

1. Acceptance of the student's enrollment in the school (Admission Procedure):

Admission is open to all Indian students on the basis of merit according to the availability of seats and at the discretion of the Principal, subject to the rules and regulations of MOE & SPEA. The students of other nationalities (Arabs are eligible for Kindergarten 1&2) will also be considered eligible, depending upon the availability of seats.

RULES FOR CERTIFICATE ATTESTATION FOR INDIAN STUDENTS

A student, who has attended any recognized school, shall not be admitted without an original school leaving certificate/transfer certificate and original mark sheet which should be:

- Countersigned by the Educational Authorities in India- AEO or DEO.
- Attested by the Embassy / Consulate General of India in UAE.
- Attested by the Ministry of Foreign Affairs of UAE.
- For admission in Grade XI, the Mark sheet of Grade IX and Grade X should be attested by the School authorities.
- Students transferred from GCC countries should submit the attested Tc from the Ministry of Education from the respective country along with the Mark sheet attested by the School authorities.

RULES FOR CERTIFICATE ATTESTATION FOR NON INDIAN STUDENTS

A Student, who has attended any recognized school, shall not be admitted without an original school leaving certificate/transfer certificate and original mark sheet which should be:

- A transfer certificate attested by the Embassy of the United Arab Emirates from the country the student is coming from.
- Attested by the Ministry of Foreign Affairs of UAE.

ADMISSION PROCEDURE

- All application forms to be duly filled by Parents / Guardians with correct information. Incomplete forms will not be considered.
- Entrance test will be conducted from Grade 6 onwards. Syllabus for the same will be uploaded on our website. Admission to KG1-Grade 5 will be based on Interaction session with the Section Heads/ Supervisor and previous year / term mark statement.
- For admission in Grade 11, final mark sheet of Grade 9 and Pre-Board examination of Grade 10 needs to be submitted.
- No preference will be given for the early submission of the admission form.
- All the necessary documents are to be verified in the Registrar Office.
- Parents must ensure all the documents are attested prior to admission according to Ministry rules.
- Selection will stand cancelled if the documents are not submitted and fee is not paid on the stipulated date. The school will not send any reminder to Parents in this regard.
- Admission is subject to approval by the competent authority.

DOCUMENTS TO BE PRODUCED AT THE TIME OF ADMISSION

- Passport copy of the student and both the parents with valid visa page.
- Copy of Emirates ID of the Student and both the parents.
- Copy of the birth certificate of the student seeking admission for Kindergarten and Grade 1.
- School Leaving Certificate / Transfer Certificate duly attested (as per Ministry Rules)
- Passport size photographs 4 of the student & 1 each of both the parents.
- Progress Report / Statement of marks of previous examination duly attested. (Original duly attested & 1 Photocopy)
- A copy of vaccination Card / Health Card.

LOCAL TRANSFER:

FROM KG2 TO GRADE IX

- Students transferred within Sharjah from one school to another, need to submit the Transfer Certificate and Mark sheet signed by the Principal along with the school seal.
- Students transferred from the other emirates, need to submit the attested Transfer Certificate from the respective Educational Zone along with the Mark sheet attested by the School authorities.

FOR GRADE XI:

- Students transferred within Sharjah from one school to another, need to submit the Grade X Transfer Certificate and Mark sheet (of Grade IX and Grade X) signed by the Principal along with the school seal.
- Students transferred from the other emirates, need to submit the attested Grade X Transfer Certificate from the respective Educational Zone along with the Mark sheet of (Grade IX & Grade X) attested by the School authorities.

WITHDRAWALS:

The parent who wishes to withdraw his / her ward from the school, can apply for T.C Online. (Available on school website.)

Student of Determination

To ensure a productive learning experience for all students at the school, including those with special needs, it is essential that the school and the families work in partnership. This is defined by certain expectations from both parties to set the condition for a successful identification and support mechanism for the students.

Parents are expected to:

- Provide the school with copies of all medical, psychological or educational assessments or reports before entry to the school. Such materials are a prerequisite in enabling us to provide the best education for your child. Failure to disclose any such information, including the deliberate withholding of information, may result in your child not making the expected progress in school.
- Notify the Principal in writing if they are aware or suspect that their child (or anyone in his or her immediate family) has a learning difficulty, and the parents must provide the school with copies of all written reports and other relevant information. Parents will be asked to withdraw their child if, in the professional judgment of the Principal and after consultation with the child's Parents (where appropriate), the school suspects that such vital information about special needs has been deliberately withheld.
- Refer to the school's policy "Inclusion Policy" of the Leaders Private School, Sharjah