

# Admission Process Flow – 2024-2025

<b>Step 1</b>
<b>Inquiry form</b>
Interested parents will fill inquiry form online/ onsite (during Walk-in)



<b>Step 2</b>
<b>Verification by the Admission Department (Sherin and Rahna)</b>
The admission team will check the seat availability based on <ul style="list-style-type: none"> <li>Second language</li> <li>Location</li> <li>Verification of documents</li> </ul>



<b>Step 3</b>
<b>Entrance examination</b>
Appear for the interaction/entry-level test and await confirmation of admission



<b>Step 4</b>
<b>Result Declaration and Appointment</b>
The parent is informed about the result of the exam and schedules the appointment to complete the admission formalities



<b>Step 5</b>	
<b>Confirmation of Admission</b>	
1. The parent will submit the required documents	(Annexure2)
2. The parent will fill and submit the Forms (Annexure3)	<ul style="list-style-type: none"> <li>Pupil form</li> <li>Transport Form</li> <li>Self-Declaration form</li> <li>Medical Form</li> </ul>



<b>Step 6</b>	
<b>Confirmation of transport and Payment in accounts</b>	
Transport	Accounts
<ul style="list-style-type: none"> <li>Parent will visit the transport and confirm Pick and drop-off timings</li> <li>The transport team will share the bus monitor details</li> </ul>	<ul style="list-style-type: none"> <li>Parent will make the payment for admission and the first Installment fee of AED850</li> </ul>



<b>Step 7</b>
<b>Class Allocation</b>
Class and division are assigned based on the second language. Sports house color will be given at the time of admission.



<b>Step 8</b>
<b>Collection of Books and uniform</b>
After the payment in accounts, the parent will be collecting uniforms from the school store and books from the Goyal books store.



<b>Step 9</b>
<b>Sharing New Admission information</b>
Email sent to – Section head, class teacher, accounts, Transport, IT, and admin officer



<b>Step 10</b>
<b>Parent orientation</b>
Parent will attend the orientation program along with the child before joining the school.

<u>Annexure1</u>
<a href="#">Inquiry Form link</a>

<u>Annexure2: Documents</u>
1. <u>Passport, Emirates ID, Birth certificate, Vaccination card copy of the child</u>
2. <u>Sponsor Passport, Emirates ID Copy</u>
3. <u>TC and report card</u>
4. <u>Passport size photographs</u>

<u>Annexure3</u>
<a href="#">Admission Forms</a>

## Admission process

We invite families and students at all educational levels to join our vibrant learning community. Our dedicated admissions team is committed to providing a seamless and personalized admissions experience tailored to your specific needs.

## Age Requirements

To be admitted, a student must meet the minimum age for the grade/year group as outlined in the table below. This is a legal requirement per the legislation governing enrolment of students in Dubai private schools. The age in the table refers to the age of the student on **March 31**.

Class	Age
PreKG	3
KG 1	4
KG 2	5
Grade 1	6
Grade 2	<b>Based on the Transfer certificate. The child must be in the minimum age before March 31st,2024.</b>
Grade 3	
Grade 4	
Grade 5	
Grade 6	
Grade 7	
Grade 8	
Grade 9	
Grade 10	

## Documents Required for Admission

1. Birth Certificate: One copy in English or Arabic only.
2. Child's Passport, Valid Visa, and Emirates ID: One copy each.
3. Photographs: Three passport-sized.
4. Parent's Passport, Visa, and Emirates ID: One copy each.
5. Vaccination Card: One copy.
6. Previous Academic Records:
  - o One copy of the original mark sheet from the last examination.
7. TC: Students seeking admission from Grade 1 and above should provide a copy of the final report from the previous academic year and the mid-term report of the current academic year.

Parents are requested to bring the original documents (Birth Certificate and Passports) for verification at the time of admission.

7. Transfer Certificate/School Leaving Certificate:
  - o The original Transfer Certificate/School Leaving Certificate from the last school attended must be in English only and attested as follows:
    - **From other Emirates:** Attested by the educational authority of that Emirate.
    - **From Gulf countries:** Attested by the Ministry of Education in that country.
    - **From outside the UAE:**
      - Attested by the Education Officer of the Zone/District/Area where the TC was obtained.
      - For CBSE/ICSE Boards: Attested by the concerned Regional Officers.
      - The seal and signature of the Education Officer/Regional Officer must be attested by the Indian Consulate in Dubai and the UAE Ministry of Foreign Affairs.

## INCLUSION

### **Admission Procedure: Special Education Needs (SEN) Student**

Woodlem firmly believes that everyone has an equal opportunity for education. Keeping in line with this conviction, we have always kept our doors open for parents with children who have different abilities, to approach us for possibility of inclusion in our school. There is a procedure followed, as detailed below:

- The Candidates will have to first meet the School Registrar for the Admission in the desired grade.
- They are then directed to the Head of Inclusion and Special Educator with the relevant documents from the Medical Specialist who have evaluated the candidates' medically/psychologically and certified them as differently abled and requiring specialized attention and support.
- The Head of Inclusion evaluates the candidates based on pre-determined parameters, to decide if the school can accommodate the candidate, and is equipped to provide them the specific support that they require.
- If approved, the candidates will be enrolled in the appropriate Grade level and the Special Educator will format the curriculum for the student.
- Once admission is finalized, the parents are directed to all the concerned departments to complete the mandatory enrolment formalities.

For any further academic concessions/exemptions as a SEN student, approvals required to be taken from KHDA/CBSE following specific formalities.

**\*\*A Parent Declaration Form** specifying different types of special educational needs is a mandatory part of the school admission procedure