

Sunrise English Private School

Abu Dhabi Educational Council, Licence No: 1-466 Dated 15/04/2008
P.O Box 71356, Abu Dhabi
Tel.No. +971 2 5529989, Fax: +971 2 5527837
E-mail: sunriseenglish.pvt@adec.ac.ae / school@seps-auh.com
inquiry@seps-auh.com
Website: www.seps-auh.com



مدرسة الشروق الإنجليزية الخاصة

مجلس أبوظبي للتعليم ترخيص رقم ١/٤٦٦ بتاريخ ١٥/٠٤/٢٠٠٨
صندوق البريد: ٧١٣٥٦ أبوظبي
تلفون رقم: +٩٧١ ٢ ٥٥٢٩٩٨٩ - فاكس: +٩٧١ ٢ ٥٥٢٧٨٣٧
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الرقم ٢٠١٨-١٩ - 33-CERT-2018

التاريخ 2018-08-29

REVISED POLICY JUNE - 2017

SEPS ADMISSION POLICY

Policy Development Committee Members

Principal
Vice Principal
School registrar
Section heads



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Date: 29-08-2018 التاريخ

RATIONALE

Sunrise English Private School mission is to foster excellence in educating young people through collaboration, informed decision-making, and continuous improvement. The School strives to provide equal and fair opportunities to all prospective students to seek admission in the School.

The school shall not discriminate a child belonging to the weaker section or disadvantaged group, allow or condone any constituent of the school to discriminate such a child or a group of such children.

The School Admission Policy outlines the guiding principles, application process, selection criteria and other relevant procedures for admissions across grades KG to XII. The objective is to provide a fair and transparent process that complies with the regulations of CBSE Board, India and ADEK, UAE.

COMPLIANCE TO THE GUIDELINES OF CBSE AND ADEK

In keeping with the CBSE GUIDELINES, the School shall not discriminate a child or a group of such children on any grounds.

In keeping with the ADEK GUIDELINES the School will endeavor to ensure all applicants are treated equally and fairly while seeking admission to the School.

OBJECTIVES OF THE POLICY

- To identify applicants who meet the selection criteria and have the potential to contribute sufficiently to the School community and benefit from the many opportunities that are offered by the School.
- To provide a clear guideline regarding the



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- Admission and application process and timelines
- Selection criteria
- Preference criteria
- Procedures related to management of waiting list.

Application & Admission Process : Entry points, timelines and procedures

All relevant information regarding School admissions will be available in the School Web Site during December prior to the new academic year.

- Parents can register their ward on line which is available on the School Web Site.
- The school admits students with mild to moderate special education needs and offers additional appropriate support as per the student's needs.
- The school does not refuse or withhold admission of students with chronic health conditions and offers appropriate support as per the student's needs.
- To achieve fairness, equality and transparency the school has adopted an approach to accepting students from different races and ethnicities.

Admission in KG I

Entry Points

- Children who have completed 3 years 8 months as on 31st March of the New Academic Year are eligible for admission in KG I
- Admission will be subject to the availability of seats in a particular grade in a particular academic year.



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Admission in KG I

- Preference will be given to the sibling students.
- Admission will be allotted through Lottery system if applicants are more than the seats available.
- Lots will be taken out in front of the parents on a prescribed day to ascertain that the admission process is transparent and fair.
- Parents of all prospective candidates, who have applied for KG I, will be intimated about schedule of admission in advance through web site.

Admission to KG II is as per availability of seats which will be displayed on the school Website.

Admission from Grade V – Grade X

All prospective candidates who satisfy the general requirements prescribed by the CBSE Board will be invited to appear for the entrance exam on a pre-intimated day.

The entrance exam will be conducted in the school premises and merit/rank list will be prepared for each grade.

As per the availability of seats and strictly on the basis of merit / rank, short listed candidates will appear for a personal interview.

Selected candidates will be intimated and offered admission.

Admission to Grade XI and XII and allotment of streams

Admission to Class XI : - Admission to class XI in a school shall be open only to such a student who has passed :

(a) Secondary School Examination (Class X examination) conducted by this Board; or



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(b) An equivalent examination conducted by any other recognized Board of Secondary Education/ Indian University and recognized by this Board as equivalent to its secondary school examination.

Selection for Science and Commerce Stream **Applicants who are X Grade Sunrise Students**

Selection will be done on the basis of both X Grade Summative Examination marks and entrance test marks for science and commerce stream.

Applicants from All Other Schools

The selection for Science and Commerce Stream will be based on merit list generated from the results of the entrance test and personal interview.

Timelines for admission process

KGI

The formalities for admissions begins in the first week of January for the academic year beginning in April.

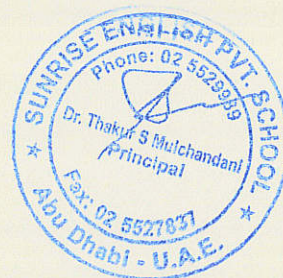
Application forms will be filled in by the parents.

Applicants will selected through lottery draw in front of the parents.

KG II to Grade XII

Admissions begin in the first week of December (Grade XI) / January (all other Grades) for the term beginning in April.

- Application forms will be filled in by the parents that can be downloaded from the school web site.
- Entrance Test dates will be intimated to the parents.
- Entrance Test will be conducted as per the schedule.
- First list of shortlisted students will be declared and shortlisted applicants will be called for personal interview.



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- Shortlisted candidates and their parents are interviewed by the admission panel.

Registration Process

Registration Process for the New Students

- The selected candidates will be given the registration form and pay the registration fee of maximum 5% of the net tuition fee, which will be adjusted against the First Term Fee for the academic year. The school shall register students at any time of the year at their discretion, after receiving approval from ADEK in case the specified registration time finished, subject to space availability.

Re-registration of existing students

Re-registration of the existing students for all grades will be done in the month of November.

Circulars and the re-registration form will be issued in the last week of November.

Reregistration process will begin by the end of November.

Parents will pay the registration fee which will be subjected to the tuition fees approved by ADEK against the first term fee for the academic year.

- The school will strictly follow the ADEK guidelines for Student Registration and re-registration viz.,
 - The re-registration fee can be collected 4 months prior to the beginning of the Academic Year which should not exceed more than 5% of the tuition fees;
 - The re-registration fee can only be collected only when the student is enrolled;



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- School can retain the re-registration fee only if the student has attended school for a week or so;
- School will notify of these conditions in writing during the registration of the student.
- Refund of transport fees will be done in the same manner as the refund fees.
- No application fees, financial guarantees can be collected from parents.

Enrolment Process

Enrolment Register:

- The School register will be maintained with the following information:
 - Students name and address
 - Birth date, gender, country of birth
 - Parent or care-givers details
 - Date the student enrolled and class
 - Date the student leaves the school
- Medical form will be filled up by the parents for all students
- Enrolled students will be registered with the ESIS as per ADEK guidelines.
- All students have to register with CBSE in Grade 9 and Grade 11. For this Sunrise English Private School will carry out the detailed CBSE registration process for every student in Grade 9 and Grade 11 respectively (in order to register their names, details, and subjects chosen for Grade 9/Grade 10 and Grade 11 / Grade 12 respectively).
- In case of transfer cases to Grade 10 and 12, from other Boards besides CBSE, the School has to initiate the formalities for enrolment of the child with the CBSE Board within a period of one month.



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- School will ensure that newly enrolled and transfer students submit their vaccination cards and medical records as an integral part of admission and registration procedure.
- It is permissible for students to transfer to other schools between the emirates after receiving ADEK's approval in case the time permitted for transfers ended.
- School shall maintain and update records of official document, school records from previous year and individual educational plans with relative assessment for all students with special education needs and gifted and talented students.
- Students' induction and an orientation / information day for parents will be provided for new students in the beginning of the Academic Year.

Guidelines for preferences for wards of school staff and siblings

As per availability of seat and requirement for admission, certain % of seats will be kept aside for wards of school staff and siblings.

- Up to 20% seats will be reserved for the wards of school staff and an additional 20% for siblings for each grade as per the approved Grade Strength.
- 60% seats are open for students who are applying from any other schools.



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RESPONSIBILITIES

Principal

- Ensure that enrolment information is clearly available to all prospective applicants and their parents
- Maintain transparency and fairness in the admission process
- Determine the enrolment ceilings & seat availability

Vice Principal & School Admission Committee

- As the Head of the School Admission Committee the Vice Principal will monitor the timelines of the admission process.
- Will supervisor the procedures for conducting entrance tests as per the availability of the seats, and monitor preparation of results and maintain waiting list criteria.

- Supervise student induction and parent's orientation program.

The School Registrar

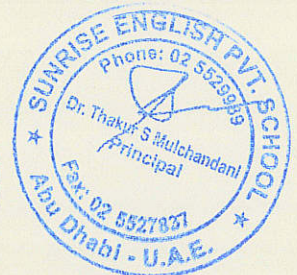
- Will be responsible for maintaining all the documents of students, merit list, enrolment list.
- Will provide support and supervise the admission process and enrolment of students
- Will be responsible for registering the students in the ESIS system.

Parents

- Will provide all the required documents.
- Parents will fill up the medical form.
- Parents inform the school if the child has any special need requirement.

Maintenance of waiting list

- The list of the students who are in the waiting list will be maintained by the Registrar for each Grade strictly in the order of merit list.
- In case of vacancy in any grade, parents will be intimated as per the relevant grade waiting list / merit rank.



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References and Addendum 1

CBSE Admission By-laws (as per information available on the CBSE web site)

Admissions : General Requirements (as per CBSE Byelaws)

Eligibility Requirements: A student seeking admission to any class will be eligible for admission to that Class only if prospective candidate:

- Has been studying in a School recognized by or affiliated CBSE Board or any other recognized Board of Secondary Education in India;
- Has passed qualifying or equivalent qualifying examination making him eligible for admission to that Class;
- Satisfies the requirements of age limits (minimum and maximum) as determined by the State/U. T. Government of India and as per the ADEK guidelines.

Necessary Supporting Documents

The candidate has to provide the following:

- The School Leaving Certificate/Transfer Certificate signed by the Head of the Institution last attended and countersigned, if required as provided elsewhere, in these Byelaws;
- Document(s) in support of his having passed the qualifying or equivalent qualifying examination; and
- Date of Birth Certificate issued by the Registrar of Birth and Deaths, where-ever existing, as proof of date of birth.
- No student migrating from a School in a foreign country, other than the School affiliated to this Board, shall be eligible for admission unless an eligibility certificate in respect of such a student has been obtained from the CBSE Board.



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- For obtaining eligibility certificate from the Board, the Principal of the School will submit to the Board full details of the case and relevant documents with his/ her own remarks/recommendations.
- The eligibility certificate will be issued by the Board only after the Board is satisfied that the course of study undergone and examination passed is equivalent to the corresponding class of this Board.
- No person who is under the sentence of rustication or is expelled from any Board/University/ School or is debarred from appearing in the examination for whatever reason by any Board/ University shall be admitted to any class in a School affiliated to CBSE Board.
- No student shall be admitted in Class IX and above in a school affiliated with the Board after 31st day of August of the year except with prior permission of the Chairman, CBSE/Competent Authority as may have been defined in the State/Union Territory Education Acts. The application for permission to grant admission after 31st of August shall be routed through the Principal of the school specifying the reasons which are unavoidable. The candidate shall complete the required percentage of attendance (75%) for Class IX, X, XI & XII as per Examination Bye Laws of the Board to make him/ her eligible for the examinations. In such cases where the admission by the candidate could not be taken in a higher class by the stipulated date because of the late declaration of result by the Board such permission would not be required, provided the candidate applied for admission within a fortnight of the declaration of the result.



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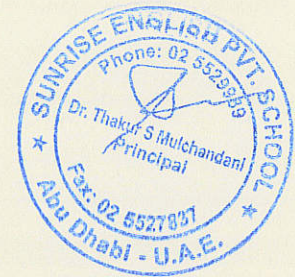
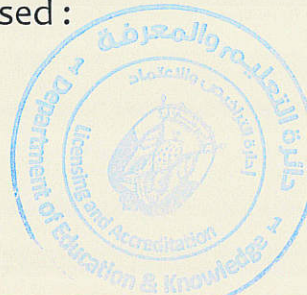
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Admission: Specific Requirements

- **Admissions up to Class VIII** (i.e. Class VIII and below) shall be regulated by the rules, regulations, orders of the State/U.T. Governments applicable to the place where the School is located.
- **Admission to Class IX** in a school shall be open only to such a student who has passed class VIII examination from an institution affiliated to this Board or to any recognized Board or is recognized by the Education Department of the Government of the State/U. T. in which such an institution is located.
- **Admission to Class X** As the syllabus prescribed at Secondary level is of two years integrated course, no admission shall be taken in Class X directly. Provided further that admission to Class X in a school shall be open only to such a student who:
(a) has completed a regular course of study for class IX, and
(b) has passed class IX examination from an institution affiliated to this Board.
- **Admission for Transfer Candidates** A student who has completed a regular course of study for Class IX and has passed Class IX examination from an institution recognized by/affiliated to any recognized Board in India, other than this Board, can be admitted to a school only on the transfer of the parent(s) or shifting of their families from one place to another, after procuring from the students the mark sheet and the Transfer Certificate duly countersigned by the Educational Authorities of the Board concerned. In case of such admissions the schools would obtain post facto approval of the Board within one month of admission of the student.
- **Admission to Class XI** Admission to class XI in a school shall be open only to such a student who has passed :



Sunrise English Private School

Abu Dhabi Educational Council, Licence No: 1-466 Dated 15/04/2008
P.O Box 71356, Abu Dhabi
Tel.No. +971 2 5529989, Fax: +971 2 5527837
E-mail : sunriseenglish.pvt@adec.ac.ae / school@seps-auh.com
inquiry@seps-auh.com
Website : www.seps-auh.com



مدرسة الشروق الإنجليزية الخاصة

مجلس أبوظبي للتعليم ترخيص رقم ١/٤٦٦ بتاريخ ١٥/٠٤/٢٠٠٨
صندوق البريد : ٧١٣٥٦ أبوظبي
تلفون رقم : +٩٧١ ٢ ٥٥٢٩٩٨٩ - فاكس : +٩٧١ ٢ ٥٥٢٧٨٣٧
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inquiry@seps-auh.com
www.seps-auh.com الموقع :

Ref. CERT-33-2018-19 الرقم

Date 29-08-2018 التاريخ

- (a) Secondary School Examination (Class X examination) conducted by this Board; or
(b) An equivalent examination conducted by any other recognized Board of Secondary Education/ Indian University and recognized by this Board as equivalent to its secondary school examination.

• Admission to Class XII

- No admission shall be taken in Class XII directly. Provided further that admission to Class XII in a school shall be open only to such a student who:
 - (a) has completed a regular course of study for class XI; and
 - (b) Has passed Class XI examination from a school affiliated to this Board.
- A student who has completed a regular course of study for Class XI and has passed Class XI Examination from an institution recognized by / affiliated to any recognized Board in India, other than this Board, can be admitted to a school only on the transfer of the parent(s) or shifting of their families from one place to another, after procuring from the student the mark sheet and the Transfer Certificate duly countersigned by the Educational Authorities of the Board concerned. In case of such admissions the schools would obtain post facto approval of the Board within one month of the admission of the student.

References: CBSE Bylaws

ADEK guidelines on Admission Policy

