

# POLICY ON ADMISSION AND WITHDRAWAL

**AY 2023-24**

Policy No.: TIADPolicy\_Academics\_2022/01

Policy created in October 2019

Policy Reviewed in April 2020, April 2021, April 2022 and April 2023

Policy to be reviewed again in April 2024

## **Background**

The Indian Academy, Dubai is a CBSE school with English as the language of instruction. We are an inclusive school and our admission philosophy welcomes inclusion where students of varied learning disabilities are welcomed if the school has the ability to support their special educational needs.

Our school's mission aims at the total development of each child; spiritual, moral, intellectual, social and emotional, and physical in line with the aim of developing an active and creative mind, a sense of understanding and compassion for others, and the courage to act on their beliefs.

## **Admission Process: New Students**

The Indian Academy, Dubai (TIAD) accepts registration at all times during the school year through our Admissions Office. The School's Admission Officer admits students of any nationality (other than Arabs) and curricula up to 31 March. Beyond this date, only students studying in Indian curriculum schools and who demonstrate that they will successfully cope with our academic programme and contribute positively to the school are admitted.

At the start of the academic year, the School Principal, Senior Leadership Team and Faculty meet with parents and students for a detailed orientation.

Preference is given to siblings. We keep our enquiries updated as and when vacant seats/more seats are added.

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

In all cases, admission procedures laid down by the KHDA have to be adhered to:

Candidates applying for admission must be on **UAE Residence Visa**.

**Age Guidelines:**

Pre-KG : Three years completed by the 31st of March

KG 1 : Four years completed by the 31st of March

KG2 : Five years completed by the 31st of March

Grade 1: Six years completed by the 31st of March

Prior to the admission process, parents need to fill up the Student Online Enquiry Form which is available on our website [www.indianacademydubai.com](http://www.indianacademydubai.com).

**Documents Required:**

- Passport copies of the student and sponsor x3 along with a valid UAE residence visa.
- Birth Certificate copies (English or Arabic) x2
- Last two year's school reports for Grades 1 and above
- Immunisation Records to date
- Original Emirates ID of the student and the sponsor
- Passport size photos x5

Students seeking admission to the School from Grades 2 upwards will have to submit the Original Transfer Certificate/School Leaving Certificate of the school last attended. Transfer Certificate from countries outside the UAE must be **IN ENGLISH ONLY**, and duly attested as per the guidelines given below:

- From a school within Dubai, Transfer Certificates are to be transferred online from the previous school with the fee receipt of the last month attended in the previous school's end of the academic year
- From a school in the Emirates other than Dubai, attestation from the local Educational Zone of that Emirate to which the school belongs.

**For students coming from other GCC countries, the Transfer Certificate should be attested by:**

- Indian Consulate
- Ministry of Education
- Ministry of Foreign Affairs
- UAE Embassy / Consulate (all of the above located in that country)

**For students coming from countries other than GCC countries, the Transfer Certificate:**

- Must be verified by the Education Officer of the Zone/District/Area from where the Transfer Certificate has been obtained
- The seal and signature of the Education Officer has to be attested by the Indian Consulate in Dubai.
- Must be attested by the UAE Consulate/Embassy located in the country or by the Ministry of Foreign Affairs, UAE.
- Students coming from the US, Europe, Canada and Australia do not require Transfer Certificates. A letter from the Head of School on the school letterhead clearly stating the class into which the child is to be admitted is sufficient.

Please note that students seeking admission after 15th June of the current academic year for Grades KG to 1 onwards are also required to submit the attested Transfer Certificates as mentioned above.

Admission will be confirmed on the submission of the documents to the school and is subject to KHDA approval.

**Late Admissions:**

For students joining towards the end of the academic year, an undertaking will be taken from the parents assuring responsibility for the student's performance and promotion to the next class.

**Withdrawal Procedure:**

- The Transfer Certificate for withdrawal from the school is to be applied online or fill up the form available at the Admission's office.
- Parents are advised to give at least a month's notice to the school while applying for a Transfer Certificate.

**Strike Off:**

A pupil's name will be struck off from the School Rolls on the following grounds:

- Absence from school for a period of 30 consecutive days, without prior permission of the school authorities and non-payment of fees.
- Repeated failure in any class for a period of two years in succession
- For gross misconduct (with sanction from KHDA)

**Regards,**



SHINY DAVISON

Principal