



LEADERS PRIVATE SCHOOL, SHARJAH

Admission policy

Document Details

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This policy should be read in conjunction with the [National Child Protection Policy in Educational Institutions in United Arab Emirates Policy](#), the Child Protection Policy, Anti-bullying & cyber bullying policy, E-safety policy, Inclusion Policy & Health & Safety policy

INTRODUCTION

Our school welcomes and encourages students of all nationalities, cultures, and religions to attend and be successful. In line with the Mission and Core Values of our school, we will provide "high quality and value-based education" in order to ensure "academic excellence" of each student and supporting them in achieving their dreams. Leaders Private School offers an inclusive holistic learning program for students of KG to grade 12. The school is affiliated to the CBSE. We strive to deliver high quality education for the diverse community in the UAE. While we try to accommodate as many students as we can, there are constraints concerning limitations of numbers in each class. Preference is offered to siblings. Others are waitlisted and enrolled as and when vacancies arise

AIM

At Leaders Private School, we aim to establish a positive and inclusive partnership between families and the school staff, enabling each child to settle into school quickly and happily. This policy sets out clear admission procedures for children at LPS.

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

Admission is open to students of all nationalities 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 Arab nationalities are eligible for Kindergarten & Grade 1&2 will also be considered eligible, depending upon the availability of seats.

ADMISSION PROCEDURE

- All application forms to be duly filled by Parents / Guardians with correct information. Incomplete forms will not be considered.
- Written test is mandatory from Grade 6 to Grade 9 & Grade 11 class. Admission to KG1-Grade 5 classes is based on verbal skills and previous year / term mark statement.
- For admission in Grade XI, Grade IX and Grade X mark sheet 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.

RULES FOR CERTIFICATE ATTESTATION

LOCAL TRANSFER:

FOR KG2 TO GRADE IX

- Students transferred within Sharjah from one school to another. The student needs to submit the Transfer Certificate and Mark sheet signed by the Principal along with the school seal.
- Students transferred from the other emirates, should 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. The student needs 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, should submit the attested Grade X Mark sheet from the respective Educational Zone along with the Grade IX Mark sheet and Transfer Certificate duly attested by the School authorities.

TRANSFER FROM OUTSIDE UAE:

FOR KG 2 TO GRADE 9

Students transferred from India, shall not be admitted without an original attested school leaving certificate/ transfer certificate (details as given below) and original mark sheet which should be attested by the school authorities.

- 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.

Students transferred from GCC countries should submit the attested Transfer Certificate from the Ministry of Education of the respective country along with the mark sheet attested by the School authorities.

FOR GRADE 11

- Students for admission in Grade XI coming from India, the mark sheet of Grade X should be attested as per the attestation details mentioned above. Transfer certificate and Grade-IX-mark sheet should be attested by the school authorities.
- Students transferred from GCC countries should submit the attested Mark sheet from the Ministry of Education from the respective country along with the Grade IX-mark sheet & TC attested by the School authorities.

WITHDRAWALS:

The parent who wish to withdraw his / her ward from the school, can apply for T.C Online.

(available on school website.)

STUDENT OF DETERMINATION

Leaders Private 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 Inclusive 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. No student is refused admission based only on their experience of SEND.

Children with special needs will be considered for admission on an equal basis with all other children according to the criteria set out in the school's admission policy taking into account the suitability of the child to mainstream education and availability of resources and facilities to meet that child's needs.

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 "Inclusion Policy" of the School available in the school's website.
- Sign the Parent- School contract on taking admission to the school. (contact is available in the school's website).

MONITORING AND REVIEW OF POLICY

The implementation of procedures will be regularly monitored and reviewed by the school Principal & Senior Leadership Team. The progress, challenges, difficulties, achievements, gaps and areas where changes are required are to be reported regularly to the management. The policy should be reviewed every year or whenever there is a major change in the organization or in any relevant legislation.

