مـــدرستنا الثـــانـــويـــة الإنجـلـيـزيـة، الشـارقـة
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH

EDUCATION

ADMISSION POLICY

Implemented : April 2014

Reviewed : May 2026

Next Review : May 2027

Compiled by: SLT & SMT/Registrar

Approved by: Ms. Asma Gilani, Principal & CEO

P. O. Box 2676
SHARJAH - U.A.E.
Our Own English High School, Sharjah

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

In all cases, admission procedures laid down by the Sharjah Private Education Authority (SPEA) have to be adhered to. Admission guidelines are as per current regulations (applicable for academic year 2026-27) and are subject to change.

Age cut off details for Academic year 2026-27

Born in 2022 months 4-5-6-7-8-9-10-11-12 and 2023 months 1-2-3 registered in Pre-KG	1-4-2022 to 31-3-2023
Born in 2021 months 4-5-6-7-8-9-10-11-12 and 2022 months 1-2-3 registered in KG 1	1-4-2021 to 31-3-2022
Born in 2020 months 4-5-6-7-8-9-10-11-12 and 2021 months 1-2-3 registered in KG 2	1-4-2020 to 31-3-2021
Born in 2019 months 4-5-6-7-8-9-10-11-12 and 2020 months 1-2-3 registered in G 1	1-4-2019 to 31-3-2020
Born in 2018 months 4-5-6-7-8-9-10-11-12 and 2019 months 1-2-3 registered in G 2	1-4-2018 to 31-3-2019
Born in 2017 months 4-5-6-7-8-9-10-11-12 and 2018 months 1-2-3 registered in G 3	1-4-2017 to 31-3-2018
Born in 2016 months 4-5-6-7-8-9-10-11-12 and 2017 months 1-2-3 registered in G 4	1-4-2016 to 31-3-2017
Born in 2015 months 8-9-10-11-12 and 2016 months 1-2-3-4-5-6-7 registered in G 5	1-4-2015 to 31-3-2016
Born in 2014 months 8-9-10-11-12 and 2015 months 1-2-3-4-5-6-7 registered in G 6	1-4-2014 to 31-3-2015
Born in 2013 months 8-9-10-11-12 and 2014 months 1-2-3-4-5-6-7 registered in G 7	1-4-2013 to 31-3-2014
Born in 2012 months 8-9-10-11-12 and 2013 months 1-2-3-4-5-6-7 registered in G 8	1-4-2012 to 31-3-2013
Born in 2011 months 8-9-10-11-12 and 2012 months 1-2-3-4-5-6-7 registered in G 9	1-4-2011 to 31-3-2012
Born in 2010 months 8-9-10-11-12 and 2011 months 1-2-3-4-5-6-7 registered in G 10	1-4-2010 to 31-3-2011
Born in 2009 months 8-9-10-11-12 and 2010 months 1-2-3-4-5-6-7 registered in G 11	1-4-2009 to 31-3-2010
Born in 2008 months 8-9-10-11-12 and 2009 months 1-2-3-4-5-6-7 registered in G 12	1-4-2008 to 31-3-2009

1. A student is eligible for KG1 if she completes four years of age before the 31st of March of the year in which she has been admitted.
2. A student is eligible for KG2 if she completes five years of age before the 31st of March of the year in which she has been admitted.
3. A student is eligible for Grade1 if 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 she has been admitted. (2 years' age bracket is implied for all Grades **SUBJECT TO SPEA APPROVAL** except KG).
4. For KG1/KG2 & Grade1 students already studying in Sharjah or any other Emirate, revised age regulations do not apply, but a Passed & Promoted result and duly attested TC is required from other emirates (within Sharjah attestation is not required).
5. If the student is coming from same curriculum the transfer/ admission should take place by 31st of May. Or else a Discontinued/ Running TC is required for admission.
6. Applicants are not allowed to have a gap of more than a month in schooling. In case there is any health/ personal reason for the gap then supporting documents will be required to seek approval from SPEA.
7. Students coming from non-Indian curriculum can be admitted only in the month of June, subject to availability of seats.
   - For admission in Grade 9 & 11 prior approval from SPEA will be required.
   - If the student is coming from a different curriculum with TC showing **Year instead of Grade** then the admission will be done for 1 lower Grade due to the difference in age criteria and Grade system.

It is mandatory to submit the following documents for admission:

1. Duly attested Transfer Certificate & Final result with School stamp and Principal's signature of the last Grade for all Grades KG2-Grade 9 for admissions at the beginning of the academic year (except for KG1, KG2 & Grade1 if they have never attended any school within the UAE, in such cases admission will be based on minimum age cut-off).
2. Admissions for all Grades done after 31st May including KG1, KG2 & Grade 1 will require a duly attested Discontinued / Running TC and the Final result of the Previous Grade and 1st Term / Periodic Test Result of the current Grade with school stamp and Principal's signature.
3. CAT4 Assessment Scores will have to be provided by all applicants seeking admission in Grade 4 and above.
4. For Grade 11, duly attested mark sheet, MOE Equivalency Certificate for Grade 10, mark sheet for Grade 9 with School stamp and TC stamped from school and duly attested as per the details given below are required.
5. Applicant's birth certificate in English/Arabic.
6. Immunization certificate.
7. Applicant's valid passport (minimum 6 months validity).
8. Valid residence visa of the applicant (minimum 6 months validity)
9. Emirates ID card of the applicant (minimum 6 months validity).
10. Parents' valid passport & Emirates ID Card (2 copies each).

11. Applicant's recent photos (not older than 3 months) with white background (4cm x 6 cm).

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

For students coming from India/ any other country outside Gulf: Transfer Certificate must be attested by the District Education Officer in India or Equivalent/relevant Authority (in the country the applicant is coming from); Indian Consulate in Dubai/ Consulate of the country the applicant is coming from and the Ministry of Foreign Affairs, Sharjah. KG1, KG2 & Grade 1 new admissions are required to submit the same if admitted after the 31st of May.Result must have the school stamp and Principal's signature on the original.

For students coming from Gulf countries other than the U.A.E.: The Transfer Certificate should be attested by the Ministry of Education of that country.The Result should be stamped by the school (should have school stamp and Principal's signature).

Students coming from within the U.A.E.:

- The original Transfer Certificate / School Leaving Certificate (Arabic) of the school last attended, duly attested by the Ministry of Education/KHDA (Dubai) & ADEK (Abu Dhabi) and the Result of the previous Grade with the school stamp and Principal's signature.
- **Direct admissions to Grades X & XII cannot be given without seeking prior approval from CBSE.**
- **EID card for all new admissions has to be scanned whenever SPEA initiates the process.**
- **Admissions are subject to availability of seats and the screening conducted in the school.**
- **For complete information pertaining to the school, please refer to the school website**: www.gemsoo-sharjah.com

NOTE:

The Principal reserves the right to refuse admission to any student whose character and conduct or academic performance is not satisfactory.

Withdrawal

- The Transfer Certificate (T.C.) application form is available online.
- Parents may log in to GEMS Parent Portal with the username and password provided to them by the school and apply for T.C.
- Running/ Discontinued TC takes a week to 10 days after the last date of attendance and clearance of dues.
- Promoted TC takes 3-4 weeks after the Open-House, if there are no pending dues. (Subject to SPEA timeline for approving the results & attestation of TC).
- Parents are requested to collect the Medical Record of their ward from the Reception once they receive the TC.
- TCs are being attested online (barcode verification only) and are being emailed to parents.
- The procedure for TC application and payment of TC fees and attestation has now been directly linked to DALEEL portal by Sharjah Private Education Authority (SPEA).

- Parents will be required to log in on the link given below after they have applied on school's parent portal and cleared all dues towards tuition and BBT fees (if availing transport services).
  https://daleel.spea.shj.ae/auth/login

Please note that the 'Date of Leaving' in the issued TC will be as per the date of payment/clearance in DALEEL and not as per the 'Date of Application' OR 'Last Date of Attendance' in the school records