



# ADMISSION POLICY

Admission procedure as per the Ministry of Education guidelines	
PERSON RESPONSIBLE	SHEENU MASHARAF
COORDINATOR	SARANYA ANIL KUMAR
REVIEW DATE	APRIL 2025
REVIEWED BY	SHEENU MASHARAF
APPROVED DATE	01 MAY 2025
APPROVED BY	SLT
DATE OF NEXT REVIEW	MAY 2026
RELATED POLICIES	--

Our vision of AL AMEER ENGLISH SCHOOL aims at giving opportunity to all children to accomplish their full potential and develop responsibility, with high quality learning experience in very conducive and congenial atmosphere. The school sets out to develop great scholars, winners of lands, ideal citizens and above all perfect human beings. We encourage all students to realize their true potential.

Our Mission is to develop the ability for critical thinking and fellow feelings. To maintain a rapport among students, teachers and parents. To enhance diversity and unique talents. To instill in our students value based education. To fasten creativity, understanding compassion and courage.

## 1. Introduction :

All students are eligible.

All applicants from grade Kindergarten 2 - 12th grades is required to undertake an admission test which will be marked by staff in school and will influence where a successful applicant is placed within the school.

Placement in all classes will be made by the Principal / Vice Principal on the basis of the child's previous educational record, behavioral issues, the assessment of the school, and by age. Applications for admission can only be accepted when all required documentation is made available to the school.

## **2. Responsibilities:**

The Principal is responsible for ensuring the Admissions policy and procedures are clear, implemented and monitored in the school and that every member of the staff is aware of the contents of the policy.

The Administration Secretary and the Arabic Secretary are responsible for implementing the Admissions Policy on a day to day basis and for ensuring correct procedure is followed which is instructed by Ministry of Education, Ajman Zone. The Admission Process and procedures have been established to make certain that students are appropriately placed, while maintaining the integrity and consistency of school policies and the application process.

## **3. The Inquiry Phase :**

### **Step 1 : Online Registration**

For all grades, Online Registration for admission to the new academic year commences from November/December, each year. In all cases, admission procedures laid down by the Ministry of Education, Ajman Zone have to be adhered to. Details about the School are available on the School's Website. Registration online does not guarantee your child's admission or a seat. Online registration will be available subjected to the availability of seat. The Registrar / Administration Secretary will correspond through SMS/Email to meet Principal with the ward on the given appointment date. The online registration will also be taken as per the age guidelines given by the Ministry of Education, Ajman Zone.

## **Age Guideline For New Admission :**

The Age Criteria approved by MOE for Admission as on 31st March is as follows:

Category	Classes	Age Limit	
		From	To
Kindergarten Section	KG1	4 years	4 years 11 months 29 days
	KG2	5 years	5 years 11 months 29 days
1st level Primary Section	1	6 years	8 years
	2	7 years	9 years
	3	8 years	10 years
	4	9 years	11 years
	5	10 years	12 years
2nd level Primary Section	6	11 years	13 years
	7	12 years	14 years
	8	13 years	15 years
	9	14 years	16 years
	10	15 years	17 years
Higher Section	11	16 years	18 years
	12	17 years	19 years

## Step 2 : Documentation

### 1. Documents to be submitted with the online Registration Form

- (i) Four recent stamp-size photograph of the child.
- (ii) Two set copies of the student's passport with the valid visa of the UAE.
- (iii) One copy of the Birth Certificate in English / Arabic.
- (iv) One copy of the original mark sheet of the last examination passed at the previous school.



(v) Two copies of the Student's EID. (vi) One set copy of Child Sponsor's Passport (With Valid Visa Page) (vii) Students seeking admission to the school from Grade 2 and upwards, are required to submit their original Transfer Certificate/ School Leaving Certificate of the school last attended, IN ENGLISH ONLY, duly attested as per guidelines given below:

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

- (i) For students coming from India: The Transfer Certificate has to be verified by the Board or Education Officer of the Zone / District / Area / CBSE, from where the TC has been obtained.
- (ii) The seal and signature of the Education Officer has to be attested by the Indian Consulate in UAE
- (iii) The Foreign Affairs Ministry of the UAE is required to attest it.
- (ii) If the child has previously studied in UAE, the parents have to attach the School Leaving Certificate from the last studied school in UAE (Northern Emirates eg: Sharjah, Ajman, Umm-Al -Quwain).

**(b) For students coming from Gulf countries other than the UAE, the Transfer Certificate must be:**

- (i) Attested by the Indian Consulate of that country
- (ii) Attested by the Ministry of Education of that country
- (iii) Stamped by the Ministry of External Affairs of that country
- (iv) Stamped by the UAE Consulate / Embassy located in that country

**(c) For students coming from Emirates (eg: Dubai, Sharjah, Ajman):**

- (i) Transfer Certificate should be attested by Ministry of Education.

**(d) Students seeking admission after June 15th for grades KG -1 onwards** are also required to submit the attested Transfer Certificates as mentioned in serial no (vii) (a) and (b) for the class in which the child is currently studying.

Submission of Previous School Records Families are required to submit the previous school records (i.e. Half Yearly mark sheets / Final report card ) of the applicant. The Admission Team is empowered to halt or cancel the admission process if any document is not provided within time frame.

### Step 3 : Entrance Assessment

All incoming students are required to complete an Entrance Assessment in the School in English & Mathematics from KG2 to grade 10.

Grades 12 will be assessed for English, Mathematics & Science/Commerce. Students entering KG-1 will be invited for an interview to determine school readiness by the Principal/Vice Principal.

Students who have cleared the Entrance Assessment will be granted Provisional Admission subject to the :

- (i) Availability of Seats
- (ii) Meeting with the Principal / Vice Principal
- (iii) Age appropriate for the requested year level as per placement policy
- (iv) Successful completion of the previous school year
- (v) Previous school records (transcript, transfer certificate)

#### **Non-Acceptance for Enrolment:**

The school reserves the right to limit student enrolment and/or withdraw student participation at any time.

Non-acceptance of students may occur during the Inquiry Phase or Assessment and Registration Phase, prior to the Enrolment Phase.

Student candidacy or membership can be withdrawn any time before / after enrolment is complete.

#### **(a) Non-acceptance usually occurs because of (not limited to) the following reasons:**

Space limitations (qualified applicants will be put into a waiting pool)

Student is beginning the year after June 15th, not having attended elsewhere.

Notification of Acceptance Families will be notified (SMS or email) in cases of acceptance or non-acceptance for enrolment.

### 4. Enrolment Phase

#### **Step 1 : Enrolment Disclaimer**

The school makes every effort to enroll qualified students who have fully completed the application process and who have met the academic acceptance requirements.

The Governance Team reserves the rights to limit enrolment as well as to exclude students at any time and without notice.

The Governance Team also reserves the right to supersede the enrolment policies and may do so, as it sees fit and/or deems necessary.

Enrolment Priority Students who meet admission requirements may be enrolled on the following priority:

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- (a) Siblings of currently enrolled students
  - (b) Children of staff and administration
  - (c) Ex-students
  - (d) Other students who have completed application procedures and meet entrance requirements.

## **5. Year Placement**

The year placement practice is in place to allow students to continue in the year in which they are currently enrolled or have most recently completed rather than advancing to a higher year after getting approval from the Ministry of Education. A conservative placement is used in order to best serve the educational needs of the student. The school reserves the right to place a student at the year level that best serves the educational needs of the child regardless of the previous year completed or age of the child. If the school feels that year retention is in the best interest of the child, parents will be asked to sign a Retention Form to confirm support of the decision.

## **6. Class Placement**

The goal of the class placements is to create homogenous sections within each year level. Each of the sections will be as balanced and diverse as possible (mother tongue language, Gender, Second language)

## **7. Fee Payment**

All fees are due at the time the acceptance letter is signed and returned by parents.

## **8. Withdrawal Disclaimer**

The school reserves the right to withdraw student candidacy any time before or after enrolment has been completed, especially when student behavior is deemed out of sympathy with the school community standards or when tuition fees have been in arrears for more than three months without a payment agreement in place.

## **9. Monitoring and Review**

This policy has been discussed and agreed by the Principal and leadership team for implementation.