



ADMISSIONS PROCEDURE Nursery – Grade 1 Entry for SY 2017 - 2018

There are 3 stages to the Admissions process:

1) APPLICATION

Acceptance of applications to Shaikha Hessa Girls' School for places in Nursery through to Grade 1 are dependent on the student being age appropriate:

Being age appropriate for entry to the grade level for which they are applying (applicable for Nursery – Grade 1 entry as per table below)

Year of Birth/Age to be completed by December 31 in the year of entry

GRADE LEVEL	YEAR OF BIRTH	AGE
Nursery	2014	3 years
KG1	2013	4 years
KG2	2012	5 years
Grade 1	2011	6 years

The parent/guardian should fill and sign the application form and return it to the school along with:

- BD 20/- application fee
- 2 current passport photos
- copy of both the student's Smart Card/CPR and passport (documents should be valid)
- Show original birth certificate
- A copy of her vaccination booklet
- All students applying for KG2 and Grade 1 need to take the Academic Needs Assessment Form (provided in Application Folder) to the current school to be filled and delivered sealed to Shaikha Hessa Girls' School or faxed to the school (fax number 17750700)

Only after meeting the above requirements, will the student be invited to take placement tests

Note1: The school follows the guidelines of the Ministry of Education (Private Education) for age appropriateness for classes.

Note2: All parents should meet with our school doctor before the students join the school and will be asked questions related to the student's health and family health history to complete their health file. As per Ministry guidelines entrants to Grade 1 should complete a health examination at their local health centre.

2) ACCEPTANCE

To be accepted into the grade level applied for, a student must:

- Show competency in the placement test in Maths, English and Arabic for the grade level applied for
- The school must be convinced it is in the student's best interest to join the school
- Parents will be notified by SMS, email or by phone of the results within one week of testing as to whether the student is accepted or not. **The Admissions Committee's decision is final.**
- On acceptance, the registration and development fees should be paid immediately (please refer to the School Fees sheet). The first instalment of tuition is due in April in advance. Unfortunately the school cannot guarantee places in case of delay of payment.

Note 1: Priority for places goes to sisters of students currently enrolled in the school, Board members children and graduates of SHGS (providing they meet entry requirements). The remaining places will go to students who show competency in their placement tests.

Note 2: Students who have met all entry requirements may be put on a waiting list should the grade level applied for to be showing full. The parents will be notified should this status change.

Note 3: The school may revoke its acceptance at any time should it become aware that information has been withheld or falsely presented to the school.

3) ENROLLMENT

Only the names of fully enrolled students will be shown on class lists and allowed to attend classes in September. The requirements for enrollment are:

- Submission of application form, photos, ID documents, Academic Needs Form from previous school (KG2 & Grade 1 applicants only), previous report card copies.
- Application, Registration, Development Fees and First Installment of Tuition Fees have been paid in full.
- Immunization record has been submitted and a follow up interview has been completed with the school's doctor. MoE Health examination has been completed.
- All Ministry paperwork has been completed and submitted.