



P.O. Box 3361,
17th Street, Al Mushrif Area
Abu Dhabi, U.A.E.

St. Joseph's School

مدرسة القديس يوسف

Tel: +9712 4463646

Fax: +9712 4461772

E-mail: info@stjosephsschool.ae

Web: www.stjosephsschool.ae

SJS Admissions Policy

Policy Reference: SJS/AP/2025

Approved By: School Leadership Team

Updated Date: 01ST April, 2026

Next Review Date: 31st March, 2027

1. Purpose

The purpose of this policy is to ensure a fair, transparent, and inclusive admissions process at St. Joseph's School (SJS), in full compliance with the Abu Dhabi Department of Education and Knowledge (ADEK) regulations. This policy outlines the procedures and requirements for the admission, enrollment, and re-enrollment of students at SJS.

2. Scope

This policy applies to all prospective students, parents, and guardians applying for admission to SJS, as well as all current students seeking re-enrollment.

3. Policy Statements

3.1 Non-Discrimination

SJS adopts a fair and transparent approach to admissions. The school does not discriminate on the basis of:

- Race
- Gender (up to grade 4)
- Religion or beliefs
- Language
- Disabilities or special educational needs(except in exceptional cases)
- Medical conditions

Every child is valued as an individual and welcomed into the SJS community.

3.2 Open Campus

SJS provides opportunities for prospective parents and students to visit the school campus through Open days and scheduled appointments.

3.3 Admissions Procedures

- The school publishes clear timelines and procedures for applications, offers, acceptance, and enrollment.
- The admissions calendar and process are available on the school website and through the Admissions Office.

3.4 Documentation Requirements

Parents must provide valid documentation, including but not limited to:

1. **Registration Form** (including student contact details).
2. Copy of **child's birth certificate**.
3. Copy of **child's passport**.
4. Copy of **child's Emirates ID**
5. Copies of **parent passports** (both parents, if applicable) with proof of UAE residency
6. **Medical Records** in line with Department of Health (DoH) requirements, including signed consent forms.
 - For students transferring from outside the UAE, DoH-compliant medical files will be created.
7. **Transfer Certificate** (attested if required) and performance report for students joining Grade 2 or above.
8. **Documented Learning Plan (DLP)** (if applicable).
9. **Clinical Assessment Report** (if applicable), prepared by a qualified professional.
10. Any other documents requested by ADEK.

Exception: Non-UAE transfer students may be temporarily exempted from submitting their Emirates ID if not available at admission. Parents must sign an undertaking to provide it by the end of the term.

3.5 Inclusive Admission Practices

- SJS welcomes students with additional learning needs.
 - Parents must disclose all relevant information regarding their child's learning needs, supported by required documentation.
 - In exceptional cases where needs cannot be met, the school will notify ADEK and the parents through the official Inability to Accommodate process.
 - Where additional learning support requires extra expenses, these costs will be charged, subject to prior approval from ADEK.
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3.6 Admissions Assessments

- SJS does not use academic assessments as a basis for admission.
 - For Cycle 1, and Cycle 2, assessments may include **observations, interviews, or placement tests**.
 - Assessments are used only to determine **learning support needs**, not admission eligibility.
 - In exceptional cases, formal assessments may be used for grade placement when:
 1. A student is changing curricula in Cycle 3 (G9–G12).
 2. A student is transferring from homeschooling or alternative provisions.
 3. A student has not attended school for more than two years.
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3.7 Waiting List

Where SJS is oversubscribed, the school will maintain a transparent waiting list system.

- **Selection Process:** Clear prioritization criteria (e.g., siblings, alumni) will apply.
 - **Capacity:** The maximum number of students on the list will be set annually.
 - **Validity:** Waiting lists will be refreshed each term.
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3.8 Offer and Withdrawal of Admission

- Successful applicants will receive a formal **Offer Letter**.
 - Offers will only be withdrawn if:
 1. Parents fail to complete enrollment or re-enrollment procedures by the deadline.
 2. Admission was obtained fraudulently.
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3.9 Enrollment and Re-Enrollment

- **Enrollment:** Students may be enrolled at any time before ADEK's enrollment cut-off, subject to availability and fulfillment of requirements.
 - **Re-enrollment:** All existing students will be re-enrolled automatically for the following academic year if ADEK conditions are met and fees are settled.
 - Parents will be notified of re-enrollment procedures and deadlines.
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3.10 Placement of Students

- Students are placed in grades as per **ADEK Age Cut-Offs table**

Grade	31 March
Grade 1	6–8 years

- Placement for transfers is based on the **Transfer Certificate**.
 - Students who have been out of school for more than two years will not be placed more than two grades behind their age-appropriate level.
 - For students with additional learning needs, placement will consider their **DLP**.
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3.11 Transition for New and Transfer Students

- SJS ensures a smooth transition for all new entrants.
 - Student records will be transferred in accordance with ADEK’s School Records Policy.
 - For students transferring from a different curriculum, parents will receive written communication on the possible implications, particularly regarding **UAE General Secondary Education Certificate (Al Thanawiya)** equivalency.
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4. Commitment

St. Joseph’s School is committed to ensuring that admissions are conducted with fairness, equity, and transparency. The school strives to provide every admitted child with an environment where they can thrive academically, socially, and emotionally.

Approved by:

Prestina Rocha
Principal
St. Joseph’s School
01ST April, 2026

