



ABUDHABI INDIAN SCHOOL ADMISSION POLICY

SCHOOL ADMISSION POLICY

Name of Policy

: School Admission Policy

Article No

: 49

Purpose of Policy

: To guideline the procedures for Admission.

Approval for this Policy given by

: Chairman, BOG

Responsibility for its update

: Principal

Policy applies to

: To all those who wish to take Admission in
Abu Dhabi Indian School

Date of Approval

: 01-07-2014 (Amended in April 2017)

Proposed Date of Review

: 01-07-2019

مدرسة أبو ظبي الهندية
ABU DHABI INDIAN SCHOOL

SCHOOL ADMISSION POLICY FOR ABUDHABI INDIAN SCHOOL

INTRODUCTION

Abu Dhabi Indian School, which is a premier community school in the Gulf is providing a world-class education to a culturally diverse student community aged 3 to 15 years old. The school prepares students for the All India School Senior Certificate Exam at the end of Grade 12 based on CBSE curriculum.

Abu Dhabi Indian School is a popular school and competition for places is particularly intense. This means that we limit class sizes and the overall number of children in the school as per the ADEC regulations. Regretfully, this means that we cannot offer places to all applicants.

Admission is open to the children of all communities with Indian Nationality on the basis of merit and subject to the availability of seats for all the classes from KG 1 to Class 5. Class 6 to 12 admissions will be done based on the Entrance Exam conducted by the School. Admissions for Class 10 and Class 12 will be granted only in case of transfers from outside Abu Dhabi.

ALLOTMENT OF SEATS

The total available vacancies are distributed as per the school policy. The distribution is done as follows.

- **Staff Quota:** The staff of Abu Dhabi Indian School can submit application for their own children. They will be granted admission, if seats are available in the respective classes.
- **Siblings Quota:** Siblings of students who are already studying in Abu Dhabi Indian School can apply for admission. Admission will be given by conducting a draw of lots based on the availability of seats.
- **Ex-Student Quota:** Ex- Students can submit application for their children. Admission will be granted to those ex students who have studied in the school at least till class 10.
- **General Quota:** An online registration facility will be provided in the school website for the general public to apply for admission to the respective classes. For Class KG-1 to Class 8, Admission is done based on the draw of lots. Class 9 and Class 11 Admissions will be done based on the Entrance Exam conducted by the School.

PROCEDURES TO BE FOLLOWED FOR SIBLING ADMISSION

- Application form for Sibling Admission will be given to all the students studying in the school in the form of a circular.
- For Admission to KG-1, the child has to complete 3 years and 8 months as on 31st March of every academic year.

- Because of the limitations in the number of seats, admission will be granted based on the Draw of Lots.
- On the Draw Date, once a child is selected in the draw, parents have to pay an Admission fee of Dhs. 500/- in the form of Cheque, failing which the admission stands cancelled. This amount will get adjusted with the first term fees.
- Admission will be cancelled if the child selected in the draw is not having a valid Emirates Id and UAE Residence Visa.
- For Class KG-1 to Class 8, in addition to the allocated seats, 3 students will be put in the waiting list and they will be given admission in case of any admission cancellation or on the availability of seats due to any other reason.

PROCEDURES FOR GENERAL ADMISSION FOR CLASSES KG1 TO CLASS 5

Admission procedures for general public will be announced in the school website. Those who wish to apply for admission in the school can register their child online in the school website within the time frame mentioned in the school website.

- Register the child online in the school website.
- No relaxation in age will be considered for admission to KG1 and Grade 1.
- Registration slip for Admission will be sent to the registered email Id of the parents.
- Because of the limitations in the number of seats, admission will be granted based on the Draw of Lots.
- Parents have to bring a copy of the registration slip to the school and validate it with the school seal on the specified date and put it in the draw box on the specified date.
- On the Draw Date, once a child is selected in the draw, parents have to pay an Admission fee of Dhs. 500/- in the form of Cheque, failing which will cancel their admission. This amount will get adjusted with the first term fees.
- Admission will be cancelled if the child selected in the draw is not having a valid Emirates Id and UAE Residence Visa.

PROCEDURES FOR GENERAL ADMISSION FOR CLASS 6-12

Admission procedures for general public will be announced in the school website. Those who wish to apply for admission in the school can register their child online in the school website within the time frame mentioned in the school website.

- There will be no Draw for Grade 6-12. Admission will be purely based on performance in the entrance examination conducted by the school.
- Dates of the entrance test as well as the syllabus will be published on the school website.
- Register the child online in the school website.
- Registration slip for Admission will be sent to the registered email Id of the parents.
- Parents have to bring a copy of the registration slip to the school to collect the Admit Cards for the entrance exam on the specified date.
- The Entrance Exam will be conducted in the following subjects
 - English
 - Mathematics
 - Science
- The result of the entrance exam will be published on the school website as well as on the School Notice Board based on which Admission is given.
- In addition to the allocated seats, 3 students will be put in the waiting list of all classes and they will be given admission in case of any admission cancellation or on the availability of seats due to any other reason.

DOCUMENTS TO BE SUBMITTED TO THE SCHOOL

- Admission form duly filled in and signed.
- Two recent passport size photographs
- Color photocopy of Passport with valid visa page of the Applicant and the Sponsor.
- Color photocopy of the Birth Certificate attested by the UAE Foreign Affairs and Indian Embassy.
- Color photocopy of the valid Emirates ID / Emirates ID Registration form stamped from the Identity Authority.
- Color photocopy of the Mark sheet with remark PASSED & PROMOTED for grades 2 to 12.

- Original Transfer Certificate.
- If the applicant is coming from India/abroad, transfer certificate should be attested by the competent educational authority of the state in India (Dist. Edn. Off., A.E.O. or Inspector of Schools) & countersigned by Indian Embassy in Abu Dhabi & by the Ministry of Foreign Affairs in Abu Dhabi.
- If the applicant is locally transferred within Abu Dhabi, ESIS No. from previous school should be submitted.
- All the above documents from (ii to vii) should also be scanned and saved in a new USB in JPG format ONLY. The documents should be named and saved individually.

ADDITIONAL INFORMATION

- Registration is NO GUARANTEE for admission.
- All admissions are subject to the approval of ADEC
- No relaxation in age will be considered for admission to KG1 and Grade 1.
- The minimum age for admission to KG-1 is 3 years 8 months, Std. I is 5 years 8 months and so on, completed as on 31st March of the academic year.

