



مدرسة الرشيد الأمريكية الخاصة
Al Rashed American Private School





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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 (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.

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

Purpose, Aims & Objective of admission policy

The objectives of this policy are to:

1. To make the admission process easy for parents and students.
2. Achieve consistency when processing applications and completing the admissions procedure to the school.
3. Offer all the children in the class the level of support they need to make academic progress and achieve their potential.
4. Give parents as much information as possible about the school and the education we provide.
5. Make each child's start in school both happy and successful.
6. Begin a lasting partnership with parents and children.

School Responsibilities:

1. Announcing the opening of registration as the school deems appropriate according to specific dates.
2. Informing the parents of everything related to the school policies such as curriculum, assessment, etc.
3. Informing the parents of the age requirement for students, fees, and payment dates.
4. Informing the parents of the necessary documents to accept the student registration in the school.



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Parent Responsibilities

5. Applying to fill out the registration form for their children in the school.
6. Submitting the documents required for registration without any shortage.
7. Providing any document that the parents renewed to the registration department (Emirates ID, passport, residence visa) upon re-registration.
8. Referring to the accounting department to complete the required procedures for registration.
9. Signing the contract stipulated between the parent and the school.

Procedure:

1. Parents seeking admission for their children can enquire through email: www.alrushedsch.ae or walk into the school's premises and get the details through reception.
2. For KG 1 & 2, interview with the students will be conducted by the KG Section.
3. Prospective students from Grades 1 – Grade 12 will take an entrance test in English, Math, and Arabic. It will help us to determine if the students have attained the minimum expected standard for each subject.
4. The child's admission will be confirmed only on the submission of the required documents and the approval from MOE.

Inclusion and SEND:

The school is inclusive and has an inclusion support programme that seeks to address the individual needs of all students including those experiencing special educational needs and disabilities, the gifted, talented, and English language learners. Parents or guardians of any applicant having a specific awareness need must submit complete reports with their application. These might include Individualized Education Plans (IEPs) or other reports from health professionals. In the case where a child's specific need has not been previously identified, the school reserves the right to review the situation in order to assess the capacity to address his/her needs within their existing level of provision. The school is



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committed to ensuring that

1. Students are not refused to take admission based only on being SEND (Standard 2.1)
2. Siblings of SEND Students will receive "sibling priority" for admission. (Standard 2.2)
3. Admission to the school is not conditional upon the medical diagnosis submission. (Standard 1.1)
4. The SEND students will receive equal quality educational rights and training (Standard 2.3)

Age Requirement Table

| Grade | Minimum Age | Age |
|----------|--------------|---------|
| KG1 | 4 years old | 4 years |
| KG2 | 5 years old | 5 Years |
| Grade 1 | 6 years old | 6 Years |
| 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-citizen).



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4. A copy of the student's valid ID in addition to the student's original ID.
5. A copy of 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:



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- 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.

Important Notes:

1. Receiving the application and its attachments are not considered final acceptance until it is approved by the **Sharjah Private Education Authority (SPEA)**.
2. The school will not be responsible if the admission is not approved by **Sharjah Private Education Authority (SPEA)** due to the non-submission of incomplete documents or due to the submission of invalid documents.

Policy Review

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