



ADMISSION POLICY

POLICY GUIDELINES

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Section 1 - Document control

This guidelines document shall outline in detail the about the schools' procedures regarding admission, KHDA registration, student promotion process and TC procedures. Version 2.0 is released for use in Leams Education with effect from 16-Nov-2023.

| Authorized Person | Designation | Access |
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| Mr. Munassir T. K | Group IT & Data Assessments Manager | Read and write |
| All Employees | - | Read only access |

| Version | Effective | Authorized by | Date of Review |
|-------------|-------------|--------------------|----------------|
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Leams Education Services

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Section 2 - Acronyms and Definitions

| Acronym/ Abbreviation | Definition / Expansion |
|-------------------------|--|
| Employer / Organization | Leams Education Group, its affiliate schools, and units |
| Employee | All employees, who are considered eligible as per this policy |
| SLT | Senior Leadership Team – Typically will include the Principal, Vice Principal, Heads of Sections |
| MoE | Ministry of Education |
| KHDA | Knowledge and Human Development Authority |
| LCO | Leams Corporate Office |
| PSC | Parent School Contract |

Section 3 – Scope

The scope of this policy document includes guidelines pertaining to schools' procedures regarding admission, KHDA registration, final exams, ministry sheets, promotion process, and class list for the upcoming academic year.

Section 4 - Admission Process – Overview

4.1 How to Begin a Student’s Journey at Leams Education

LEAMS Admission policy has been developed as a part of LEAMS commitment to providing a supportive learning environment which enables all students who have chosen to study with us to achieve their full potential. LEAMS doesn't discriminate based on race, gender, additional needs or nation of origin and seeks to accept all qualified students who apply.

➤ Step 1 - Online Application

- Select 'ENROL ONLINE' under the admission tab on the home page of each School web page
- Complete the online student Enquiry and Registration. Once the form is completed, parents will receive an acknowledgement with an online reference number and advice on the following steps.

➤ Step 2 – Application process

- To initiate Application process, parents should pay Application Fee of AED/- 525 (inclusive of VAT) either online or in person by cash/Card at the school's counter.
- This Application fee is:
 - -Refundable if the school does not offer the student a seat.
 - -Non-refundable if the school offers the student a seat but the student chooses not to take it.
 - -Non-refundable in the event of Application being rejected due to the failure to submit required documents.
 - -Not deductible/adjustable against of the school fees/sibling fees
- Parents are required to provide the listed documents to complete the application. Please note that you are requested to upload all the documents online. Don't encourage the parents to send the documents through emails.
- Admissions will be processed only if all the required documents are uploaded, and the Application fees have been paid. After this the School team will review the student's school report or the student will be scheduled for an assessment/interview.

Required Documents:

- Residency visa page (Copies for student, father, and mother - when available)
- *Passport (Copies for student, father, and mother)
- Copy of student's birth certificate (in English or Arabic)
- Recent passport size photographs of student
- *Copies of student's last 2 school reports for all students entering Year 1 and Year 2 (CBSE KG2 & Grade1) (in English); Last 2 years' school reports and CAT 4 report for students entering Year 3 (CBSE-Grade2) and above; Nursery report cards, if available, for students entering FS1 and FS2(CBSE- Pre KG & KG1). 6 months' valid medical, therapy reports, if student is with special educational needs.
- Copy of student's immunization card

- Emirates ID card, back & front (Copies for student, father and mother- when available)
- Original Emirates ID of student and both the parents (will be required if student is accepted into school)
- Attested transfer certificate or previous school's leaving certificate. (If your student is accepted into school)
- Any student joining in Year 10/Grade 9 and above (Year 9 in UK Curriculum/ Grade 8 completed from Indian curriculum) must present an equivalency certificate required from MOE (Ministry of Education) along with the attested Transfer Certificate.

The above supporting documents marked with asterisks (*) are the minimum mandatory requirement to process the application.

Note: Submission of Application & Payment of the Application fee does not guarantee an admission offer or availability of place at the school

➤ **Step 3 – Assessment**

- The student will be invited/communicated (Within 7 days of Application fees payment & documents submission) by the school admission team for an assessment/an interview along with their recent report cards (observation/ Written assessments / CAT4 test) via email notification or phone.
- Results will be notified via email.

➤ **Step 4 – Deposit Fee, Admission Confirmation**

- The admission team will be sending confirmation letters to successful applicants, subject to seat availability.
- Payment of Registration deposit (within 5 working days of the offer letter issued by email) which is 10% of the Annual tuition fees (non- refundable, non-transferrable) in cash / credit card and is deductible from the Term-I tuition fees for the academic year. This is a non-refundable deposit. The parents have the option to pay the First Term Fee / Whole academic fee.
- After the above process, students can be registered on the KHDA portal.
- The tuition fee is payable at the beginning of each term and is payable in 3 terms.
- If a seat is not available, your student's application will be placed on a waitlist upon successful assessment until a seat becomes available. If you wish to withdraw your student from the waiting list, the 500 AED plus VAT application fees can be refunded.
- In case parents do not proceed with the Application/Registration process within the time frame given by admission team, Application fee & Registration deposit are non-refundable.

- On nonpayment of registration deposit on said time frame, the paid Application fee will not be refundable if student did not get a seat due to delay in payment of registration deposit.

➤ **Step 5 – KHDA Portal Registration and Parent School Contract Signing**

When a student is admitted to a school in Dubai, he or she must be registered with the KHDA. Deadlines apply and will be communicated by the authority.

- When a student is admitted to the school, the admission team should ensure to collect all relevant documents to complete the KHDA registration process immediately when the portal opens for the academic year. Also, the admission team needs to work in tandem with the accounts team to ensure that the student cleared the first term fee and annual fee before proceeding with the KHDA registration.
- Email reminders (3 reminders) can be sent to the parent for payment of Term-I fees.
- Payment by PDC cheques will not be considered unless it is cleared in the bank.
- The Accounts department should ensure no PDC cheques cases are included in KHDA registration.
- As soon as the registration process is initiated and upon the required document submission, a tracker id will be generated by KHDA; this can be used for references.
- Students' names and nationality in the KHDA portal must be as per their Emirates- ID.
- Once the KHDA approves the registration, the KHDA number will be generated.
- All students enrolled in the school should have a KHDA id number.
- A student's class and section must be the same in the KHDA portal and school list.
- Student id must be linked to the KHDA portal and Mograsis ERP.
- Once approved by the KHDA, the Parent School Contract will be published. Parents can sign this in person, or it can be signed via the KHDA App
- Every subject offered in the school must be updated for the respective classes in the KHDA portal.
- School Principals must comply with statutory requirements; hence, no students should be on the campus without the KHDA number.

- While publishing the parent school contract in KHDA portal for the next academic year, the KHDA coordinator shall ensure that the student does not fall under temp- finance and temp-class.
- For the seat allocated students, after receiving the documents from the parent, admission team must share the list to KHDA coordinator to register in KHDA portal. It will be the KHDA coordinators, Admission teams & MSO's responsibility to ensure parent school contract is signed.
- Students can be officially enrolled after PSC signed by the parents.

Section 5 – MINISTRY PROMOTION PROCEDURES OF EXISTING STUDENTS

- The list of existing students, upon receiving their annual results, will be promptly shared by the KHDA coordinator, in coordination with Section Heads, with the Knowledge and Human Development Authority (KHDA).
- When publishing the parent school contract in the KHDA portal for the next academic year, the KHDA coordinator must ensure that the student does not fall under temp-finance or temp-class (only section allotted students to be published KHDA contract)

Section 6 - SECTION ALLOCATION PROCEDURE OF EXISTING STUDENTS AND NEW ADMISSIONS.

6.1 Existing Students

- Existing students are required to clear any outstanding arrears and pay the re- registration fee for the next academic year within the cut-off date given by the school to confirm their seat for the upcoming academic year term. Re-registration fee payments for the next academic year will be accepted from the beginning of Term 3 of the existing academic year. The admission team will share a re-registration blocking list before start of the re-registration process. The school Accounts Department will send three email communications (1st week of Term 3, 3rd week of Term 3, and 4th week of Term 3) to the parents (Exclude blocked students with the undertaking

- letter from the parent) for payment of the re-registration fee. The last date for receiving the re-registration fee will also be clearly stated in the email communications. Additional follow-up emails and SMSs will also be sent to remind the parents to ensure re-registration fee payment.
- The Admissions Officer should communicate with the Accounts Department to stop receiving the re-registration fee after the given cut-off date for any particular class if the capacity is full of the re-registration and/or new admissions.
 - If any class is full in capacity, the Admissions Officer should send a communication to all existing students who have not paid the re-registration fee until that date, stating that the seats are full and no further re-registration will be accepted from that date and the students can be relocated to waiting list in communication with the school authorities.
 - Re-registration will be confirmed only up on payment of AED 500 re-registration fees (non-refundable).
 - Schools reserves the right to refuse the issue of academic reports and refuse re-registration for students when fees are repeatedly not paid on time or if they have not settled the fees for the previous academic year
 - Failure to pay the re-registration deposit can result in a student's seat in the school being revoked.
 - Only in case, if the family relocates to outside of the UAE or to another Emirate, the school may up to 31st July (CBSE-15th March) of the same year, can process refund request. Such refund requests must be made in writing to the Admissions Officer by 31st July (CBSE-15th March) and will be reviewed at the school's discretion.
 - Any refund request of Re-Registration after 31st July (CBSE-15th March) will not be accepted.
 - The Accounts Department will send fee payment reminders including the annual fee for the new academic year to re-registered students for British curriculum on 15th August, 25th August & and the day before the start of the new academic year (CBSE-15th March, 25th March of Current Academic Year & the day before the start of the new academic year). The due date for payment of the first term fee will be the day before the start of the new academic year.

6.2 New Students

- After completing the registration procedures with KHDA including the parent-school contract, the admission team will allocate the sections with the support of section heads.

In case of cancellation of re-enrolment & new admission after the start of the Academic year, fees will be calculated as per KHDA policy.

- Cancellation within 2 weeks- 1 month Tuition fees & Annual mandatory fees will be charged, School ID card, External Exams & Books fees charged fully.
- Cancellation ranging from 2 weeks to 1 month- 2 months Tuition fees & Annual mandatory fees will be charged, School ID card, External Exams & Books fees charged fully.
- Cancellation after a month- Full term's fees will be charged.
- Above policy is applicable per term depending on the date of the withdrawal request. Charges will be calculated from the start of the term & the date of official request by the parent stating the intent of withdrawal & not from the date when the student was absent.

6.3 Returning Students

- When student that wishes to return to the school in such case, then the status of student needs to check in school record
- If TC issued- Student can join by new admission process (Application Fee payment)
- If TC is not issued, they are not required to pay an application fee unless they are returning after 1 year from the 3rd Term of Previous Academic Year. Admission teams need to ensure that the fee arrears are cleared.

Section 7 - TRANSPORT SERVICE FOR EXISTING STUDENTS AND NEW ADMISSIONS.

LEAMS works closely with the school administration team to ensure that parents and students receive the best service possible.

- For existing students and new admissions availing of transportation services, the parents should submit the transport request form to the G-1 PRE/ School transport coordinator, and they will check the route and pick-

- up/ Drop-off point to ensure that they are able to offer the service in the areas.
- Once this has been confirmed, parent will be notified of the timings, Bus number and driver's details.
 - **Seat will be booked for the students only on payment of Term-I transportation fees**
 - Due to limited seats capacity, seats will be reserved on a payment basis.
 - The parents should pay the termly transport fee in advance to avail the transport service at least seven days before availing the service. If there is any delay in the advance payment for the transport service, the transport department will inform the parents that the transport service will not be available. The transport provider should provide a temporary ID card to all students using the transport on the first day of the school and the permanent card will be issued within a week of joining the school.

Section 8 - PROCEDURES WHILE ISSUING TRANSFER CERTIFICATE.

- It is the responsibility of the school leaders and teachers to retain the students.
- Parents who wish to transfer their student usually decide at the beginning of the second term. The school leaders and staff should put effective strategies to analyze the situation and devise impactful actions to retain the students.
- There must be a one-to-one conversation with such parents and school leaders to convince the parents to continue with the school.
- The admission team should maintain the list of students who avail the transfer certificate with reasons and where they are relocating, the same document should be shared with the corporate office at the end of every academic year.
- Once the Principal approves the TC, the admission team can begin the TC process in Mograsis ERP, parents can proceed for payment, and the PRO and the admission team must take further actions to issue the TC.

Transfer Certificate Guidelines:

The transfer certificate must be on official school letterhead and must contain the below information.

1. Full name of student
2. Date of birth

3. Enrolment date and the year group when the student first started at the current school.
 - I. Present class
 - II. Year/Grade completed.
 - III. Year/Grade promoted to
4. School curriculum
5. Principal's signature and school stamp

If transferred from a school within the GCC (GCC Countries- Saudi Arabia, Kuwait, Bahrain, Qatar, and Oman) or from another UAE Emirate, transfer certificate must be attested by the Ministry of Education.

Students coming from countries other than USA, Australia, Canada, Western Europe, Japan and New Zealand should have the original Transfer Certificate (TC) attested by:

- Educational Authorities (from country of TC origin),
- Ministry of Foreign Affairs (from country of TC origin)
- UAE Embassy (from country of TC origin).

Section 8 – Role and Responsibilities Matrix

8.1 Frequency and Actions

| Action | Frequency | Responsibility |
|--|---|--|
| Online application submission by parents | Ongoing | Parents, Follow-up admission team |
| Collect required documents from parents | For new admission, immediately after confirmation | Admission Team |
| First term tuition fees & annual fee payment | For new admission before registering KHDA portal | Accounts team, Admission Team, Principal |
| Ensure the reregistration fee is | For existing students before | Admission Team, KHDA |

| | | |
|---|---|--|
| paid | registering/publishing KHDA portal | Coordinator, Accounts team, Principal |
| Once the first term fees is paid and documents are submitted, Admission team & KHDA coordinator will register student in KHDA portal (on availability of KHDA portal) within 48 hours. | Within 48 Hours of receipt of fees & Documents. | Admission Team, KHDA Coordinator, |
| KHDA coordinator will closely monitor KHDA portal, whether the parent has signed the parent school contract and will share the updated list of pending PSC with Admission team for further communication with the parent. | Within 48 Hours parents need to sign the PSC | Admission Team, KHDA Coordinator, Principal |
| Ensure fee payment reminders for re-registration | First week of April (Term 3) British Curriculum schools & First week of January (Term 3) Indian Curriculum schools | Accounts team, Admission team, Principal |
| Provide first list of paid students for section allocation according to the Policies | 15th August (British Curriculum School) 10th March (Indian Curriculum schools) | Accounts team, Admission team, Principal |

| | | |
|--|---|--|
| Provide updates on new admission and reregistration students for section allocation on daily basis | After 15th August (British Curriculum Schools) & After 10th March (Indian Curriculum schools) | Accounts Team & Admission team |
| Ensure that the parent has signed the parent school contract (PSC) | New admissions before joining the school | KHDA Coordinator, Admission Team & Principal |
| Provide ID card to existing & new students | Immediately needed before joining school | MSO, HSO |
| Ensure transport fee is paid in advance for availing service for existing and new students | 7 days before start of Transport facility | Parents, MSO & Accounts |

This policy must be abode by all the concerned school staff and the school principal needs to ensure the same.