



Woodlem Park School

P.O. Box. 1215. Tel: 06-7409444, 06-7411700, info@woodlempark.ae, www.woodlempark.ae

SOP No.1

I. WPP.1 Admission Policy of Woodlem Park School

a. Purpose

The school is committed to prepare a better society for a better world. Any child joining Woodlem (WPS) would be offered a chance be part of world's brightened better future.

The school environment is inculcated with all qualities and quantities where every student can feel safe to be nourished and flourish. WPS recognize children learn at different rates and that there are many factors affecting achievement, including ability, emotional stage, age and maturity and special needs. WPS aim to identify these needs as they arise and provide all necessities which every child need to develop to its best.

This policy is created to make sure that every student seeking admission goes through a transparent and easy procedure. There is a unified approach in acceptance and processing applications for the Woodlem Park School. The procedure and guidelines outlined in this document are to ensure premier customer service standard to any parents approaching the School for admission.

The woodlem park school ensures inclusive admission system to offer a high quality education

Woodlem Park Admission Department (WAD)

The WAD consists of Admission Coordinators, School Tour coordinators, Admission Manager, Registrar, Arabic Secretary and Principal.

WPP.1 Admission Procedure

Inquires for the school admission can be made through

- Website /telephone/email inquiry or direct walk in to the school.
- The website queries will be reverted back from the School Admission Department.

- The Admission Desk will provide the necessary details for the admission.

There are no academic requirements for acceptance into Kindergarten (4 years to 5 years of age). Prospective students at these levels are interviewed; they must be toilet-trained and able to speak and follow simple instructions.

All other prospective students for the grades will take diagnostic tests in the core subjects. These tests help to determine if the students have attained the minimum expected standard for each subject. The school then makes final placement decisions but can resort to the various strategies at its disposal to help bring a student to the required level. For example, there is the option of attending Extended Learning Activities (After school and remedial program) or perhaps extra classes in a subject. The Special academic support is taken very seriously by the school.

Parents must provide the school with copies of all reports and information. Parents and the school must work in collaboration to give the best to every child.

The child's admission can be confirmed only on

- the submission of the necessary documents and the approval from the Ministry.

b. Objectives:

To ensure that the school adopts an admission process that is:

- Open and equitable to all irrespective of the literacy level / financial status of the parent;
- Keep the student-teacher ratio of the school set at 25:1 based on merit and helps sustain the academic strength of the school;
- Provide holistic education by accepting students who possess outstanding extracurricular skills and abilities;

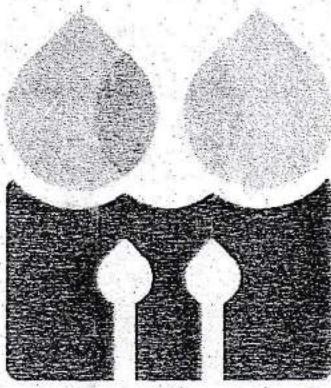
c. Authority

The policy drafted by the WAD with inputs from school administrators including Head of Sections and Principal.

Any exceptions to the policy can only be recommended by the C.E.O and approved by the Management

RESPONSIBILITY

The Registrar is responsible to implement the policy according to the stated guidelines. A detailed Admissions Procedure defines the step-by-step implementation of the policy.



**Woodlem Park
School**

WPP1.1 GUIDELINES FOR ADMISSION

WPP1.1A KG-1 & KG-2

a. Context

- During planning for the new academic year, the school administration in consultation with the management decides on the total capacity of the all the classes;
- Capacity is dependent on infrastructure availability and human and material resources;
- Ideally the school retains a student – teacher ratio of 25:1;
- Management discretion dictates the quantum of reservation of seats;

b. Task (Appendix A)

- The school makes no distinction on knowledge / skill / ability level of the student or the literacy / financial level of the parent at this entry level of admission;
- Eligibility to apply for admission is dependent on the child's satisfactory fulfillment of an age criteria as laid down by the Ministry of Education, U.A.E.
- The age criteria currently stands at 4 to 4.9 which may be modified with the consent of the MOE for KG1 and 5 to 5.9 for KG 2;
- The Nationality as per the Ministry Approvals;
- The Special needs children should be assessed by a special educator;

WPP1.1B Grade 1-8

a. Context

- During planning for the new academic year, the school administration in consultation with the management decides on the total capacity of the classes.
- Capacity is dependent on infrastructure availability and human and material resources. Ideally the school retains a student – teacher ratio of 25:1

b. Task (Appendix A)

- The school makes no distinction on the literacy / financial level of the parent at any entry level of admission
- General academic profile of the student dictates admission
- the school may at its collective discretion waive certain minimum academic criteria if the prospective student has an extraordinary co-curricular record;
 - i. Eligibility for admission to a certain grade is:
 - dependent on submission of proof of successful completion of the previous grade;
 - fulfillment of relevant age criteria as laid down by the Ministry of Education, U.A.E;
 - ii. successful candidates in the exam are enrolled in the school if the student clears the minimum performance criteria dictated for each level;
 - iii. interface held for candidates who appeared for the eligibility test from Grades 6 & 8;

c. MOE Rules on Admission

Woodlém Park

School

- A student is admitted in KG1 if he/she is 4 years of age before 31st July in the year in which they are admitted;
- A student is admitted in KG2 if he/she is 5 years of age before 31st July in the year in which they are admitted;
- A student is admitted in Grade 1 if he/she is 6 years of age and does not exceed the age of 8 by 31st July in the year in which they are admitted;
- If case of transferred students who follows the same curriculum the transfer should take place in the first month of the academic year;
- Students transferring from outside of the country must be enrolled in the school within one of first month of the academic year and cannot be absent for more than one month;
- Students coming from within UAE (except Dubai and Abu Dhabi) must obtain the SIS Number from their current school;
- Students transferring from a non-Indian curriculum school can only be admitted in subject to the availability of seats;
- Admission to Grade 8 and upwards will be made through an Entrance Test conducted by the School;

d. Valid documents to be submitted at the time of admission:

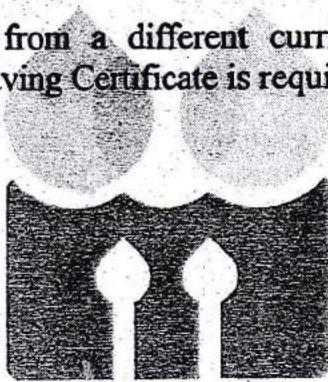
1. Copy of the Student's passport with stamped visa page
2. Copy of Student's Emirates ID
3. Copy of the Birth Certificate
4. Copy of the Vaccination Card/ Fitness certificate/ Student health file of the previous school (Only for KG1, KGII & Grade 1). Health file from the previous school if the child has studied earlier in UAE (For all grades)
5. Copy of the Sponsor's Passport with stamped visa page
6. Copy of sponsor's emirates ID
7. Four recent passport size photographs of the child
8. (For KG1 to Grade I)- If studied earlier within UAE- Original TC with SIS number and Annual Report card from the previous school.
9. ORIGINAL Emirates ID of the student for SIS Registration (If not registered in SIS earlier)
- 10.(Grade II onwards) Photocopy of the Mark Sheet/ Annual Report card of the last examination passed at the previous school.
- 11.(Grade II onwards) Original Transfer Certificate / School Leaving Certificate from the school last attended. Attestation is required for TC for outside UAE students, which is to be as per MOE norms.
- 12.Bonafide Certificate (as applicable)

PLEASE NOTE: Original PASSPORT, EMIRATES ID, and REPORT CARD shall be presented at the time of admission.

e. Attestation of transfer certificate and report card:

1. Transfer Certificates from India
 - a) Ministry of Education (AEO, DEO, CBSE Regional Officer etc.)
 - b) Indian Consulate, Ajman/Sharja/ Dubai
 - c) Ministry of Foreign Affairs, Ajman/Dubai
2. Transfer Certificates from other Nations
Option 1
 - a) Ministry of Education from Concerned Nation
 - b) Consulate of Concerned Nation in Dubai
 - c) U.A.E. Foreign Affairs, Ajman/Dubai
Option 2
 - a) Ministry of Education from Concerned Nation
 - b) Ministry of Foreign Affairs from Concerned Nation

- c) U.A.E. Embassy/ Consulate from Concerned Nation
- 3. Transfer Certificates from G.C.C. Countries other than U.A.E.**
- a) Ministry of Education from Concerned Nation
 - b) Ministry of Foreign Affairs from Concerned Nation
 - c) U.A.E. Embassy/ Consulate from Concerned Nation
- 4. Transfer Certificates from U.A.E.**
- a) Ajman/ Sharja – MOE Attestation
 - b) All other Emirates- Ministry of Education from the Concerned Emirates
 - c) If coming from a different curriculum than Indian or Asian-attested Leaving Certificate is required.



**Woodlém Park
School**