



مدرستنا الثانوية الإنجليزية، الشارقة  
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH



# ADMISSION POLICY

Implemented : April 2014

Reviewed : May 2023

Next Review : May 2024

Compiled by: SLT & SMT/Registrar

**Approved by: Ms. Asma Gilani, Principal & CEO**



At Our Own English High School, Sharjah( Girls), we realize that every student is unique, and it is our endeavor to discover the genius in each of the learners we have the privilege to teach. Honing their individual talents and supporting them to be the best that they can be.

We have an open admissions policy and take great pride in offering a warm welcome to students with a range of learning preferences, including students of determination (students with special education needs and disabilities) and students who are gifted and talented and students. Our staff are committed to educating all students in a common learning environment with similar-aged peers.

At Our Own English High School, Sharjah(Girls) diversity is made visible as a strength, respectful relationships are continually enhanced and all children fully participate in learning through adjustments and teaching strategies tailored to meet the diverse range of learners reflected in wider society.

### **Admission Guidelines**

*Admission guidelines are as per current **SPEA-Sharjah Private Education Authority regulations and are subject to change.***

Age Guidelines:

Grade	Minimum Age	DOB from	DOB till	Age
KG 1	4	01/04/2018	31/03/2019	4 years
KG 2	5	01/04/2017	31/03/2018	5 years
Grade 1	6	01/04/2015	31/03/2017	6-8 years

It is mandatory to submit the following documents for admission:

- Duly attested Transfer Certificate & attested Final result of the last Grade (except for KG1, KG2 & Grade 1) for admissions in the beginning of the academic year.
- Admissions for all Grades including KG1, KG2 & Grade 1 will require a duly attested Discontinued / Running TC, Final result of the Previous Grade and 1st Term / Periodic Test Result of the current Grade if the admission is done after the 1st Term.
- Duly attested Transfer Certificate & attested Annual Result of Grade 9 will be required for admission in Grade 10.
- Duly attested Transfer Certificate & attested Annual Results of the last two grades for registration in Grade 11 and Grade 12.
- Equivalency certificate from MOE UAE is also mandatory for admissions in Grade 11 & 12.
- Applicant's birth Certificate in English/Arabic. (2 copies)Immunization Certificate (2 copies)Applicant's valid passport (minimum 6 months validity).

- All 3 pages, 1st & last page of the passport and the visa page to be on the same side of a single sheet as per MINISTRY requirement.(3 copies)Valid residence visa of the applicant (minimum 6 months validity) (3 copies)Emirates ID card of the applicant (minimum 6 months validity).
- Both the sides of the card to be copied on the same side of a sheet. (2 copies)Parents' valid passport & Emirates ID Card (1 copy)Applicant's recent photo (4cm x 6 cm) ( 4 photos)
- For students coming from India: Transfer Certificate and Results 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 Foreign Affairs, Sharjah. KG1 , KG2 & Grade 1 new admissions are required to submit the same if admitted after the 1st term.

**For students coming from Gulf countries other than the UAE:** The Transfer Certificate and Result should be attested by the Ministry of Education of that country, its embassy in the UAE and Ministry of Foreign Affairs Sharjah.

**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 Ministry of Education and the Result of the previous Grade.

- *Admissions are subject to availability of seats, merit and the screening conducted in the school.*
- NOTE: The Principal reserves the right to refuse admission to any student whose character and conduct or academic performance is not satisfactory.