



Admission Policy



Introduction

Al Rashed American Private School seeks to provide learning opportunities for all. Accordingly, the door for admission is open to all students of all nationalities as per the available seats, and in accordance with the rules and regulations approved by the Sharjah Private Education Authority

Please read and understand our admission policy before submitting your application.

School Responsibilities

Announcing the opening of registration as the school deems appropriate according to specific dates.

Informing the parents of everything related to the school policies such as curriculum, assessment, etc.

Informing the parents of the age requirement for students, fees and payment dates.

Informing the parents of the necessary documents to accept the student registration in the school.

Parent Responsibilities

(SPEA). The purpose of this admission policy is to inform parents of the admission regulations and rules and facilitate the registration process for all in a fair and equitable way.

- Applying to fill out the registration form for their children in the school.
- Submitting the documents required for registration without any shortage.
- Providing any document that the parents renewed to the registration department (Emirates ID, passport, residence visa) upon re-registration.
- Referring to the accounting department to complete the required procedures for registration.




- Signing the contract stipulated between the parent and the school.

Important Note: Receiving the application and its attachments is not considered final acceptance until it is approved by the Sharjah Private Education Authority (SPEA).

Age Requirement Table

Grade	Minimum Age	Age
KG1	4 years old	From 01/09/2016 to 31/08/2017
KG2	5 years old	From 01/09/2015 to 31/08/2016
Grade 1	6 years old	From 01/09/2014 to 31/08/2015
Grade 2	7 years old	7-9
Grade 3	8 years old	8-10
Grade 4	9 years old	9-11



Grade 5	10 years old		10-12
Grade 6	11 years old		11-13
Grade 7	12 years old		12-14
Grade 8	13 years old		13-15
Grade 9	14 years old		14-16
Grade 10	15 years old		15-17
Grade 11	16 years old		16-18
Grade 12	17 years old		17-19



Required documents to register a new student:

1. A copy of the student's valid passport.
2. A copy of the student's unified number (citizens).
3. A copy of the student's valid residency (non-citizens).
4. A copy of the student's valid ID in addition to the student's original ID.
5. A copy of the parents' valid IDs in addition to the original IDs.
6. A copy of the student's birth certificate.
7. A copy of the family book (for citizens).
8. A copy of the mother's family book (for children of female citizens).
9. A copy of the decree issued by His Highness the President of the UAE or his deputy to the owners of the decrees.
10. Two (2) recent personal photos of the student.
11. A financial clearance certificate of the student from the previous school.
12. A certificate of good conduct of the student from the previous school.
13. A copy of the vaccination record in addition to the original medical file from the previous school.
14. The diplomatic card (for those whose guardian is a diplomat).
15. Student transfer certificate from the previous school, duly attested and officially approved.

A - Transferring within the Emirate of Sharjah:

- The transfer is done electronically to schools that apply the American and British curriculum.
- Provide a transfer certificate from the school that applies the Ministry of Education curriculum.



B - Transferring from outside the Emirate of Sharjah:

- A transfer certificate attested by the entity from which the certificate was issued (The school keeps the original transfer document.)

C - Transferring from outside the Country:

- A transfer certificate attested and sealed by the Ministry of Education and stamped by the Ministry of Foreign Affairs and the Embassy of the United Arab Emirates from the country the student is coming from.

16. Report Card:

- Certificate of success for the last grade for registration in any of the grades (second grade - eighth grade).
- Certificate of success for the last two academic grades for registration in any of the grades (9th grade - 12th grade).
- Report Card approved by the Sharjah Private Education Authority.

Student Transfer:

Parents who want to transfer their children from the school must submit a Withdrawal Request Form at the registration department and the accounting department, noting that parents will not get any document for the student (transfer certificate, report card ...) unless they obtain a clearance from the accounting department.

Policy Review

This policy is to be reviewed annually

Created: Nov 2019 - Reviewed: Aug 2022