



IDEAL ENGLISH SCHOOL ,RAK

ADMISSION POLICY

POLICY NAME	ADMISSION POLICY						
APPROVAL AUTHORITY	PRINCIPAL	ADOPTED	APRIL 2023	REVIEWED	JANUARY 2024	NEXT REVIEW	JANUARY 2025
RESPONSIBLE OFFICE	REGISTRAR	REVISED	”	”	”	”	”
RESPONSIBLE OFFICE	ADMISSION OFFICE	AVAILABLE	In the Library , Website				

A detailed admission procedures define the step by step implementation policy.

RATIONALE :

Rationale IES School has formulated this Inclusive Education Admission policy in compliance with the MOE Inclusive Education Policy Framework to provide information about the procedures and standards necessary for the improvement of inclusive education. It is also intended to inform entity specific directives, so that every day, in every classroom, all students, including those identified as experiencing special educational needs and disabilities, will learn and achieve in a safe, supportive, engaging and appropriately challenging common learning environment. Within such a setting, their personal, social, emotional and academic needs are fully met.

AIMS & OBJECTIVES :

To provide students with determination to take admissions in our fully inclusive school. IES school management maintains zero rejection policy in admission process of students with determination or other student categories like SOD, LA, MA, HA, Gifted and Talented etc. Admission is open for all types of learners and the facilities and resources are created to meet the individual learner’s needs.

Admission Regulations:

AS PER MINISTRY OF EDUCATION

1. A student is admitted in KG 1 if he/she completes four years of age before the 31st of March of the year in which they have been admitted
2. A student is admitted in KG 2 if he/she completed five years of age before the 31st of March in which they have been admitted
3. A student is admitted in Grade 1 if he/she has completed six years of age and does not exceed the age of eight by the 31st of March of the year in which they have been admitted.
4. Transfer should take place in the first month of the academic year from the school, the student is coming from, follows the same curriculum
5. Students transferring from outside the country must be enrolled in his/her current school and cannot have been absent more than a month.
6. Students coming from within the UAE have to get the SIS Number from current school.
7. Students coming from non-Indian Curriculum can be admitted only in the month of June. Subject to availability of seats.

Grade	Age Requirement	Process
KG - 1	Must complete 4 years by 31st March.	Interaction - with student and both parents.
KG - 2	Must be 5 years by 31st March.	Interaction - with student and both parents
Grade 1	Completed 6 years by 31st March	Written test and interaction Student along with parents.
Grade 2 to 9	Passed and promoted TC (attested) and last mark statement from previous school	Written test and interaction - Student along with parents

NOTE:

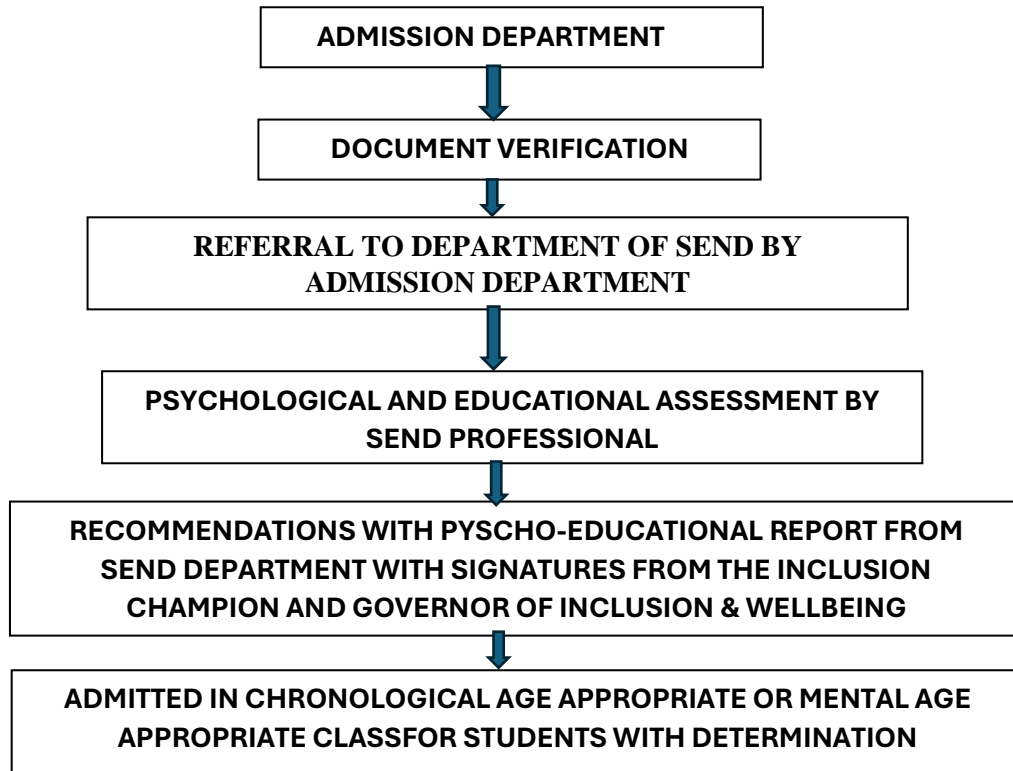
1. No age relaxation, on any ground, will be possible for admissions to KG-1, KG-2 & Gr 1
2. Admission Test, in all applicable cases, will be conducted on English Science and Mathematics subjects (multiple choice objective type).

Admission Procedure:

- Submit online Admission Registration Form (www.iesrak.com). School will get in touch with you at an appropriate time with details of further procedure and timings.
- Appear for the admission test or/and interaction on the date which will be fixed and intimated by school well in advance.

- If your ward succeeds in securing admission, pay the Registration Fee for reserving the seat up to a limited period. Registration fee paid is non-refundable

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Documents Required:

It is mandatory to submit the following documents for admission:

1. Duly attested Pass Certificate & final result of the last Grade (Except for KG1, KG2 & Grade 1) for admission in the beginning of the academic year.
2. Applicant's birth Certificate copy.
3. Vaccination Certificate
4. Applicant's valid passport (minimum 6 months validity). All 3 pages 1st and last pages of passport and the Visa page to be on the same side of a single sheet as per MINISTRY requirement.
5. Emirates ID Card of the applicant (minimum 6 months validity). Both the sides of the card to be copied in the same side of a sheet (2 Copies)
6. Parent's valid passport and Emirates ID Card (1copy)
7. Applicant's recent photo (4 cm X 6 cm) (4 photos)

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

For students coming from India:

Transfer certificate and Result issued abroad (Outside the UAE) must be attested by the District Education Officer in India, or relevant authority; Indian Consulate in Dubai and the Ministry of the foreign Affairs KG1. KG2, Grade 1 new students are required to submit the same if admitted after 31st of May.

For Student coming from Gulf countries other than the UAE:

The transfer Certificate and Result should be attested by the Minister of Education of the Country, its Embassy in the UAE and Ministry of Foreign Affairs

Students coming from within the UAE: are required to submit the original transfer Certificate/ School Leaving Certificate (Arabic) of the school last attended, duly attested by the minister of Education and the Result of the previous Grade

Direct admission to Grade X & XII will not be given:**Withdrawal:**

The Transfer Certificate (T.C) application form is available in the school office. Parents are requested to collect the Medical Record of their ward from the Medical room after collecting T.C

ADMISSION FOR STUDENTS WITH SPECIAL NEEDS :

Students with mild and moderate Special Needs will only be admitted as per their age group and grade sequence in accordance with MOE guidelines. If any extra support is required/provided school may charge an additional fee, which will not exceed 50% of the approved grade fee, from the Parents.

ADMISSION PRIORITIES: If there are more requests for admissions than available places, will be as follow below order of preference:

1. Children of School staff.
2. Students with siblings already in the School.
3. Students who attended the School in the previous year and left due to emergency.
4. Students who live near the School



Dr Prasanna Bhaskar

Principal

Date of Review : January 2024

Next Review : January 2025