



مدرسة تونا الثانية - وية الانجليزية - الشارقة (فرع البنين)  
**OUR OWN ENGLISH HIGH SCHOOL, SHARJAH  
BOYS' BRANCH**



## **Policy and Procedures**

### **Admissions and Withdrawal Policy**

**Date of Adoption: 14<sup>th</sup> August 2014**

**Date Reviewed: April 2019**

**Date of Review: April 2021**

**Verified By**

**Srivalsan Murugan**

**Principal & CEO**



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In accordance with "Education for All", the school adopts an inclusive ethos and follows the philosophy of inclusion of students with special needs in general education as the best educational placement to meet their needs and ensure their rights. OOB treats all applications equally; admitting students with a range of SEND. Admission applications from children who have identified additional needs are reviewed in partnership with SLT/SEN team and Registrar to ensure the school can meet the needs of the child.

### **PROCEDURE FOR ADMISSION REGISTRATION**

Online registration for admission for the new academic year commences by the first week of November for each year and is the first step in the procedure. Parents seeking admission for their yards must visit the school website [www.gemsourownenglishboys-sharjah.com](http://www.gemsourownenglishboys-sharjah.com) and register. Online enquiry acknowledgement will notify the parent about the entrance test date in the grade for which the admission is sought. The entrance test result, date & timings of admission will be announced on the website.

Admission requirements laid down by the Ministry of Private Education are strictly adhered to as given below.

### **AGE GUIDELINES**

For admission to Grade 1 the child must be 6+ years by 31<sup>st</sup> July of the admission year.

### **DOCUMENTS TO BE SUBMITTED WITH THE REGISTRATION FORM:**

- 1) Two copies of the student's passport (first and last page) with valid residence visa for the U.A.E.
- 2) Two copies of the Emirates ID of the student.
- 3) Two recent photographs of the child (size 6x4 cms).
- 4) One photocopy of Birth Certificate (in English). (Please attach the original for verification.)
- 5) Photocopy of the mark sheet of the last examination passed at the previous school. This is required for students seeking admission from Grade 2 onwards.
- 6) Students seeking admission to the School from Grade 2 onwards are also required to submit the original Transfer Certificate / School Leaving Certificate of the school last attended, duly attested as per the guidelines given below:

- a. For students coming from India the following order of attestation must be observed for the Transfer Certificate
  - Verification by the Education Officer of the Zone/District/Area, from where the T.C has been obtained or from C.B.S.E. / I.C.S.E / State Board.
  - The seal and signature of the Education Officer / Board has to be attested by the Indian Consulate in Dubai.



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- Attestation by the Ministry of Foreign Affairs, Sharjah-U.A. E.
- b. For students coming from the Gulf Countries the Transfer Certificate should be attested by the Ministry of education of that country.
- c. Students coming from within the U.A.E. are required to submit the original Transfer Certificate / School Leaving Certificate of the school last attended, duly attested by the Ministry of Education.
- d. For students coming from Oman, the TC should be attested by the Indian Embassy in Oman, Ministry of External affairs, Oman and the UAE Embassy in Oman.

7. Admission to Grade 11 is based on the marks secured in the grade 9, 1<sup>st</sup> & 2<sup>nd</sup> term result, grade 10 1<sup>st</sup> term & in the Rehearsal Exam. Only students scoring 70% overall and 80% in Mathematics and Science will be considered for the Science Stream. All those who pass the Secondary School Examination of Grade 10 do not automatically qualify for admission to Grade 11. The Principal reserves the right to refuse admission to any student whose character and conduct or academic performance is not satisfactory.

### **WITHDRAWAL**

- Applications for withdrawal from school can only be made online in PHOENIX-Parent Portal accurately stating the last date of attendance.
- Parents are advised to give at least a month's notice to the school while applying for a Transfer Certificate or a School Leaving Certificate. Applications are processed only after the students stop attending school and after clearing all dues.
- Parents must collect the Medical Record of their ward from the Medical Room after collecting the Transfer/Leaving Certificate.

### **REMOVAL FROM ROLLS/STRIKE -OFF**

A student's name may be struck off the school rolls on the following grounds:

- Absence from School for a period of 30 continuous days without the prior permission of the School authorities.
- Failure for two years in a grade.
- Breach of Code of Conduct.