NAME OF POLICY	ADMISSION POLICY
APPROVED BY	PRINCIPAL & DIRECTOR
APPROVED ON	1st APRIL 2025
REVIEWED ON	31st MARCH 2026
NEXT REVIEW	MARCH 2027
RELATED POLICIES	INCLUSION POLICY

1. Admission

AIM:

- The school has an inclusive admissions process, with academic ability, aptitude, and personal qualities being taken into consideration. The principal aim of the admissions policy at Delhi Private School Sharjah is to offer admission to students applying irrespective of social, racial, or religious considerations.
- We have ongoing admissions throughout the year depending on the availability of seats and cut-off dates designated by the Sharjah Private Education Authority (SPEA).

PURPOSE:

- Delhi Private School Sharjah offers the CBSE Curriculum for students aged 3–18 years and offers admission to all applicants who meet the school's admission criteria for the respective grades.

INCLUSION:

- The admission philosophy of the school is inclusive. The school admission policy aims to include students of determination (SOD) or gifted and talented (G&T) students every academic year. Students with special needs are admitted after completing all required admission forms and, in addition to submitting external evaluations, undergoing a detailed assessment as per the requirements of our SOD coordinators. If the school can meet the student's needs and a seat is available in the learning department, admission will be granted.

2. Purpose(s)

To provide assurance that the school operates fairly and appropriately in its decisions about admission, registration, and enrolment. Admission into all grades starting from Pre KG to Grade XII is purely based on merit. The entire application process in school is kept highly confidential.

3. Admission Procedure

The process is structured to ensure transparency and fairness. Applicants must fill out an application form, submit the child's latest school reports, and provide additional documentation as needed. An informal meeting and assessment may also be required. Final enrolment decisions are made by the principal in collaboration with the Admissions officer based on clearly defined criteria.

3.1 ADMISSION CRITERIA

1. The school admits students regardless of religion, caste or creed, provided that, in the school's opinion, they will benefit from the academic, personal, and social programmes offered by the school.
2. The school takes its responsibility for each student's academic, social, and personal growth seriously. To meet the student's needs and support his/her transition to our school, we need complete information on previous academic experience and pastoral welfare.

3. Complete and correct information should be entered in the application form, failing which the school has the authority to cancel the admission at any point.
4. It is mandatory that the child clears the entrance test in order to secure admission.
5. The school admits children with special needs who are initially evaluated by the school's 'Special Educators' to assess the ability of the child.
6. The school strictly adheres to the rules and regulations laid down by SPEA in all matters related to school admission.
7. The child's previous curriculum is taken into consideration, as well as limitations with regard to transfer dates for local transfers and transfers from other countries.
8. Following the assessment, the management's decision on whether to offer a place is final, based on all the information gathered.
9. Preference is given to students whose siblings are studying in this school.
10. More children will be assessed than there are vacancies available. As a result, admission is not guaranteed despite assessment and favourable results.
11. Successful students who are not offered seats will be placed on a "selected not offered" waiting list, and the school will contact the parents when a vacancy arises.
12. Children on VISIT VISA are not eligible for admission
13. All admissions are subject to approval by SPEA.
14. **Students with Chronic Diseases are** accepted with necessary **support provisions** (e.g., diabetes or epilepsy).

3.2 APPLICATION

As laid down by SPEA, the school strictly abides by the number of students defined for each class.

Pre-KG

- Age criteria of the child should be between 3 years to 3 years 11 months on 31st of March of that academic year.

KG I

- Age criteria of the child should be between 4 years to 4 years and 11 months on 31st of March of that academic year.

Grades KG II – Grade XII

- Age criteria of the child should be strictly followed for all grades as per SPEA guidelines.
- Admissions open when vacancies arise from withdrawals and cancellations.
- Admission to Grade XI is based on the pre-board results of Grade X and the final examinations of Grades IX and X.
- Admission to Grades X and XII are considered subject to vacancy.
- The school also gives preference in admission to certain categories:
    - Sports
    - Sibling
    - Staff Child

Students of Determination-

The school's admissions policy reflects its mission and commitment to inclusive education, equal opportunities, and respect for the individual needs, abilities, and potential of every student.

The school is committed to inclusive admissions for Students of Determination (SOD) and Gifted and Talented (G&T) students. Admission is subject to completion of required documentation, submission of relevant external assessments, and evaluation by the Inclusion Team, based on the school's capacity to meet the student's needs and the availability of a suitable place.

- School promotes inclusive education, equal opportunities, and respect for every student's individual needs and abilities.
- The Inclusion Team reviews applications, school reports, assessments, and relevant professional reports to identify individual needs and support requirements.
- Decisions consider the student's needs, availability of places, and the school's capacity to provide appropriate support. Special educational needs or disabilities alone shall not constitute grounds for refusal.
- The school does not diagnose medical or developmental conditions. Parents may be requested to obtain assessments from qualified external professionals.
- Support may include a Learning Support Assistant (LSA) or external specialist services. All conditions for specific intervention must be agreed to by the parents upon acceptance of the admission offer and put into place after admission.
- Students of Determination (SOD) are treated fairly and respectfully, without discrimination based on their needs or disabilities.
- The school promotes access to the mainstream curriculum and school activities through differentiated teaching, reasonable accommodations, and individualised support in consultation with parents and relevant professionals.

3.3 REGISTRATION

PRE KG -KG I:

- An SMS or email is sent to the parent with the date and time of the online or onsite interactive session.

KG II to Grade IX:

- Parents are informed of the entrance test dates by email and are required to complete the registration on the given dates by submitting the required documents.

Registration does not in any way guarantee the admission of the applicant.

3.4 Entrance Exam

PRE KG-KG1:

No entrance exam is conducted for pre-KG or KG1. Parents and students attend the interactive session to ascertain the child's readiness for school.

KG II - GRADE-10

The school conducts entrance examinations for all registered applicants, and eligibility for admission is based on their performance. All admissions are at the discretion of the management.

- **KG II – Grade 2**: Based on **ENTRANCE TEST** in Literacy, Numeracy and General Awareness.
- Grades **III – IX**: Based on **ENTRANCE TEST** in English, Mathematics, Science and General Awareness (History, Geography and general knowledge).

✓ The exam will test candidates' competency in areas such as analytical ability, numerical ability, comprehension, and general awareness.

✓ The questions will be age-appropriate, based on the minimum required knowledge gained by the student at a particular age, irrespective of any curriculum.

GRADE 11

Shortlisted candidates will be called for an interview subject to availability of seats.

3.5 ENROLMENT

Upon clearance of the entrance test, the parents of selected students are informed of the payment details required to confirm their child's admission to the school.

WITHDRAWALS

- Withdrawal application will be considered complete only after submission of the TC form and clearing all dues. No email or other communication will be accepted as a withdrawal request.
- Continued/Mid-Term TCs: Processing of the Transfer Certificate begins on the day after the last date of attendance mentioned on the TC form. Once the student has been withdrawn from the school and SPEA records, the parent is asked to apply for the TC on the SPEA portal.
- End of Academic Year TCs: Such requests shall be processed after the final exams and upon approval of the final exam results by SPEA, **EXCEPT for Grades 10 and 12.**
- TC requests for Grades 10 and 12 shall be processed after the CBSE results are declared and approved by SPEA.
- *School Management reserves the right to hold the TC for non-compliance of the above points.*

4. STRIKE OFF

- If a child is absent for an extended period without intimation, or remains absent beyond the approved leave period, the school can STRIKE OFF the child's name from the school records as per SPEA rules and regulations.

5. ADMISSION CANCELLATION

The school can also cancel admission under the following conditions:

Pre-KG -Grade XII

- If the parent furnishes incorrect information regarding age at the time of submission of the form (as per SPEA directives).
- Non-submission of valid legal documents.
- Submitting false documents of the student (e.g., report card, Transfer Certificate, legal documents).