



**Shining Star  
International School**

# **SHINING STAR INTERNATIONAL SCHOOL ABU DHABI**

## **ADMISSION POLICY**

## **PROMOTING SSIS TO PUBLIC:**

1. Ads are given in social media, website:
  - a) The classes to which admission is open.
  - b) The date, place and procedure for collection of forms.
  - c) Pertinent information about the school and its facilities.
2. A School Brochure/Prospectus is prepared and issued to parents seeking for admission.
3. On the day parents are invited for pre-admission process (Counselling/Entrance Test), information booths are set up, where parents can be counselled. The brochures could be placed on display boards, along with pictures of School and information about the facilities.
4. Prospective parents and students are encouraged to arrange an appointment to meet the office staff for a school tour.

## **PRE-ADMISSION PROCESS:**

1. Parents need to fill the online registration form 2023-24 and submit the same with their complete details including details of their location and personal email id.
2. Once applied, an auto generated Acknowledge Mail would be sent to the parent with a Reg. No. and this mail could be considered as the Registration Slip.
3. The core admission team calls all the registered parents before EOD each day & sends a consolidated report to the management on availability of student & other general information.

## **KG – GRADE 1:**

1. Selection process of students of KG & Gr.1 could be either draw or direct assessment. The School committee interacts with the child and makes the final decision. In case the child is nervous/shy or doesn't respond as expected, does not go against him or her. The observer may engage with the child while he/she is comfortable and is sitting in the lap of parents as some kids of normal capacity were denied of admission in the past due to minute reasons.
2. Tables and chairs are set up, along with toys and magazines for KG for waiting children and parents.
3. Parents of candidates who are accepted to Shining Star International School are asked to enroll their child by paying the enrollment deposit of 500 AED (nonrefundable) within 2days of acceptance. This deposit will be deducted from the first tuition fee invoice. Enrolment fees are refunded only if the School withdraws its offer of a place.

## **GRADE 2 & ABOVE:**

1. Aptitude Tests are conducted. The Application Form with supporting documents have to be presented to the School Staff / examination in charge before attending the entrance test.
2. The question paper should be not more than 30 minutes (50 marks total) for students for Gr.2 to 4 and not more than 45 minutes (75 marks total) for Gr.5 to 7 and 1 hour (100 marks total) for Gr.8 to 12 as we have got complaints from parents on very long assessmenttime in the past.
3. Based on the information received from the entrance answer sheets, students and parents may be asked to meet with the senior leadership team.
4. Parents of candidates who are accepted to Shining Star International School are asked to enroll their child by paying the enrollment deposit of 500 - 1000AED (nonrefundable) within 1 week of acceptance. This deposit will be deducted from the first tuition fee invoice. Enrolment fees are refunded only if the School withdraws its offer of a place.

## **SPECIAL EDUCATION NEEDS:**

As per ADEC, Students with mild to moderate special educational needs are encouraged to apply to the school and will be accommodated accordingly.

When a particular special educational needs becomes apparent after registration, the school will consult parents about reasonable adjustments that may enable the student to continue succeed at learning. These will be through a shadow teacher for the student in question.

## **STUDENT WITHDRAWAL:**

- Parents who leave the School at the end of session, need to communicate in writing i.e submit the TC Application Form on or before the cut-off date (as decided by the Principal), failing which school shall charge 50% of the tuition fee or Re-Registration Fee.
- Parents are counselled by the Principal/Academic Head before forwarding the application to the admission team.


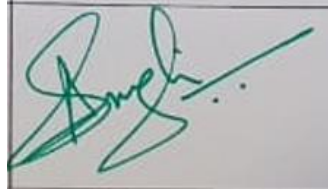
## **STUDENT RE-REGISTRATION:**

- Parents wishing to re-register their students at the school need to fill Re-Registration Form with supporting documents and submit to the school prior to the due date. Re-Registration need to start as early as mid of February, (immediately after cut-off date given for Withdrawal) .
- To re-register a deposit of **500AED per student (nonrefundable)** will be made payable to the school and will be deducted from the tuition fees at the time of re-registration.
- Families with more than one student attending the school need only complete one re-registration form with all siblings listed.

- Students with accounts left in arrears from previous years will not qualify for future enrolment (2024/2025 school year). The school reserves the right to make judgment on such matters on case to case bases.

**ROLES & RESPONSIBILITIES:**

1. **Front Office Executive:** First Interaction with parent providing all information about school and other communication.
2. **Admissions Counsellor:** Follow up from registration till admission.
3. **Section wise Academic Heads/HODs:** Entrance Tests, Face to Face interaction of new student.
4. **Class Teachers:** Orientation of new Parent and induction of new student.
5. **Principal:** Smooth conduct of Admission/Withdrawal

	Name	Signature	Date
Prepared by:	Ms. Athira Chandran		09/08//2024
Policy Reviewed & Approved by:	Mrs. Abhilasha Singh (Principal)		03/10/2024