



Title	:	Admission & Withdrawal Policy
File Name	:	TRAC/ADMIN-AWP/001
Date of Issue	:	1 st April 2024
Next review date	:	31 st March 2025

School Admission & Withdrawal Policy

1. Objective

The purpose of the Admission Policy is to detail the guidelines that are used by the school, to ensure that admissions are fair and transparent. The school follows the procedures laid down by the Ministry of Education, UAE for all admissions, including students with Special Educational Needs. This Policy has been prepared keeping in mind the compliance with Local Ministry rules and CBSE guidelines.

2. Scope

This Policy is applicable to a student who is admitted during the normal Admission Period, as well as for the Mid Term Admissions.

3. Effective: 20th December 2022

4. Admission Process:

Admission for the New Academic Year commences in the month of October (of the previous academic year). Initially, admission for KG1 is open, while admission to other grades depends on the seats availability. Admission to Grades 1 and above is granted based on the performance in the Entrance Test.

STEP 1

- The admission process begins with the Online Registration through the official link on our school website (www.theroyalacademyajman.com.)
- Select 'Online Admission' tab and then click on 'New Admission Form'. The parents have to fill in all the required details in the online enquiry form. They must ensure that all the entries are factually correct.

STEP 2

- The online applications are shortlisted based on availability of seats in the school, fulfillment of age criteria and necessary document submission.
- Once admission is open, siblings and children of staff members are given preference.



The chart given below, is followed as a guideline while considering new admission in line with MOE guidelines.

GRADE	AGE	
	From (as of 31 March)	Till
KG 1	4 years	4 years 11 months 29 days
KG2	5 years	5 years 11 months 29 days
1	6 years	8 years
2	7 years	9 years
3	8 years	10 years
4	9 years	11 years
5	10 years	12 years
6	11 years	13 years
7	12 years	14 years
8	13 years	15 years
9	14 years	16 years
10	15 years	17 years
11	16 years	18 years
12	17 years	19 years

***This Policy is subject to change based on the admission policies of Ministry of Education, UAE and the CBSE, New Delhi, India.**

- Any request to place the children outside the framework on this chart must be formally approved by Ministry of Education.
- Once applied, the application forms get into the central admission data base. Students who had applied first for the academic year, would get preference over the others.

STEP 3

Students seeking admission for KG1 and KG2 will meet a member of the Academic Team. Parents will meet the Principal, at the time of admission. This interaction helps the school to communicate its ethos to the parents.

The School follows a screening and assessment process, to determine the right placement of an applicant. The students are tested for their intellectual and academic knowledge.

For admissions to Grade 1 and above there would be a placement test for all new admissions.

STEP 4

Based on the assessment and Principal's approval, the admission process stands completed. The student file is created with Admission Number.

At the time of admission, the following mandatory documents must be submitted.

- Completed School Admission Form
- Copies of Passport with stamped Resident Visa for Child & Parents
- Valid Emirates ID copy of child
- Three passport size photographs
- A copy of Vaccination Card
- A copy of Birth Certificate
- Photocopy of student's Original Mark Sheet from the last examination passed in the previous school.



- Original Transfer Certificate or School Leaving Certificate, duly attested (only for the students from outside UAE)
- Medical History file from the previous school
- Family Photo

STEP 5

TRANSFER CERTIFICATE

Students seeking admission and who are currently studying in any of the schools in U.A.E. should attach their 'Transfer Certificate' attested by the Ministry of Education of their particular zone.

- Students from abroad should have the 'Transfer Certificate' attested by the following departments:
 - Ministry of Education or the Education Board the school is affiliated with.
 - District Education Officer.
 - UAE Embassy
 - Ministry of Foreign Affairs in U.A.E.

STEP 6

ADMISSION FEE

The Admission Fee is stipulated within the Ministry Approved Annual Tuition Fee for each grade. Parents for Grade 1 and above should pay an Admission Fee of AED,1000/- at the time of admission completion.

- This Admission Fee is refundable if the school does not offer the student a seat, unless the child's registration is carried forward to the following academic year.
- Non-refundable, if the school offers the student a seat, but the student chooses not to take it.

STEP 7

WITHDRAWALS

If a parent wishes to withdraw his / her ward, the following is the process:

The school must receive an intimation for withdrawal, a month in advance, to enable the school to complete the process.

The steps are as follows:

- The parent needs to visit the school and fill the TC Application Form.
- There is a payable TC application fee.
- The TC will be processed only when the outstanding tuition/annual/bus fees is cleared.
- The parent will receive a call or an email from the school once the TC is ready to be issued.

STEP 8

REMOVAL FROM THE SCHOOL ROLL

A student's name will be struck off the school roll on the following grounds:

- Absence from school for a period of 15 continuous days, without the prior permission of the School Authorities
- Repeated failure in any Grade
- Committed Gross misconduct / misbehaviour as indicated in the MOE guidelines.

Students whose names are struck off the roll may be considered for re-admission to the school at the Principal's discretion; however, they may be required to undergo the admission procedures once again.

Approved by
Principal