British) Curriculum which focuses on age related expectations. General matching of age group with Grade Level are as below:

Year	Expected Age Group
FS2	4 years- 5 years
Year 1	5 years-6 years
Year 2	6 years-8 years
Year 3	7 years-9 years
Year 4	8 years-10years
Year 5	9 years-11years
Year 6	10 years-12 years
Year 7	11 years-13 years
Year 8	12 years-14 years
Year 9	13 years-15 years
Year 10	14 years-16 years
Year 11	15 years-17 years
Year 12	16 years-18 years
Year 13	17 years-19 years

## **b) Entrance Exam**

All Non-Arab Students applying for admission at Providence English Private School are required to write an entrance exam in English and Mathematics (For Admission to Year 1 – Year 10)

All Arab Students applying for admission at Providence English Private School are required to write an entrance exam in English, Mathematics and Arabic (For Admission to Year 1 – Year 10)

FS2 Entrance exam includes only an interview with the parents and the child. Admissions to Year 12 are granted on the basis of passing at least 5 subjects at IGCSE/O Level with a minimum of C Grade. Some exceptions may be granted for achieving less than a C Grade at IGCSE/O Level.

Admissions to Year 13 are granted on the basis of passing at least 2 subjects at AS Level with a minimum of C Grade.

English is the language of instruction in all years, and the ability to successfully access the curriculum within a reasonable time is the guiding principle for admission to the school. Hence the assessment of English becomes essential.

## **c) Documents requirements**

To facilitate the registration of your child with the Ministry of Education the school requires that you produce the following documents at the time of registration to accompany the completed Registration Form.

- 2 copies of child's passport
- 3 passport size photographs
- 2 copies of the parent's Residence Visa as in passport.
- 2 copies of the child's Birth Certificate.
- 1 copy of the child's last report from their previous school.
- Original Transfer Certificate / school leaving Certificate / school Recommendation letter.

### ***Transferring from Schools inside U.A.E***

- *The School leaving certificate and the last school report, endorsed by the Sharjah Private Education Authority.*
- *Original Vaccination card from FS2 onward.*
- *Students coming from other boards (CBSE, American, etc.) must provide an equivalency certificate.*

### ***Transferring from outside the U.A.E.***

*Transfer certificates, where applicable and the last school report. All these documents must be endorsed by:*

- *The Ministry of Education*
- *The Foreign Ministry*
- *The Embassy or Consulate of the U.A.E. in the country where the documents are issued.*
  - *For G.C.C. students, the documents should be endorsed by the Ministry of Education that issued the documents.*
  - *From Europe, North America and Australia, the documents should include in addition to the school report, a "To Whom It May Concern" letter.*

In all cases, the school certificates and other documentation should be in either Arabic or English. If another language is used, it must be legally translated and authenticated as with the other documentation.

## 4- School Fees

School tuition fees inclusive of books for academic year 2023-2024 onwards is as follows: -

Year	Tuition & Books Fees
FS2	AED 13493
Year 1	AED 13493
Year 2	AED 14569
Year 3	AED 14569
Year 4	AED 16291
Year 5	AED 16829
Year 6	AED 18444
Year 7	AED 18444
Year 8	AED 20596
Year 9	AED 20596
Year 10	AED 23072
Year 11	AED 24148
Year 12	AED 24148
Year 13	AED 28130

- The Tuition fees can be paid in four installments. The first of the four installments of tuition fee is cash while the other three installments are in the form of postdated Cheques dated October/November, January/February, and April/May.
- Transportation fee is not included in the above fees and depends on the area of pick up and drop off. Transportation fees needs to be paid in full at the start of the academic year but pro-rata partial payment might be refunded in case an admission is cancelled during an academic year.
- Transportation only available for students residing in Sharjah or Ajman.
- An admission fee of AED 500 is required to be paid at the time of registration.
- External Examinations (CAT4, GL PT, IBT, Cambridge Primary and Lower Secondary Checkpoints, IGCSE, AS & A-Level) Fees are not included.

## 5- Inclusion and Special Educational Needs:

Providence English Private School is inclusive and encourages applications from all students. It provides a support program for meeting the student's individual needs. We provide individualized and specific support to all our students including those experiencing special educational needs and disabilities, and the gifted and talented. Parents of a child must submit a complete requirement relating to the specific need at the time of applying for admission besides attaching the required complete reports. These reports include IEPs or other reports from health professionals. Our policy is in line with Federal Law 29 (2006) regarding the education and outcomes of students experiencing special educational needs and disabilities (SEND).

### **Students of Determination experiencing Special Educational Needs and Disabilities (SEND):**

All placements are subject to availability of spaces. Admissions for students of determination is not conditional a medical diagnosis. The final decision regarding admission will be taken collaboratively between the Principal, Leader of Provision for inclusion and other members of the school leadership team.

## 6- Admission Form

[Providence English Private School::Online Pre-Registration \(peps.dyndns.org\)](https://peps.dyndns.org)

## 7- Monitoring and Review

The policy will be monitored and reviewed annually by the Principal, Vice Principal and the School Director (on behalf of the Board).