



SHARJAH ENGLISH SCHOOL

ADMISSION PROCEDURE

Assessment Fee: AED. 400 must be paid when the child is invited in for an assessment test. Please note that we will only accept a child for testing if there is a prospect of a place being available.

The assessment fee is a non-refundable fee whether the child is offered a place or not.

On Acceptance: If Sharjah English School is able to offer a place, a **refundable** fee of AED 5,000 is payable in advance to confirm acceptance of the place. Payment must be received within seven days of the offer otherwise the offer may be withdrawn and the place offered to another applicant.

Advance: The fee of AED 5,000 will be refunded/utilized in part payment of the final term's fees **provided that:**

- a) all outstanding financial obligations to the school have been met.
- b) the school is given **written notification** of the parents' intention to withdraw their children from the school.

This written notification must be submitted on, or before, the first day of the term in which the child is due to leave.

School Fees: **School fees are due on, or before, the first day of each new term.** It must be clearly understood that, once the fees have been paid, there is no entitlement to a full refund if the pupil is removed from the school during the course of the term. Fees will be refunded on the basis of prevailing Ministry of Education guidelines.

Re-registration: During Term 2 each year, parents will be asked to confirm that their children are returning to SES for the subsequent academic year. Due to increasing pressure on admissions and enrollment, a payment of AED 2,000 will be required to secure a place. This payment will be offset against Term 1 fees for the following year. The re-registration fee is non-refundable, except at the discretion of the Board of Governors.

Learning Support: Your child has been accepted on the basis of the assessment they have had. Specific learning difficulties sometimes develop at a later stage in the child's development. Varied individual support is available through our Learning Support Department. However, if during the course of your child's education at Sharjah English School, a serious learning difficulty is identified which requires additional or external support, it

is possible that you will be asked to cover the cost of the required additional support. The cost of this will be discussed and agreed depending on your child's needs.

Health & Safety

As part of the school's Health & Safety / Infection Control policy we are unable to offer your child a place unless he / she is fully toilet trained. If a child is not fully toilet trained, parents will be asked to remove the child until such time as he / she is ready to rejoin the school.

Curriculum:

Sharjah English School follows a British Curriculum. In addition to the usual academic subjects, we also provide Arabic lessons (for non-Arabic speakers), and Islamic Studies for Muslim pupils only, as required by the Ministry of Education. Other activities include non-academic pursuits such as games (indoor and outdoor), swimming lessons, drama and musical productions, which are considered as part of the essential school curriculum; these are not optional, as at some schools.

It is a requirement that pupils joining Sharjah English School will take part in all aspects of the school curriculum.

Medical Record:

There is a confidential medical record for each child which we would ask parents to complete and return to the office when their child first enters Sharjah English School.

Documentation:

It is a requirement of entry to Sharjah English School that all documentation (including the confidential medical record) be submitted to the school office before the date your child is due to start. This will enable the school to process your child's application which has to be approved by the Ministry of Education.

We require the following documents to enable us to register your child in the school:

- a) 2 photocopies of birth certificate.
- b) 2 photocopies of passport, including the page that shows a current residence visa.
- c) 2 passport size photographs.
- d) 2 photocopies of Emirates ID and Original ID card when joining for Ministry scanning.
- e) Last 2 school reports.
- f) Leaving certificate, or letter, from the previous school (original letter).
- g) Signed admission documents.
- h) Medical booklet completed and signed.

I have read the above and I agree to abide by the terms of admission to Sharjah English School.

Name of Student: _____

Parent/Guardian Name: _____

Signature of Parent/Guardian: _____

Date: _____