ADMISSION POLICY

Implemented   : April 2014

Reviewed   : May 2021

Next Review   : May 2022

Compiled by: SLT & SMT/Registrar
Approved by: Ms. Asma Gilani, Principal & CEO

ADMISSION GUIDELINES

In all cases, admission procedures laid down by the Sharjah Private Education Authority (SPEA) have to be adhered to. Admission guidelines are as per current regulations (applicable for academic year 2021-2022) and are subject to change.

PLEASE NOTE THE FOLLOWING CAREFULLY:

1. A student is admitted in KG1 if she completes four years of age before the 31st of July of the year in which she has been admitted.

2. A student is admitted in KG 2 if she completes five years of age before the 31st of July of the year in which she has been admitted.

3. A student is admitted in Grade1 if she has completed six years of age and does not exceed the age of eight by the 31st of July of the year in which she has been admitted. (2 years' age bracket is implied for all Grades).

4. If the student is coming from same curriculum the transfer/ admission should take place within the first month of the academic year.

5. Applicants are not allowed to have a gap of more than a month in schooling. In case there is any health/ personal reason for the gap then supporting documents will be required to seek approval from SPEA.

6. Students coming from non-Indian curriculum can be admitted only in the month of June, subject to availability of seats.

   - For admission in Grade 9-12 prior approval from SPEA will be required.

   - If the student is coming from a different curriculum with TC showing **Year instead of Grade** then the admission will be done for 1 lower Grade due to the difference in age criteria and Grade system.

It is mandatory to submit the following documents for admission:

1. Duly attested Transfer Certificate & Final result with School stamp and Principal's signature of the last Grade (except for KG1, KG2 & Grade1 if they have never attended any school within the UAE) for admissions at the beginning of the academic year.

2. Admissions for all Grades done after 31st May including KG1, KG2 & Grade 1 will require a duly attested Discontinued / Running TC and the Final result of the Previous Grade and 1st Term / Periodic Test Result of the current Grade with school stamp and Principal's signature.

3. Duly attested Transfer Certificate & Final Result with school stamp and Principal's signature of the last two grades for registration in Grade 10,11 & 12

4. Applicant's birth certificate in English/Arabic. (2 copies)

5. Immunization certificate (2 copies)

6. Applicant's valid passport (minimum 6 months validity).

   All 3 pages, 1st & last page of the passport and the visa page to be on the same side of a single sheet as per MINISTRY requirement. (3 copies)

7. Valid residence visa of the applicant (minimum 6 months validity)

   (3 copies)

8. Emirates ID card of the applicant (minimum 6 months validity). Both the sides of the card to be copied on the same side of a sheet. (2 copies)

9. Parents' valid passport & Emirates ID Card (2 copies each)

10. Applicant's recent photos (not older than 3 months) with white background (4cm x 6 cm) (4 photos).

Admissions can be given only upon submission of required documents duly attested as mentioned below:

For students coming from India/ any other country outside Gulf:

Transfer Certificate must be attested by the District Education Officer in India or Equivalent/relevant Authority(in the country the applicant is coming from); Indian Consulate in Dubai/ Consulate of the country the applicant is coming from and the Ministry of Foreign Affairs, Sharjah. KG1, KG2 & Grade 1 new admissions are required to submit the same if admitted after the 31st of May.

Result must have the school stamp and Principal's signature on the original.

For students coming from Gulf countries other than the U.A.E.:

The Transfer Certificate and Result should be attested by the Ministry of Education of that country.

Students coming from within the U.A.E.:

The original Transfer Certificate / School Leaving Certificate (Arabic) of the school last attended, duly attested by the Ministry of Education/KHDA (Dubai) & ADEK (Abu Dhabi) and the Result of the previous Grade with the school stamp and Principal's signature.

- **Direct admissions to Grades X & XII cannot be given without seeking prior approval from CBSE.**
- **E ID card for all new admissions has to be scanned whenever SPEA initiates the process.**
- **Admissions are subject to availability of seats and the screening conducted in the school.**
- **For complete information pertaining to the school, please refer to the school website**: www.gemsoo-sharjah.com

NOTE:

The Principal reserves the right to refuse admission to any student whose character and conduct or academic performance is not satisfactory.

Withdrawal

- The Transfer Certificate (T.C.) application form is available online.

- Parents may log in to GEMS Parent Portal with the username and password provided to them by the school and apply for T.C.

- Running/ Discontinued TC takes a week to 10 days after the last date of attendance and clearance of dues.

- Promoted TC takes 3-4 weeks after the Open-House, if there are no pending dues. (Subject to SPEA timeline for approving the results & attestation of TC).

- Parents are requested to collect the Medical Record of their ward from the Reception once they receive the TC.

- Due to the ongoing pandemic as per SPEA instructions TCs are being attested online (barcode verification only) and are being emailed to parents