

# Admission Policy

## **Documents to be submitted with the Admission Forms**

1. Copy of the student's passport with the valid visa of the UAE.
2. Copies of both parent's passport with the valid visa of the UAE.
3. Six recent photographs of the child (6x4 cm size) .
4. Photocopy of the Birth Certificate in English or Arabic.
5. Photocopy of the original mark sheet of the last examination passed at the previous school.
6. Photocopy of Vaccination Card
7. 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:

### **For students coming from India:**

- The Transfer Certificate has to be verified by the Education Officer of the Zone / District / Area, from where the TC has been obtained.
- The seal and signature of the Education Officer has to be attested by the Indian Consulate in Dubai.
- The External Affairs Ministry of the UAE in Dubai / Sharjah is required to attest it.

### **For students coming from Gulf countries other than the UAE, The Transfer Certificate must be:**

- Attested by the Indian Consulate of that country
- Attested by the Ministry of Education of that country
- Stamped by the Ministry of External Affairs of that country
- Stamped by the UAE Consulate / Embassy located in that country

**B)** for students coming from Emirates other than RAK, the Transfer Certificate should be Attested by the Ministry of education of that Emirate with valid Students Information System

6. 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 5(a) and (b) for the class in which the child is currently studying.

### **Medical Details**

The school insists that every student should possess a valid health card as required by the health authorities.

The department of Health and Medical Service provides the necessary immunisation to the students according to the immunisation schedules followed by them. However, those who do not possess vaccination cards are vaccinated on the basis of their previous medical records, submitted by the parents to the school nurse, with the exception of KG students who are not given vaccination in school.

A copy of the Child's Vaccination Card / copy of the Medical Record from the previous school must be attached to the Medical Dossier, duly filled by the parent and submitted to the Nurse at the time of admission.

### **Procedure for Withdrawal**

There is a specific application form for withdrawal from the school, available with the Registrar/Reception.

Parents are advised to give at least a month's notice to the school authorities while applying for the Transfer Certificate or the School Leaving Certificate.

On collection of the Transfer Certificate, parents are advised to collect the Medical Record of their ward from the School Nurse at the Medical Room.

### **AGE GUIDELINES**

#### **For admissions to KG 1**

The child must be 4 years old by 31st July.

**For admission to KG 2**

The child must be 5 years old by 31st July.

**For Admissions to Grade 1**

The child must be 6 years old by 31st July.

**FREE STRUCTURE 2017-18**

<b>CLASS</b>	<b>DHS</b>
JR.KG	4200
SR.KG	4200
GR: 1	4700
GR: 2	4700
GR: 3	4900
GR: 4	4900
GR: 5	5250
GR: 6	5250
GR: 7	5450
GR: 8	5450
GR: 9	5750
GR:10	6000
GR:11	7350
GR:12	7850

<b>LOCATION</b>	<b>BUS FEE</b>
Nakheel/Shell pump	1750
Mammorah	1750
Mareedh	1750
Joolan	1750
RAK/Corniche	2000
Barerath	2000
Kuwait Hospital Road	2000
Khuzam	2000
Julfar	2500
Kharan	2500
Digdaga/Al Dhaid	2500
Rams	2500
Khor Kor	3000
Jazeera/RAK Ceramic	3000

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