



مدرسة مايور الخاصة ذ.م.م. Mayoor Private School L.L.C.



MAYOOR PVT. SCHOOL
ABU DHABI

Admission and Registration Policy

A. S. Pagdeewalla





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Policy and placement

Mayoor Private School, Abu Dhabi seeks to make the most appropriate grade placement for each student based on his or her age, as well as academic, social and emotional development within policy guidelines. For this reason, new students of grades 3 and up may be required to complete an appropriate level assessment to determine placement in the appropriate grades.

Age Requirements

To meet the age requirements of the admission policy for Mayoor Private School in Abu Dhabi, a student must be of the age listed next to the grade level by April 1st of the Academic Year.

Grade	Age(years)	Grade	Age (years)	Grade	Age(years)
KG1	3.8 years	Grade 3	7.8 years	Grade 7	11.8 years
KG2	4.8 years	Grade 4	8.8 years	Grade 8	12.8 years
Grade 1	5.8 years	Grade 5	9.8 years	Grade 9	13.8 years
Grade 2	6.8 years	Grade 6	10.8 years	Grade 10	14.8 years
				Grade 11	15.8 years
				Grade 12	16.8 years

Screening and Assessments

Our school may choose to undertake screening and assessments to determine the right placement of an applicant. After a student has been registered and required paperwork submitted, students entering Grade 3 to Grade 12 will be asked to complete a placement test. The school will admit the students into their kindergarten stage (KG1 or KG2), Grade 1 and Grade 2 which precedes the mandatory education stage without requiring the students to sit for any form of test or interviews.





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The screening and assessment of a student is set-up through the Admission office and decisions regarding the placement are determined by the admission committee. After this step, a student is offered a right placement or kept on the waitlist, depending on the availability of the seats.

The school may conduct an interview with a student only with mild to moderate special needs, and may require the student to take certain placement test to give an indication of their performance level(s) to be able to provide proper learning and psychological support and not for the purpose of accepting or rejecting a student.

Previous Schooling

All new students must provide official documentation of previous school experience, original attested transfer certificates (if required), report card, and test scores. All documents provided must be in English. The school will request certification of translation from the Consulate of the country (for students coming to UAE from GCC countries) in which the student last attended, to meet admission requirements.

Registration:

Registration dates: As stated on the Mayoor School, Abu Dhabi official Website.

The school requires parents of a prospective student to complete all mandatory sections of the Registration Form at the time of application. In assessing any student or prospective student the school may take such advice and require such assessments as it regards appropriate. Subject to this, the school will be sensitive to any requests for confidentiality (the results will not be shared with anyone outside the school staff). If parents fail, at the time of application, to declare relevant information on special needs of which they are aware, the school may consider this to be a breach of the contract between itself and the parents, and reserves the right to take action, it deems appropriate. As a rule students of Grade 3 onwards will sit for an entrance test. This may be waived in special circumstances like students with special needs, at the discretion of the Principal, in which case we would require some other evidence of suitability (reports/proof of work) to give us an idea of the grade specific level of the student.

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The school allows prospective parents/guardians and their children to visit the school before registration, so that they familiarize themselves with the school.

School maintains and updates records of official documents, school records from previous year, individual education plans with relative assessment for all students to include students with special education needs and gifted and talented students.

At the time of admission the following documents will be required:

Checklist for students:

6 recent passport size photographs*

Copy of Passport with valid Residence Visa of the Student and Parent*

Copy of Emirates ID of the Student and Parent*

Copy of attested Birth certificates*

Copy of Immunization records

Copy of Insurance card*

Copy of previous school records (if applicable)

Copy of attested transfer certificate (if applicable)

* mandatory documents at the time of admission. Other documents can be submitted within 30 days from the date of admission. Admission will not be granted or given, failing to submit the mandatory documents

For mid-year admissions from GCC Countries, the Transfer Certificate must be attested by the Ministry of Education over and above the attestation from the respective school.

For mid-year admissions from India or any other Country, the Transfer Certificate needs to be attested by

The District Education Officer / CBSE Regional Office

The Ministry of External Affairs- India

The Ministry of Foreign Affairs (UAE)

AS Padiwalla





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For students coming from India:

- The Transfer Certificate has to be verified by the Education Office / CBSE Regional Office of one District/Area, from where the Transfer Certificate has been obtained.
- The seal and signature of the Education Officer / CBSE Regional Office has to be attested by the Indian Embassy in Abu Dhabi and the Foreign Affairs Ministry of the U.A.E

For students coming from Gulf countries other than the U.A.E. the Transfer Certificate should be:

- Attested by the Ministry of Education, Indian Embassy, the Ministry of Foreign affairs and by the U.A.E. consulate/embassy located in the country.

Transfer within UAE

It is permissible for students to transfer to other schools between the Emirates / within the same Emirate, after receiving ADEK's approval in case the time permitted for transfers has ended.

Admissions policy for special needs students

- The school will admit students only with mild to moderate special education needs and offer additional appropriate learning support as required or needed. The school must also feel reasonably sure that it will be able to cater to the needs of these students, educate and develop the prospective students to the best of their potential and in line with the general standards achieved by the student's peers, so that there is every chance that the student will have a complete, happy and successful school career and emerge as a confident, well-educated and well- rounded adult with a good prospect of a satisfying life.
- The school will not refuse or withhold admission of students with chronic health conditions (e.g. Diabetes, asthma, congenital heart diseases,





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epilepsy and obesity) and must offer appropriate support as per the student's needs.

Fair, non-discriminatory and transparent approach

The school adopts an open approach to accepting students from different races and ethnicities, to achieve fairness, equality and transparency.

Student capacity and admission priority

- School have a maximum of twenty-five students for each kindergarten class (KG1 or KG2) with a class area in line with ADEK recommendations.
- School has maximum of 33 students for each grades from Grades 1 to 12 with a class area in line with ADEK recommendations.

School apply admission priorities if there are more requests for places than available places as follows:

- Students who have attended the school in the previous year or period
- Students with siblings already in the school
- Children of staff in the school
- Students who live in the vicinity of the school

ADEK Registration system (eSIS)

- The school registers all students on the Council's eSIS (Enterprise Student Information system) in accordance with the dates determined by the Council each year.
- The school registers students at any time of the year at its discretion, even if the specified registration deadline has passed, after receiving approval from ADEK. This is subject to space availability and provided the school is confident that the student is capable of keeping up with those in the same peer group and can successfully pass the academic year.





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Withdrawal policy

The Transfer Certificate application form needs to be submitted to the School office. A clearance from the Accounts department, IT, Transport and from the Librarian, is required to release the Transfer Certificate.

Please refer to the fees on withdrawal under the Fee policy.

A S. Pagdiwalla

