



**INDIA INTERNATIONAL SCHOOL
SHARJAH**

**ADMISSIONS POLICY
2022-2023**



PHILOSOPHY

To support families and the schools and ensure that the admission process is transparent and effective, to meet the needs of all parties

OBJECTIVES

- To support the school's Vision and Mission Statement
- To support parents by enabling them to understand the admissions process
- To support the school by ensuring IIS receive the correct information to be able to respond quickly to applications
- To ensure there is a good match between student and school for the benefit of all parties, so that needs are suitably met
- To support the school by ensuring IIS adhere to UAE law and MOE Guidelines

QUALITY CONTROL

The Policy will be reviewed annually until all PACE GROUP schools are fully operational, with students in all Year Groups represented. The Registrar is responsible for the effective implementation of this policy. The review will be carried out by the Executive Leadership Team.

INTRODUCTION

At IIS, we welcome applications for admission from all families regardless of ethnicity or religion. Once an application is processed, a range of different age appropriate assessment strategies take place and offers are made based on the outcome of these assessments. IIS caters for children with a range of additional learning needs which are considered on a case by case basis. We do not have provision for children with severe or complex special educational needs. Places are offered based on our guiding principle that we are able to meet a child's learning needs to provide the best by every child. Admissions duties are the responsibility of the Registrar, supported by the Admissions coordinator and Phase Leaders (Primary), or Admissions coordinator and Head teacher (Secondary). Any queries regarding entrance or admission should be referred to the Registrar or Assistant Registrar.

APPLICATION AND REGISTRATION PROCESS

An online application can be started by visiting www.iiss.ae and clicking on the respective schools admissions page. The online application must be completed and copies of legal documents as requested within the application process should be submitted in person. This will include the following:



- Copy of child's Passport and Stamped Visa
- Copy of the child's birth certificate, in English
- Copy of child's Emirates ID (front and back)
- Vaccination card copy
- Attested Original Transfer Certificate and Report card (Grade 2 onwards) till 31st May and from 1st June (KG1 onwards). (Attestation details is mentioned below)
- 4 Recent Passport photographs
- Mark sheets
- Bonafide Certificate

Transfer certificate and report card to be attested by:

1. Transfer certificates from India

- a) Ministry of Education (AEO/DEO/CBSE Regional Officer)
- b) Indian Consulate, Dubai
- c) Ministry of Foreign Affairs, Sharjah/Dubai

2. Transfer certificates from other Nation

OPTION 1

- a) Ministry of Education from Concerned Nation
- b) Consulate of Concerned Nation in Dubai
- c) Ministry of Foreign Affairs, Sharjah/Dubai

OPTION2

- a) Ministry of Education from Concerned Nation
- b) Ministry of Foreign Affairs From Concerned Nation
- c) U.A.E Embassy/ Consulate from Concerned Nation

3. Transfer certificates from other Nation

- a) Ministry Of Education from Concerned Nation
- b) Ministry of Foreign Affairs from Concerned Nation
- c) U.A.E Embassy/Consulate from Concerned Nation

4. Transfer certificates from U.A.E

- a) Sharjah- No need of Attestation
- b) All other Emirates Ministry of Education from the Concerned Emirates
- c) If coming from a different curriculum than Indian or Asian- attested Leaving Certificate is required.



YOUR APPLICATION IS NOT COMPLETE UNTIL ALL OF THE ABOVE HAS BEEN SUBMITTED IN PERSON.

Before you begin the application process please make sure for year group eligibility, to ensure you apply for the correct year group for your child's age.

Age Criteria for Admissions

KG 1: The child must be between 4 & 5 years by 31st March of current admission year

KG 2: The child must be between 5 & 6 years by 31st March of current admission year

Grade 1: The child must be between 6 & 7 years by 31st March of current admission year

Once an application has been completed the school Registrar will contact parents to advise further regarding places/assessments available. School places will not be offered until a placement assessment has been completed. All assessments are conducted in English, therefore children must be able to speak English, IIS School has right to refuse any application that does not meet with this requirement.

OVERSEAS APPLICATIONS

The same steps should be followed as in Application and Registration; the documents should be submitted electronically to the registrar of your chosen school. Please see our website (www.iiss.ae) for contact details and more information regarding overseas applications.

WAITING LISTS

If the year group are full and a student is unable to secure place for that academic year, their application can roll over for one more academic year. If in the following academic year they are still unable to secure a place, they will be required to re-apply.

Priority is given in the following order:

- Staff Ward
- Siblings
- Students from other schools of PACE Group.
- Online
- Walk in Students

ADMISSIONS ASSESSMENT

KG1 – KG2

All applicants will be assessed - the parents and child will be invited into school for an assessment. If the child is to enter Kinder Garden 1 or 2, observations on the following will take place: school readiness; language and communication; willingness to explore and play.



Grade 1 and Above

Children entering Grade 1 and above will have written assessment tasks. Reports from their existing school will be reviewed prior to this. In some cases a phone call to the existing school may be required to obtain further information, parents would be informed before this action is taken. Every effort will be made to get as much information about a child before a place can be offered.

If an assessment is successful the child will be placed on the waiting list until a place becomes available.

Should the assessment be unsuccessful, parents will be informed and another chance will get to be completed. If the second assessment is not successful, parents will be informed and removed from the waiting list.

The day may be followed by an interview between the parents/student and the school to determine whether the school is able to meet the learning needs of the child. For admission to secondary school we require the previous year school reports. Grade 7 and above will have an interview with the academic heads.

If the assessment is unsuccessful, the child will be removed from the waiting list.

CONDITIONAL ACCEPTANCE

In some cases the school may offer a 'Conditional Acceptance'. This may be as a result of comments on reports from a previous school, or concerns observed by the person carrying out the test. In such a case, clear conditions and a timeline will be shared with the family, and counter-signed by all present. If these conditions are not met, the school reserves the right to ask the family to remove the child by the specified date.

TERMS AND CONDITIONS

Parents must sign the 'Terms and Conditions' of Admission/offer letter and provide the relevant documentation to conclude the process. An offer must be secured within 10 days of the offer being made. The place must be secured by making a payment of one month tuition fees plus admission fees. If you are offered a place, tuition fees can be paid monthly wise. The tuition fee and admission fee are non-refundable under any circumstances.

TRANSFERRING BETWEEN PACE GROUP SCHOOLS

IIS do not offer inter-school transfers but families are welcome to apply to our other schools if the year group you are requesting is open to admissions.



WITHDRAWING A CHILD FROM IIS

If a child is to be withdrawn from the school, a full term's notice in writing should be given.

In the case of refund and recovery, the school fees will be calculated for the month student has attended the school irrespective of number of days.

The value of the fee per month is calculated by dividing the total tuition Fees by Ten.

This ruling is applied each term.

Prepared on : February 2014

Reviewed on : April 2022

Next Review : April 2023


Dr. Manju Reji
Principal

