



## St. Joseph's School, Abu Dhabi

### Admissions Policy

Saint Joseph's School is a C.B.S.E. Indian Curriculum school operating as part of the Vicariate of Southern Arabia Group of Schools. The majority of the students and staff are from India and the culture of the school is subsequently Indian. The school admits Girls from Grade One to Grade 12 and Boys from Grades 1-6. The academic year operates from April to March.

#### School Mission

The Admission Policy reflects the Vicariate of Southern Arabia Mission Statement in that we endeavor to holistically develop every student to their full spiritual, intellectual, emotional, physical and artistic potential. We strive to develop a community of collaborative learners, and produce independent, critical thinkers who are responsible global citizens, capable of leading productive and meaningful lives.

Because of this, admission to the school is based on the following assumptions:

- The student is able to fulfill the entry requirements for each Grade Level
- The student is able to benefit from the specific C.B.S.E. Indian educational programme provided by the school

#### Admission Procedure to Grade One

- **Preferential Admission:** Students who have siblings at Saint Joseph's School are offered admission into Grade One first.
- Parents seeking admission into Grade One for a student with no sibling already at the school are requested to complete registration details from November.
- Once the number of available seats in Grade One for the academic year is known, all registered students will be asked to sit for an Admissions Entrance Assessment which comprises of Maths and Language based tasks.
- The places are allocated according to the student's performance in the Admissions Entrance Assessment.
- Consideration is given to the ratio of boys to girls to ensure that there is enough accommodation for a maximum of 90 girls in Grade 7.

#### Admission Procedure to Grades other than Grade One

- Admissions to other Grades is dependent of the students achieving an appropriate standard in the Admissions Entrance Assessment for the specific Grade Level in question.

## **Language Ability**

- As the medium of instruction is English all students seeking admission must be able to communicate appropriately in English according to their age.

## **Inclusion**

- Provided that the student has fulfilled the entrance requirements, if a student has special educational needs they will be offered a place at the school as long as the school is able to provide for those specific needs.

## **DOCUMENTS TO BE SUBMITTED WITH THE REGISTRATION FORM:**

1. Three copies of the student's passport with valid residence visa for the U.A.E.
2. One copy of Father's passport with valid residence visa for the U.A.E.
3. Two copies of the Emirates ID of the student.
4. Three recent passport size photographs of the child with white background.
5. Two photocopies of the Birth Certificate (in English) attested by the Indian Embassy and UAE Foreign Affairs. (Please attach the original for verification.)
6. Electricity bill
7. Photocopy of the original mark sheet of the last examination passed at the previous school. This is required for students seeking admission from Grade 2 onwards.
8. Students seeking admission to the School from Grade 2 onwards are also required to submit the original Transfer Certificate / School Leaving Certificate of the school last attended, duly attested as per the guidelines given below:

a) For students coming from India the following order of attestation must be observed for the Transfer Certificate and Progress Report

- Attestation by the competent educational authority of the state in India (Dist. Edn. Off., A.E.O. or Inspector of Schools)
- Countersigned by Indian Embassy in Abu Dhabi & by the Ministry of Foreign Affairs in Abu Dhabi.

b) For students coming from the Gulf Countries the Transfer Certificate and Progress Report should be attested by the

- Indian Embassy in that country and
- Ministry of Foreign Affairs of that country.
- If the applicant is locally transferred within Abu Dhabi, eSIS No. and eSIS Marksheet from previous school should be submitted.

c) Students coming from within the U.A.E. They are required to submit the original Transfer Certificate / School Leaving Certificate of the school last attended, duly attested by the Ministry of Education.

9. Admission to Grade 11 is based on the marks secured in the Common Rehearsal Exam. Only students scoring 70% overall and 80% in Mathematics and Science will be considered for the Science Stream. All those who pass the All India Secondary School Examination of Grade 10 do not automatically qualify for admission to Grade 11.

10. The Principal reserves the right to refuse admission to any student whose character or academic performance is not satisfactory.

**Sr. Carmen**  
**Principal**