



# Positive Admission Policy

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*Reviewed on September 2016*

# POSITIVE ADMISSION POLICY

## Introduction

The school is a private, co-educational day boarding school that offers a holistic learning programme for students of KG I to Grade XII. The school follows the curriculum laid down by the CBSE Board. We ensure to deliver a high quality education for the diverse, expatriate community in the UAE.

JSS Private School accepts registration at all times during the school year through our Admissions Office. We admit students of any nationality who demonstrate that they will successfully cope with our academic programme and contribute positively to the school. At the start of the academic year, the Principal, Senior Leadership Team and Senior Administrative Officer meet with parents and students for a detailed orientation.

While we try to accommodate as many students as we can, there are constraints concerning limitations of numbers in each class. Preference is given to siblings. The rest are put on a waiting list and informed as and when vacancies arise. Due to the transient nature and sometimes uncertain nature of the working population in Dubai, exceptions are made where necessary.

In rare cases, a conditional/provisional offer may be made with parents clearly understanding the nature of the conditional offer.

In all cases, admission procedures are laid down by the Ministry of Education.

Central Board of Secondary Education, India.

Term 1: April - September

Term 2: October - March

Medium of Instruction: English

All students from Grade KG 2 to Grade 9 are required to learn Arabic as per UAE law. The school provides Islamic Studies for Islamic children as per UAE law.

Grade Levels

JSS Private School places students in age-appropriate grade levels.

<b>Grades</b>	<b>Age (by July 31<sup>st</sup> for same year)</b>
KG1	4
KG2	5
Grade 1	6
Grade 2	7
Grade 3	8
Grade 4	9
Grade 5	10
Grade 6	11
Grade 7	12
Grade 8	13
Grade 9	14
Grade 10	15
Grade 11	16
Grade 12	17+

<b>Admission Process</b>
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**Introduction -**

The admission process has been designed to make certain that students are appropriately placed in the school, while maintaining the integrity and consistency of the school programming and policies. Proper placement will ensure that those students admitted have a higher probability of a successful learning experience. The Admissions Team is committed for working together with families in determining the educational placement that is best for each student.

Admission process consists of 3 phases -

Phase 1: Inquiry

Phase 2: Assessment & Registration

Phase 3: Enrollment

## **1. The Inquiry Phase –**

Prospective families are invited and encouraged to visit the school, whenever possible to experience for themselves the programming and practices that make JSS Schools a world-class learning community. Our Parent Coordinator will host school tours daily Sunday through Thursday at 11:30am – 2:00 pm on prior appointment.

When visitation is not an option, we trust that families will take the time to thoroughly review our website and fill up the online application forms, once application is filled up, the admission office will revert to the parents with further details.

Parents can contact us directly on the contact number mentioned on the website for inquiries. The application form should be purchased from the Accounts counter before the assessment. Our aim is to help parents' transition from inquiry to enrollment as efficiently as possible.

## **2. Assessment and Registration Phase –**

Placement Assessment -

All incoming students are required to complete a reading, writing, and numeracy assessment from Grade 1 to Grade 12. Students entering Kindergarten will be invited for an observational, practical assessment to determine school readiness. The assessment tools are designed to indicate appropriate grade-level readiness. Students re-entering JSS Schools will be exempted from re-assessment, with documentation of continued education during the absence. Assessment portions for Grade 1 to Grade 12 are updated on the website.

For internal transfers amongst branches, students are exempted from the assessments.

Selected students are informed via email. Parents collect the admission forms from the Administrative Office and submit them, duly filled, along with required documents (as mentioned under the heading documentation)

### Acceptance Qualifications

Student acceptance is based on space availability and consideration of the following:

- Age appropriateness for the requested grade level as per JSS Placement Policy and Ministry of Education requirements.
- Age entry is 4 years old as of July 31<sup>st</sup> in the year of application. The child should be toilet trained.
- Successful completion reports of the previous school year, or favorable mid-term reports.
- Placement assessment results.
- Previous school records.

### Conditional Registration / Acceptance

Students not meeting minimum placement standards or those unable to arrange assessments may be granted conditional acceptance by the division level Principal or the Head of School /CEO. Students will be allowed one term to meet the specific conditions of acceptance.

### **Admission for SEN Students:**

The admission philosophy of the school is inclusive. The students who have special needs are admitted, after the detailed assessment, if the school has the facility to support their special educational needs.

Also, admission to SEN children will be granted based on the availability of the seats at the Learning Centre.

### **3. Enrollment Phase -**

#### Enrollment Disclaimer

The school makes every effort to enroll students who have fully completed the application process and who have met the academic acceptance requirements.

#### Grade Placement

The grade placement policy allows students to continue in the grade in which they are enrolled or have most recently completed rather than advancing to a higher grade. A conservative placement is used in order to best serve the educational needs of the student. Subject to the MOE approval, the school reserves the right to place a student at the grade level that best serves the educational needs of the child regardless of the previous grade completed or age of the child.

#### Class Placement

The goal of the class placements is to create homogenous sections within each grade level. Each of the sections will be as balanced and diverse as possible considering the following student characteristics:

- English language fluency
- Educational needs
- Ability level
- Cultural background
- Mother tongue language
- Gender
- Others

#### Class Size Policy

The teacher-student ratio for instruction in FS1 (KG1) and FS2 (KG2) is 2:25 and in Grades 1-12 is 1:25.

#### Late Enrollment

The school has a rolling admission policy. Students may be accepted as long as there is at least one month remaining in the term, they have current school documents, and provided they are assessed at grade level. Students in Middle School or High School will not be considered for enrollment if more than 20 in-session days have expired in the term, unless they are transferring from another school in which they were in full attendance prior to application with JSS schools. In any case, the Primary/Middle level Principal will make the

final decision in consultation with the Principal/CEO, and after receiving recommendation from the previous Principal.

## Documentation

The following documents should be submitted at the time of admission -

- Admission form duly filled.
- Transfer Certificate from previous school (for Grade 2 upwards) (1 original or attested copy).
- Student Passport copy (3copies with UAE resident visa when available)
- Sponsor/Guardian Passport copy (2 with UAE visa when available)
- Student Birth Certificate copies (3 copies in either English or Arabic)
- Recent student passport photos (8 pp size and 2 stamp size)
- Student Special Education referrals or psychologist reports (2copies)
- Immunization records (for Grade 2 upwards) (original)
- Document translations (if necessary), must be attested for authenticity.

It is a UAE Ministry of Education / KHDA requirement that all documentation must be submitted to the school before any child may attend as a pupil. Parents are asked to complete the JSS Document Submission Form which is a binding undertaking to provide the UAE authorities with documents as requested. All documentation must be written or translated in English before an application can be accepted. Any translated documents should also be attested.

Transfer Certificate:

Every student is required by UAE Ministry of Education Law to produce a transfer certificate from their last school. This is strictly enforced and failure to produce a properly completed certificate, or a legally binding undertaking to produce all the necessary documentation, will result in your child's place being withdrawn. Please discuss your child's transfer certificate requirements with the Registrar, as your country of origin and last school is taken into consideration.

The Certificate must contain the following information -

1. Date of enrolment
2. Year group or Grade placement
3. Date the child left the school
4. School stamp and signature

i) For students coming from Emirates other than Dubai, the Transfer Certificate should be attested by The Ministry of Education of that Emirate.

ii) For students coming from Oman, the Transfer Certificate should be attested by the Ministry of Foreign Affairs and the UAE Embassy located in that country.

iii) For students coming from Gulf Countries other than Oman, the Transfer Certificate should be attested by The Ministry of Education, The Ministry of Foreign Affairs and by The UAE Embassy located in that country.

iv) For students coming from India, from CBSE/ICSE Boards, the Transfer Certificate should be attested by the Education Officer of the area, from where the Transfer Certificate is obtained. The seal and signature of the officers have to be verified by the Indian Consulate in Dubai and the Foreign Affairs Ministry in the UAE.

#### Medical Information

The relevant medical information regarding the pupil should be provided.

1. Information regarding allergies, special medical conditions, etc.
2. Up to date contact details, and emergency telephone numbers for both parents
3. Most recent school report
4. Evidence received all necessary vaccinations. (Please consult your physician if in doubt)

#### Withdrawal Rules

1. One month written notice of intention of withdrawal is to be submitted to the school authorities.
2. The 'Application Form', duly completed is to be submitted at the School Office along with a fee fixed by the Ministry towards the Transfer Certificate after the letter of intent. In case of overseas transfer, an additional fee is to be remitted towards the stamping process of transfer certificate with the Ministry of Education.
3. In case of refund and recovery, the school fees will be calculated as follows:
  - If the student attends school for two weeks or less, a month's fees will be deducted;
  - If the student attends school for period ranging between two weeks and one month, two months' fees will be deducted.
  - If the student attends for more than a month, three months' fees will be deducted.
  - Transfer Certificate will be issued only after all the school dues have been cleared.

#### Strike-Off Rules

A pupil's name will be taken off the school rolls on the following grounds

1. Consistent failure to pay fees on due date. (3 reminders through mail)
2. Absence from school for a period of 30 continuous days without prior permission of the school authorities.
3. Repeated failure in any class for a period of 2 years in succession.
4. For gross misconduct resulting in damage to the fair name of the School.
5. The pupil whose name is struck off the rolls may be considered for re-admission to the School at the Principal's discretion, but may be required to go through all the formalities of new admission.