



H.H. Shaikh Rashid Al Maktoum Pakistani School Dubai

Admissions Policy 2022-23

This procedure will be brought to the attention of staff, students and parents at least once a year.

Approval committee

Principal

Senior Leadership TEAM (SLT),

Human Resource (HR)

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1. Introduction

His Highness Shaikh Rashid Al Maktoum Pakistani School Dubai (SRAMPS) seeks to welcome students who would benefit from the education and opportunities offered. Boys and girls are admitted to SRAMPS between the ages of 4 and 18 years. Students, irrespective of caste and creed are accepted and welcomed as part of SRAMPS family. They are trained to grow as responsible and respectful citizens. Admissions philosophy of the school is inclusive in all aspects.

2. School's Approach

We aim to take on a diverse student body that will enrich the school community and work productively to reach their full potential. We welcome students of all backgrounds and do not discriminate based on race, colour, language, religion, ethnic or national origin, association with a national minority, orientation or disability.

3. Linked Policies

Inclusion Policy

Language Policy

4. Admission Criteria

SRAMPS admits students who fulfil the school's academic requirements. Students are selected for admission based on their performance during the admissions test, academic potential and readiness for the school's programme. All students applying to SRAMPS must exhibit age-appropriate social and developmental skills. They must possess good English language skills to access the curriculum.

For all applications, there is a non-refundable registration fee of AED 500.

The application requires details of at least one parent/guardian. We also recognise that a student's performance may be affected by exceptional circumstances such as;

- Ill health
- A disability or specific learning difficulty
- If English is not the first language

We request the parents to inform the school of any exceptional circumstances which may affect their child's performance. The school may request further information such as an educational psychologist's or medical report to make a fair assessment.

- Admission tests take place in February every year for a place in the new academic year starting in April every year. Examination results will remain confidential with the school.

The school will conduct an admission test for the following groups accordingly:

Early Years (LKG to Grade 1)

The following criteria determines entry from 4 years:

- the student is physically, emotionally and socially ready to be in a formal learning environment.
- the student is ready to participate and progress in a multi-cultural and multi lingual environment.

Students for **LKG** are assessed on identifying shapes, colours, alphabets and numbers; hand-eye coordination; hand grip and tracing.

Students for **UKG** are assessed on their knowledge of sorting objects according to height, length, weight, the identification of alphabets and numbers and penmanship.

Grade 1 students are assessed on age-appropriate English, Mathematics and Science concepts with a focus on their penmanship.

Primary and Middle School (Grades 2 to 8)

Students are assessed by selective admission tests covering English, Mathematics and General Science based on the Cambridge curriculum.

- Extra time may be allowed in the admissions test where a current educational psychologist's report is submitted with the admission form. This is to ensure that the child can access the school's programme within the available levels of support.

- Appropriate provision will be made for any other special needs on request. For special individual support, parents may be required to provide learning support assistant for their child.
- An attested transfer certificate (refer pg 5) with a mark sheet from the child's previous school.
- The Section Head will interview students, but this is not a confirmation of admission. The school reserves the right not to interview students based on weak performance on the admission tests and is under no obligation to correspond further concerning such decisions.
- The school retains the right to determine, in its sole discretion, whether to select a student for admission or to re-enroll.
- Admission tests take place in February every year for a place in the new academic year in April every year. Parents must communicate with the school acceptance offer before the start of the term.
- Admission test results will remain confidential with the school.

High School (Grades 9 to 12)

Grade 9 admissions follow the same procedure as of middle school.

- Students must submit an attested transfer certificate (refer pg 5) with a mark sheet from the previous school.
- Students must choose their stream – Science or Arts. The school has the right to change the stream based on the performance on the admissions test and their previous grades.

Candidates seeking admission in **Grade 10**:

- Must submit an attested transfer certificate (refer pg 5) with a mark sheet from the previous school.

Candidates seeking admission in **Grade 11**:

- Must submit an attested transfer certificate (refer pg 5) with a mark sheet from the previous school.
- Internal and external students must showcase their subject knowledge through the entrance exam.
- Streams will be offered to students depending on their previous grades and performance during the entrance exam.

When there are more qualified students as compared to available seats, the school establishes a ranked waiting list on merit. If any seat(s) become available, the school offers the student(s) as per the waiting list based on the overall profile of the student and matching between the needs, qualifications and performance in the admissions test of the student.

6. Admission Documents

Candidates must provide the following documents during admission:

1. Original attested (refer pg 5) School Leaving Certificate/Transfer Certificate (TC) from the previous school
2. Original attested grade sheet/result card (refer pg 5) of the last examination from the previous school
3. 4 passport-size photographs with white background
4. 1 copy of child's Passport with valid visa
5. 1 copy of parent(s) Passport with valid visa
6. 1 copy of child's Emirates ID. *Original Emirates ID required for Ministry Registration*
7. 1 copy of parent(s) Emirates ID. *Original Emirates ID required for Ministry Registration*
8. 1 copy of Birth Certificate for admission in **LKG, UKG and Grade 1**
9. For admission in Grade 11, an attested NOC/Migrations/Equivalence Certificate must be submitted if transferring from a board other than FBISE.

Students from Pakistan/other country must attest the original School Leaving Certificate (TC) of their previous school from the following authorities:

1. Ministry of Education (in Pakistan/other country)
2. Ministry of Foreign Affairs (in Pakistan/other country)
3. UAE Embassy (in Islamabad, Pakistan/other country)
4. Consulate General of Pakistan (in Dubai)*
5. Ministry of Foreign Affairs (in Dubai)*

****TC must be translated to English (if in another language) for attestation in Dubai***

6.1 Age requirement for admission

Age Limit	Grade
4 to 5	LKG
5 to 6	UKG
6 to 7	Grade 1
7 to 8	Grade 2
8 to 9	Grade 3
9 to 10	Grade 4
10 to 11	Grade 5
11 to 12	Grade 6
12 to 13	Grade 7
13 to 14	Grade 8
14 to 15	Grade 9
15 to 16	Grade 10
16 to 17	Grade 11
17 to 18	Grade 12

6. Fees

Registration Fee: AED 500/- (non-refundable)

Admission Test Fee: AED 100/- (non-refundable)

Tuition Fee Structure

LKG to Grade 5: AED 375/- Per Month

Grade 6 to Grade 10: AED 432/- Per Month

Grade 11 to Grade 12: AED 717/- Per Month

*No fee is charged for the months of July and August.

***New admissions must pay the first three (3) months of the tuition fee in full.**

7. Siblings Discounts

Siblings of current students are prioritised if the year group is at full capacity. Sibling discounts are also available as per the approved policy:

- Every third child will be granted a concession of AED 70/- Per Month
- Fourth child and onward will be granted a concession of AED 100/- Per Month

8. Readmissions

Students are eligible for re-registration for the next academic year and in the current academic year unless there are no significant behavioral or disciplinary issues or outstanding fees. Re-admission fees will be charged.

Medical Records

The school requires updated and accurate medical information regarding the student's health, which will be updated in the school clinic. The school clinic will devise policies according to the student's health information.

9. Procedure for Withdrawal

Application for Transfer/School Leaving Certificate must be submitted to the School Administration in writing. Parents are advised to give the School Administration at least a month's notice when applying for the Transfer Certificate/School Leaving Certificate.

On collection of the Transfer Certificate, parents are advised to collect the medical records of their child(ren) from the school nurse at the school clinic.

10. Admission of Students of Determination

The school welcomes applications from students of determination who can engage in quality learning experiences alongside same-aged peers. In the secondary section, the school shall enroll students who are experiencing special education needs and possess the ability to cope with the curriculum requirements.

Parents are advised to provide the school with copies of all medical, psychological and educational assessments for evaluation to determine the best

possible pathway the school can lay out according to the student's needs. These documents are a prerequisite in supporting the school to provide the best education to the student.

Failure to disclose such information, including the deliberate withholding of information, may result in the child not making the expected progress in school.

11. Acceptance of Offers

Once the student has been offered a place, the parents should respond within the deadline and ensure that all documentation is complete. The student's place will be secured only by submitting the required admission and tuition fee by the parents.

12. Class and Set Sizes

Offers are made in the context of the School's general class size. The capacity for each year group will not be exceeded.

13. Responsibilities

14.1 Admissions Office

- To receive, respond to and coordinate all applications and admissions.
- To meet prospective families if required.
- To make recommendations for year and section placement.
- To liaise with the Principal and Section Heads to ensure a smooth application, admission and orientation process.
- To ensure all necessary documentation is submitted and KHDA Parent School Contract is signed.
- To maintain a ranked waiting list on merit.

14.2 Section Heads

- To ensure that students meet the academic admission requirements of the school.
- To liaise with their staff as the admission is considered.
- To liaise with the Admissions Officer before the offer is finalised.
- To ensure the smooth orientation of students on entry.

14.3 Teachers and Subject Heads

- To ensure a smooth start to school by new students.
- To monitor the progress and orientation of newly admitted students.

14.4 Principal

- To ensure that all admission requirements have been followed in letter and spirit and admission has been recommended as per merit.
- To review special admission cases before the final offer is made.
- To monitor the implementation of the admission policy and adherence to rules.
- To ensure that policy and procedures are reviewed and updated as necessary from time to time.

14.5 Inclusion Department

- To meet prospective parents and discuss and evaluate the needs of the students.
- To ensure that the parents provide the school with copies of all medical, psychological or educational assessments or reports before entry to the school as such documents are a prerequisite in enabling the school to provide the best education for the child.
- Devise a learning programme for the child in consultation with the parents, Subject Heads and Teachers.
- Ensure that the child is fully supported and settles well in the new environment.
- To respond to requests for assessment and to comment on the application.
- To undertake assessments as required.
- To monitor the progress and orientation of newly admitted students.