

## Admission Policy

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<b>Target audience</b>	New Students and Parent and all Staff of Amity Private School, Sharjah
<b>Reviewed by</b>	Head Of Admission
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## Admission Policy

### 1. RATIONALE

Amity Private School, Sharjah invites admission to children from age 3 years to 17 years, from Pre KG to Grade XI. The school strives to ensure a safe, caring, and happy environment in which all students can thrive emotionally, academically, and socially.

This admissions policy sets out the admission arrangements for entry into the school.

### 2. AIM

The school aims to provide equal treatment to all, regardless of race, ethnicity, language, religion, gender, disability, or social background. We welcome all children who can benefit from our balanced and well-rounded education and make a positive contribution to the life of the school.

The School recognizes that students with medical needs have the same rights of admission to school as other children.

The school will do all that is reasonable to comply with its legal and moral responsibilities to accommodate the needs of children, including the ones who are differently abled.

### 3. ACCOMMODATION

**Amity ensures to accommodate the following types of TDO students:**

Type of Need	Description of Need
Behavioral, Social and Emotional	Emotional problems such as depression; eating disorders; attention deficit disorder or attention deficit hyperactivity disorder; syndromes such as Tourette's
Physical Disability	Needs wheelchair for mobility
Medical Conditions	Conditions such as asthma, diabetes, and allergies
Expressive language disorder	Problems using oral language - language understanding is likely to exceed ability to communicate with the spoken word
Receptive language disorder	Problems listening or understanding oral language
Global language disorder	Difficulties with both receptive and expressive language
Learning Disabilities	Below average general intellectual functioning often reflected in a slow rate of maturation, reduced learning capacity and inadequate social adjustment
Dyslexia	Difficulty with learning to read fluently and with accurate comprehension despite normal or above average intelligence, including difficulty with Phonological awareness, phonological decoding, processing speed, orthographic coding, auditory short-term memory, and language skills/verbal comprehension
Dysgraphia	Difficulty with written expression, including difficulties with spelling, handwriting, and expressing thoughts on paper
Dyscalculia	Difficulty using numbers and acquiring arithmetical skills

### **3.1. Admission requirements for TDOs:**

- I. Parents must provide full details of any known or suspected circumstances relating to their child's health, allergies, disabilities or learning needs prior to the admissions procedure, at registration, or subsequently before accepting the offer of a seat.
- II. Similarly, if special educational needs or a disability becomes apparent after admission, the school will consult parents about reasonable adjustments to allow the child to continue at the school.
- III. In case it is agreed between the school and parent that a Learning Support Assistant (LSA) would be required, the Parent will be responsible to hire the Learning Support Assistant to accompany the student from the time of joining the school. Refer to the Parent Learning Support Assistant Policy (LSA Policy).
- IV. Admission decisions will be made using fair and objective criteria by Section Head/ Principal.

## **4. ADMISSIONS PROCESS:**

### **4.1. Beginning of the Academic Year:**

**Step 1.** Parents must register online. They will fill in the online application form and submit the same after making a payment of non-refundable registration fee of AED 500.

**Step 2.** Parents are required to submit a passport copy with a valid visa page of the student and both the parents, 6 passport size photos, a copy of the birth certificate, immunization form and a copy of emirates id to the School Registrar.

**Step 3.** For Pre-KG, KG-1 and KG-2 applicants, parents are given a choice of date and time slot for the interactive sessions with the Section Head. Parents can select date and time online or can book an appointment through communication with the Registrar.

**Step 4.** For all other grades, admission tests will be conducted on specific dates. The syllabus for the admission test can be requested from the Registrar through an email.

The duration of the test will be up to 1 hour for Grades 1 to V and up to 1 ½ hours for Grades VI to XI.

**Step 5.** For admission in all grades, both the parents and the child must be present for the interactive session with the Section Head/ Vice Principal/Principal

**Step 6.** Based on the evaluation of the student and upon verification of all the documents .Admission may be granted, denied or the school may place the student on a wait list. In all cases, the parent(s)/guardian(s) will be notified by mail.

The Principal's decision regarding the offer of seat to student is uncontested and final.

**Step 7.** Parents should accept the offer of the seat for the child by paying the Tuition Fees and Transport fees - in case the student would want to avail the school bus facility.

**Step 8.** Before the student begins at APS, parents attend an orientation to get relevant information on the working of the school. Parents can also meet the Class Teacher, Section Head, Vice Principal and Principal.

## **4.2. During the Ongoing Academic Year**

**Step 1.** Parents are required to call the school to check if seats are available in the desired grade.

**Step 2.** If seats are available, parents must register online. They will fill in the online application form and submit the same after making a payment of non- refundable registration fee of AED 500.

**Step 3.** Parents are required to submit a passport copy with a valid visa page of the student and both the parents, 6 passport size photos, a copy of the birth certificate, immunization form and a copy of emirates id to the School Registrar.

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**Step 7.** Based on the evaluation of the student and upon verification of all the documents. Admission may be granted, denied or the school may place the student on a wait list. In all cases, the parent(s)/guardian(s) will be notified by mail.

**Step 8.** Students will receive all the relevant information and documents before joining the school.

## **4.3. Out-of-Station Students**

- I. The school considers out of station students for admissions based on their last report card.
- II. The Transfer certificate should be submitted to the School Registrar along with other documents.
- III. Admission will be considered provisional till all other admission formalities are completed.

## **5. ENTRANCE ASSESSMENTS**

Applicants are assessed for academic and social readiness during the admission process to determine eligibility for enrolment.

The admission tests will assess the prerequisite knowledge and skills for the grade to which the student is applying to.

### **5.1. Student applying to Pre KG, KGI and KGII**

Students and their parents will meet with the Principal/ Vice Principal/ Section Head for an interactive session. The interaction sessions are pleasant and non-intimidating. Children participate in a structured

play session with activities designed to determine their developmental and social readiness for kindergarten.

### **5.2. Primary School (Grades 1 to V)**

Primary school applicants will be required to appear for Entrance Test in English and Mathematics followed by an interactive session with the Section Head.

### **5.3. Middle School and Senior school (Grades VI to XI)**

Middle School and senior school applicants will be required to appear for Entrance Test in English, Science and Mathematics followed by an interactive session with the Section Head/ Vice Principal.

### **6. OTHER IMPORTANT POINTS:**

- I. Parents have the prime responsibility for their child's health and MUST provide the School with information about their child's medical condition on admission.
- II. The offer may be open for acceptance for a limited time only (two weeks). Failure to which may result in the offer being withdrawn.
- III. The Registration Fee is not refundable if :
  - (a) Student does not take up a seat at the school
  - (b) If parents withdraw the student
  - (c) Student is expelled from school due to disciplinary action
- IV. The school will not admit more students than it is designed to accommodate.
- V. Qualified applicants are accepted, pending applicants will be placed on a wait list. If space becomes available, applicants on the wait list will be invited to enroll. Siblings on the wait list will be given priority. After siblings, selection will be on "first-come, first-serve" basis.
- VI. If, in the opinion of the school, a child is not flourishing in the school environment because of a previously known but not disclosed difficulty an alternative educational experience may be suggested.

## 7. AGE CRITERIA AS ON 31<sup>ST</sup> MARCH

Grade	Age as on 31 <sup>st</sup> March
Pre KG	Completes 3 Years
KG1	Complete 4 years
KG 2	Complete 5 years
Grade 1	Complete 6 years but not more than 8 years
Grade 2	Complete 7 years but not more than 9 years
Grade 3	Complete 8 years but not more than 10 years
Grade 4	Complete 9 years but not more than 11 years
Grade 5	Complete 10 years but not more than 12 years
Grade 6	Complete 11 years but not more than 13 years
Grade 7	Complete 12 years but not more than 14 years
Grade 8	Complete 13 years but not more than 15 years
Grade 9	Complete 14 years but not more than 16 years
Grade 10	Complete 15 years but not more than 17 years
Grade 11	Complete 16 years but not more than 18 years
Grade 12	Complete 17 years but not more than 19 years

## 8. Documents Required to Complete the Admission Process

- Application form.
- Passport copies of both the parents and child.
- Emirates ID copies of both the parents and child.
- Passport size photograph of both the parents and the child.
- Current school reports/ grades for current and previous year.
- Birth certificate copy.
- Vaccination record.
- Attested Transfer Certificate (Grade 2 onwards).
- Recent assessment report for TDO students.
- Medical form of the student.