



St. Joseph's School, Abu Dhabi

Admissions Policy

Saint Joseph's School is a C.B.S.E. Indian Curriculum school operating as part of the Vicariate of Southern Arabia Group of Schools. The majority of the students and staff are from India and the culture of the school is subsequently Indian. The school admits Girls from Grade One to Grade 12 and Boys from Grades 1-6. The academic year operates from April to March.

School Mission

The Admission Policy reflects the Vicariate of Southern Arabia Mission Statement in that we endeavor to holistically develop every student to their full spiritual, intellectual, emotional, physical and artistic potential. We strive to develop a community of collaborative learners, and produce independent, critical thinkers who are responsible global citizens, capable of leading productive and meaningful lives.

Because of this, admission to the school is based on the following assumptions:

1. The student is able to fulfill the entry requirements for each Grade Level
2. The student is able to benefit from the specific C.B.S.E. Indian educational programme provided by the school

Admission Procedure to Grade One

1. **Preferential Admission:** Students who have siblings at Saint Joseph's School are offered admission into Grade One first.
2. Parents seeking admission into Grade One for a student with no sibling already at the school are requested to fill the online admissions form in the month of September.
3. Once the number of available seats in Grade One for the academic year is known, all registered students will be asked to sit an Admissions Entrance Assessment which comprises of Maths and Language based tasks.
4. The places are allocated according to the student's performance in the Admissions Entrance Assessment.
5. Consideration is given to the ratio of boys to girls to ensure that there is enough accommodation for a maximum of 90 girls in Grade 7.

Admission Procedure to Grades other than Grade One

Admissions to other Grades is dependent of the students achieving an appropriate standard in the Admissions Entrance Assessment for the specific Grade Level in question.

Language Ability

As the medium of instruction is English all students seeking admission must be able to communicate appropriately in English according to their age.

Inclusion

Provided that the student has fulfilled the entrance requirements, if a student has special educational needs they will be offered a place at the school as long as the school is able to provide for those specific needs.

DOCUMENTS TO BE SUBMITTED WITH THE REGISTRATION FORM:

1. Admission Form
2. Two recent passport size photographs of the child with white background
3. Passport copy with valid Residence Visa (Both 1st and last page) of the Child and Parents
4. Copy of valid Emirates ID (Front and Back) of the Child and parents (Original card for verification)
5. Copy of the Birth Certificate (in English) attested by the Indian Embassy and UAE Foreign Affairs.
6. Copy of the Vaccination Card of the Student.
7. Copy of the Insurance card of the student
8. eSIS No. if the student is coming within Abu Dhabi (compulsory)(FROM THE PREVIOUS SCHOOL)
9. Copy of the Electricity/ Water bill
10. 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.
11. If the applicant is locally transferred within Abu Dhabi, eSIS No. and eSIS Marksheet from previous school should be submitted.
12. If the student is coming from within the U.A.E. They are required to submit the copy of the Transfer Certificate / School Leaving Certificate of the school last attended, duly attested by the Ministry of Education.

Note: *Payment of School fees need to be made by Cheque only. No Cash will be accepted. Post dated cheque will not be accepted. Kindly draw the cheque in favour of **SAINT JOSEPH PRIVATE SCHOOL LLC**. You are requested to mention the name of the child, mobile number of both the parents, class and section of the child, behind the cheque.*

DOCUMENTS REQUIRED FOR SCHOOL CLINIC (to be stapled separately) 1. Copy of valid Emirates Identity card 2. Copy of vaccination card 3. Copy of Medical Insurance card 4. Duly filled Medical forms

Attestation a) For students coming from India the following order of attestation must be done for the Transfer Certificate

Attestation by the competent educational authority of the state in India (Dist. Edn. Off., A.E.O. or Inspector of Schools), Notary, Home Ministry Countersigned by Indian Embassy in Abu Dhabi & by the Ministry of Foreign Affairs in Abu Dhabi.

b) For students coming from the Gulf Countries the Transfer Certificate should be attested by the

- Indian Embassy in that country and
- Ministry of Foreign Affairs of that country.
- Countersigned by Indian Embassy in Abu Dhabi & by the Ministry of Foreign Affairs in Abu Dhabi.

Review Date: 31st March 2021

Sr. Carmen

**Sr. Carmen
Principal**

