



مدرسة دلهي الخاصة ذ.م.م. DELHI PRIVATE SCHOOL L.L.C

Admission Policy

1. Introduction:

- We are an inclusive school and welcome students from all backgrounds and abilities.
- For admission, we enforce the procedure set out below to determine whether a child is accepted or not. (Students from the neighbourhood and siblings are given preference)
- Please refer to Point 5 for Provision for Students of Determination.

2. The Standard Number:

- The standard number is the number of students the school can accommodate in a class.
- For KG I and KG II the standard number is 25 students per class.
- From Grade I onwards the standard number is 30 students per class.

3. Admission Procedure:

- a) The applicant should fill in the online registration form and submit the hard copy of the form along with the following documents at the time of registration:

Note: The registration fee is non-refundable.

- A photocopy of the attested birth certificate issued by the Municipal Corporation.
- A photocopy of the student's valid passport, with a valid residence visa stamp or fresh valid entry permit (if not available, the sponsor's residence visa copy and Emirates ID copy can be submitted).
- A photocopy of the Parent's valid passport and Emirates ID
- Four recent passport-size photographs.
- A photocopy of the Emirates ID.
- Transfer Certificate, duly attested by the Emirate Educational Zone. If, from outside the Emirates - the Transfer Certificate attested by the Ministry of Education in India, Foreign Affairs in India & UAE. Embassy or Ministry of Education in India, Indian Embassy in UAE & UAE Foreign Affairs.
- Progress Report Card of the previous year for a child seeking admission in Grades I – XII.
- Vaccination card copy for the clinic purpose.
- CAT 4 results for students seeking admission to Grades III to IX (if not available, the child

will have to appear for CAT 4 examination during the academic year).

- CBSE registration number for students seeking admission in Grade X and Grade XII.

b) Qualifying procedure:

- For admission to KG I, the age of the student should be 4 as on 31st March of the academic year.
- Student and parent interactive session for admission to KG I and KG II.
- To ascertain if the student is ready for the class applied for, a baseline is conducted for admission to Grades I to IX in English, Science, and Mathematics. This helps us to identify the conceptual gap if any, and support is provided to bridge these gaps.

4. Re-admission:

All students of KG1 to Grades IX will be required to pay a registration fee if they are taking re-admission.

5. Provision for Students of Determination:

- Students of Determination have the same rights as all other students.
- Our admission procedures for Students of Determination are in compliance with Federal Law No. 29, 2006 (Article 12) and Inclusive Education Policy Framework.
- Parents will be expected to share all information regarding the child’s needs and must provide external reports requested by the school, where appropriate.
- Observation and assessment will be conducted by the specialist team within the school. The school is committed to providing the resources needed to ensure equitable access.
- Students of Determination will receive ‘sibling priority’ for admission.

6. Withdrawal Process:

Any student who wishes to withdraw from the school must send an email to the admission department stating the reason and the school of transfer.

The completed withdrawal form along with TC charges is to be submitted to the school’s office after the letter of intent.

Prepared & Reviewed by:	Admission officer and Senior Management Team	Last Review date:	March 2024
		Next Review date:	March 2025
Authorized by	School Principal	No. of Pages:	2