



مدرسة الشارقة الدولية الخاصة  
SHARJAH INTERNATIONAL PRIVATE SCHOOL  
LLC / S.P  
ذ.م.م / س.ب

# Admission Policy – MOE Curriculum

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Admission relates to the process by which places are allocated to applicants who are not enrolled in Sharjah International Private School. The school is committed to high academic standards of wellbeing and development of all students in a common learning environment. The inclusive ethos of the school welcomes children and ensures that there are meaningful learning opportunities for all groups of students.

### **Aim**

- Our aim is to take on a diverse student body who will enrich the school community and work productively to develop their full potential.

### **Purpose**

- To impart high quality education in line with the school Mission and Vision statement.
- To develop qualities such as compassion, tolerance, respect for the rights and cultures of all people, and the development of environmental responsibility in our students.
- To equip students with leadership qualities to meet the global challenges of the 21st century.
- To foster an atmosphere of academic excellence, intellectual inquiry, critical thinking, and innovation.

### **Admission Process**

- Kindly refer to the school website \_\_\_\_\_ for all important details regarding admissions.
- Parents must fully complete the online application form with all the relevant documents.



- Only completed applications are processed.
- It is essential for the applicants to possess age-appropriate English language skills to enable them to access the curriculum.
- Age related admission assessments are conducted for all applicants to establish the level of English, Mathematics to ensure that the child will be able to access the school's program.
- Admission is subject to availability of seats and submission of the applicants School Leaving Certificate from the previous school attended.
- Once the capacity of the year group is full the applicants are placed on a waiting list in order of submission of the application. If any openings occur, the school decides the candidate(s) in order of the waitlist to offer a position based on the overall profile of class and the match between the needs and qualifications of the student with the needs of the school.
- Admission is subject to approval by SPEA. No provisional admission will be granted.

### Placement by age and relevant documentation

Year group placements are made according to the age limit set by the SPEA. Details of the documentation required are mentioned on the school website.

### Age Guidelines for Admission MOE Curriculum. (As of August 31<sup>st</sup>)

Class	Age
Grade 2	6 years
Grade 3	7 years
Grade 4	8 years
Grade 5	9 years
Grade 6	10 years
Grade 7	11 years
Grade 8	12 years
Grade 9	13 years
Grade 10	14 years
Grade 11	15 years
Grade 12	16 years



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### **Applicants for admission to Grade 2**

Special arrangements are in place for admitting and assessing students starting the following school year in Grade 2. All applications (inclusive of siblings) for a place in Grade 2 must be made before the specified deadline.

Students are assessed according to the schedule which is notified well in advance.

Assessments for Grade 2 are based primarily on observation of the child at play, engaging her/him in conversation to observe:

- Social and emotional readiness to comfortably adapt to the school's learning environment.
- Level of fluency in English at an age-appropriate level to access the curriculum.
- Level of age expected physical development (fine and gross motor skills).

### **Admission to Primary and Secondary (Grade 2 to Grade 10)**

Admission assessments are conducted for Math and English, for all applicants to establish their level to ensure that the child will be able to access the school's program.

### **Admission to Higher Secondary (Grade 11 & Grade 12)**

Placement to Advanced Subsidiary level is solely based on the attainment at Grade 10.

The student must have studied the relevant subject area selected for Grade 11 and Grade 12 Level.

### **Admission of Students of Determination (SODs)**

Sharjah International Private School offers an inclusive approach to education in line with [the Dubai Law No.2 \(2014\)](#) and [the Executive Council Resolution No.2 \(2017\)](#).



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- To understand individual needs and to support SODs, we encourage parents to provide the school with complete information regarding previous academic experience, formal assessments if present. So, we can determine the best possible pathway within the existing level of provision.
- The school has appropriate procedures in place to assist identification of Students of Determination on entry.

### **Admission to Emirati Students**

The school gives priority to Emirati Students in all year levels as long as they meet the school's admissions criteria.

### **Acceptance of offers.**

Once the applicant has been offered a place, the parent should respond within the given deadline and ensure that all documentation is complete. The seat can only be secured on submission of the required non-refundable deposit which is adjusted in the Term One fee.

### **Class and set sizes.**

Offers are made in the context of the school's prevailing class size policy. Capacity for each Grade should not be exceeded.

### **Responsibilities Admissions**

#### **Office**

- To receive, respond to and co-ordinate all applications and admissions.
- To meet prospective families if required.
- To make recommendations for year and section placement.
- To liaise with the Principal and Heads of School to ensure a smooth application, admission, and orientation process.
- To ensure that all documentation necessary is submitted and SPEA Parent school contract is



signed.

- To maintain a ranked waiting list.

### **Registrar/Arabic Liaison Officer**

- All new admissions must sign the SPEA Parent School Contract.

### **Heads of School**

- To liaise with the Admissions Officer.
- To ensure smooth orientation of the student on entry.

### **Coordinators and subject leaders**

- To monitor the progress of newly admitted students.
- To assist the newly admitted student in the settling process.

### **Principal**

- To ensure that policy and procedures are reviewed and updated as necessary from time to time.

### **SEND/CO/Head of Inclusion**

- To meet prospective parents.
- To encourage parents to provide the school with copies of all medical, psychological, or educational assessments or reports before entry to the school as such materials are a prerequisite in enabling us to provide the best education for the child.
- Assign a Special Educator to 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 application.
- To undertake assessments as required.
- To monitor the orientation and progress of newly admitted students.



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### Addendum to Admission Policy

#### **Admissions Process**

Sharjah International Private School is an inclusive school committed to high academic standards, wellbeing and development of all students in a common learning environment. The meaningful learning opportunities for all groups of students enable them to fully achieve their potential and feel valued for their contributions.

#### **Age guidelines for admission:**

Students must have attained the following minimum ages on 1st of September of the academic year of entry:

Year Group	Age
Grade 2	6 years
Grade 3	7 years
Grade 4	8 years
Grade 5	9 years
Grade 6	10 years
Grade 7	11 years
Grade 8	12 years
Grade 9	13 years
Grade 10	14 years





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Grade 11	15 years
Grade 12	16 years

### How to apply:

**Step 1:** Register your interest online

**Step 2:** Check your email for an email from [admissions@pristineschool.com](mailto:admissions@pristineschool.com). In case you are unable to find the email in your inbox please check your spam and junk folder.

**Step 3:** Please follow the instructions in the email and submit the student application form along with all required documents. The school generally witnesses a high demand for admissions and applications once received are placed on the waitlist. You may check with the admissions office on the size of the waitlist.

**Step 4:** Once seats are made available, applicants will be shortlisted and scheduled for an assessment.

**Step 5:** Applicants with successful assessments shall be notified by the admissions office and provided their placement offers. The offer letter shall allow 1 week to submit the due admissions fees along with any pending documents.

### Mandatory Documents at the time of submitting the application:

- Student Photo, Passport Copy and Birth Certificate
- Primary Contact Passport Copy

### Recommended Supporting Documents:

- Student UAE Residence Visa, Emirates ID,
- Primary Contact UAE Residence Visa and Emirates ID
- 3 Secondary Contact Passport Copy, UAE Residence Visa, and Emirates ID
- Relevant Medical Report of any known or special circumstances of the student (if any)
- Diagnostic Testing or Educational Assessment for Special Needs (if any)



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- Grade 2 Admissions – Evidence of Nursery Attendance
- Grade 2 – Grade 10 – Vaccination Card Copy
- Grade 3 to Grade 12 Admission – End of Term/Year School Report
- Grade 3 to Grade 12 Admissions – Attested Transfer Certificate, Attested Report Card or KHDA/SPEA Transfer Certificate
- Grade 3 to Grade 9 Admissions – Most recent CAT 4 results
- Grade 4 to Grade 12 Admissions – Conduct Certificate
- Grade 12 Admissions – Board Examination Results

### Assessment Criteria:

Assessments are benchmarked against minimum performance criteria in addition to a comparative review of the pool of applicants.

Assessments for Grade 2 are based primarily on observation of the child at play, engaging her/him in conversation to observe communication skills, social development, manners, and physical development.

Assessments for Grade 3 and above include English and Math. Arabic language skills are assessed for students who shall be transferring from a UAE school.

For Admissions to Grade 8 to Grade 11, Assessments for English, Mathematics and the subject opted for in the Board Examinations.

Outcomes of applications and assessments are final and not subject to review by the school.

### Admission Policy

To view the Sharjah International Private School Admission Policy please click [here](#).