



مدرسة جيمس ميلينيوم الخاصة  
**GEMS Millennium School**  
Sharjah

**ADMISSION AND WITHDRAWAL POLICY**

**Reviewed By: Senior Leadership Team**

**April 2024**

**REVIEWED IN: January 2017, March 2018, March 2019, March 2020, March 2022, April 2024**

## **POLICY ON ADMISSION AND WITHDRAWAL**

### **INTRODUCTION:**

GEMS Millennium School, Sharjah is a CBSE school with English as the language of instruction. In line with the vision of the school, the potential of all pupils is nurtured to groom them to be competent world citizens. An all-inclusive, student-focused learning environment encourages them to achieve their ultimate potential, by creating and providing opportunities for enrichment for all groups of students in the fields of Academics, Sports, Innovation and Fine Arts.

### **AIMS:**

- To have a clear and transparent policy for admission that meets the statutory and regulatory requirements of MOE, SPEA and the CBSE board.
- To ensure procedures and rules are adhered to at all times.

### **RESPONSIBILITIES:**

- The Registrar is responsible for managing enquiries and administration of admissions up to the point of school entry.
- The Government Relations Executive (GRE) will assist the Registrar with documentation and registration of students with the Ministry of Education, Sharjah and other processes related to admission.
- The Principal, Vice Principal, Dean of Teaching & Learning, and respective Supervisor are responsible for interviewing parents and prospective pupils and ensuring that the school can meet the student's needs.
- The School Counsellor and Special Educator may be consulted during the admission process for advice regarding a student with physical disabilities and/or learning challenges.
- The Head of IT to monitor, update and troubleshoot the online admission portal, parent user ID and password generation.

### **CRITERIA:**

1. Availability of seats in the appropriate age group.
2. Previous academic records.
3. Entrance Test/Interview and the student's ability to cope with the academic programme and contribute positively to the school.
4. The school's ability to meet the needs of the student.
5. Age Guidelines - As per the MOE regulation, a student applying for Pre-Kindergarten admission must be between the ages of 3 to 4 years, Kindergarten 1 admission must be 4 years as of **March 31** of the Academic Year in which they are admitted.
6. Preference is given to siblings.

### **ADMISSION TIMELINE:**

Admission for the Academic Year commences in October of the previous year. Entrance tests and interviews are conducted in November and enrolment is done by January after the confirmation from the Ministry of Education, Sharjah.

A week before the start of the Academic Year, there is a detailed orientation for new students and their parents for which attendance is compulsory.

### **ADMISSION PROCEDURE:**

Tours of the school campus are conducted from Monday to Thursday. Parents must preferably contact the school to book an appointment.

The first step is to fill the Student Online Enquiry Form available on [www.gemsmillenniumschool-sharjah.com](http://www.gemsmillenniumschool-sharjah.com). Once the online registration is completed, the Registrar contacts the parents as per the availability of seats.

### **Following are the documents required to be submitted at the time of admission:**

- Online registration number
- Passport copies of the student and parent along with a valid UAE residence visa.
- Emirates ID copies of both student and parent.
- Birth Certificate copy (English or Arabic)
- Attested recent report copy including any learning support documents pertaining to the child's educational needs. (For Early Years, nursery reports if available)
- Attested Transfer Certificate/ Mark Sheets (only needed at the time of enrolment).
- Updated immunization records along with school immunization form duly filled.

- Five Passport size photos with white background.
- Original Emirates ID of the child and parents when Ministry of Education opens the SIS portal for scanning.

For Pre- Kindergarten and Kindergarten children have to be accompanied by parents for the interactive session. Based on the observations, admission will be confirmed.

Grades 1 – 6: Based on Interactive Session and previous year's Report Card.

Grades 7 – 9: Based on Entrance test in Math and Science and Report Card of the previous year.

Grades 11: Wide range of subjects is provided to students and they can choose the subjects as per their requirements for universities.

Admission to Physics, Chemistry, Biology, Mathematics, Applied Mathematics, Artificial Intelligence, Computer Science and Accountancy is based on the Entrance test in Math and Science.

No admission will be given in Grade 10 and 12. In the special case of Direct Admission in Grade 10 and 12, the CBSE Registration number of Grade 9 and 11 is submitted.

In some cases, where special needs have been detected, the student may be called in for a re-assessment with the Special Educator.

### **SPEA REGISTRATION**

- It is mandatory to register all new admissions with SPEA. Registrations have to be completed within a week of joining school.
- Parents are required to register new students on the Daleel Portal. The Government Relations Officer is available to assist and provide further details.

### **STUDENTS WITH PHYSICAL DISABILITIES AND LEARNING CHALLENGES:**

The admission philosophy of the school is inclusive as per the Federal Law. By and large, students who have special needs are admitted, if the school has the ability to support their special educational needs. For further information, kindly refer to the school's policy on Inclusion:

### **CONDITIONS FOR REFUSAL OF ADMISSION:**

While we try to accommodate as many students as we can, there are constraints concerning limitations of numbers in each class. The rest are put on a waiting list and informed as and when vacancies arise.

### **EXCEPTIONS:**

- Due to the transient and sometimes uncertain nature of the working population in Sharjah, exceptions are made where necessary. All such decisions are made only after the approval from the Principal.
- In rare cases, a conditional/provisional offer may be made with parents clearly understanding the nature of the conditional offer.

In all cases, admission procedures laid down by the Sharjah Private Education Authority (SPEA) have to be adhered to.

### **CONFIRMATION OF PLACEMENT:**

Upon acceptance of a place at GEMS Millennium School, students seeking admission to the School from Grades 1 upwards will have to submit the Original Transfer Certificate/School Leaving Certificate and Mark Sheets of the school last attended, IN ENGLISH ONLY, duly attested as per guidelines given below:

**For students coming from outside the U.A.E. the following order of attestation must be observed for the Transfer Certificate**

### **FOR STUDENTS COMING FROM INDIA:**

- The Transfer certificate has to be verified by the Education Officer of the Zone/ District/ Area, from where the TC has been obtained.
- The seal and signature of the Education Officer has to be attested by the Indian Consulate in Dubai and the Ministry of Foreign affairs, Dubai or Sharjah- UAE

**FOR STUDENTS COMING FROM GULF COUNTRIES OTHER THAN THE UAE & OMAN:**

- Ministry of Education of that country
- Indian Embassy
- Ministry of Foreign Affairs
- UAE Consulate
- Equivalency Certificate from MOE website

**FOR STUDENTS COMING FROM OMAN:**

Attested by the Indian Embassy at Oman

Students coming from within UAE are required to submit the original Transfer Certificate/ School leaving certificate of the school last attended, duly attested by the Ministry of Education.

All admissions from KG to Grade 9 done after 15<sup>th</sup> June require a current/ discontinued TC which is valid for only 30 days from the last date of attendance. All attestations remain the same as above.

CBSE registration number for Grades 9 & 10 is requested if already registered in another CBSE school.

**WITHDRAWAL PROCEDURE:**

There is a specific form for withdrawal from the school, available online on our web portal – PHOENIX.

Parents are advised to give at least one month's notice to the school while applying for TC.

Parents are requested to collect the Medical Record of their ward from the Medical Room after collecting the TC.

**STRIKE OFF:**

A pupil's name will be struck off the School Rolls on the following grounds after the approval of the Ministry of Education -

- Absence from school for a period of 30 continuous days, without prior permission of the school authorities.
- Non – payment of fees (at the end of the academic year).

**Next Review Date: March 2025**

GMS USE ONLY

GMS USE ONLY