



**RADIANT INDIAN SCHOOL FOR**  
**GIRLS & BOYS –SHARJAH**  
**ADMISSION POLICY: 2024-2025**

**INTRODUCTION:**

**Radiant Indian school follows CBSE –Central Board of Secondary Education – India.**

- 1) The school academic year starts from April to June; children can be admitted to Radiant Indian School for Girls & Boys during this time.

**Admission guidelines:**

In all cases, admission procedures laid down by the Sharjah Private authority (SPEA) have to be adhered to Admission guidelines are as per current regulation (applicable for academic year 2023-2024) and are subject to change.

**DEFINITIONS:**

## **ADMISSIONS:**

It relates to the process by which place are allocated to applicants who wish to join “Radiant Indian School for Girls & Boys, - Sharjah”.

‘**Date of application**’ is defined as when the application form is complete and the school has received the application fee. Siblings include brothers and sisters, step-brothers and step-sisters, half-brothers and half-sisters.

A sibling qualified for the preferential treatment under the terms of the Radiant Indian school. Admissions policy only if he or she is a sibling of a current, RADIANT INDIAN SCHOOL student and thus the two siblings will be at the school at the same time.

### **Equal treatment:**

- We welcome children from all different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected and must be balanced with the lawful needs and rules of our School Community and the rights and freedoms of others.
- All candidates for admission will be treated equally, irrespective of their or their parents’ religion, belief, sect, faith, creed, race, color or ethnic origin.

## **INCLUSION AND SPECIAL EDUCATIONAL NEEDS.**

**We have inclusion with SEN students.**

## **ADMISSIONS CRITERIA:**

**SIBLING APPLICATIONS:** Siblings are given priority for entry with sibling entry opening early in the month of December.

All siblings must fulfill the school admissions criteria.

## **ADMISSION GUIDELINES:**

In all cases, admission procedures laid down by the Ministry of Private Education have to be adhered to.

Admission guidelines are subject to current SPEA regulations and are subject to change.

- I. Candidates applying for admission must be on residence visa and have a valid Emirates ID.
- II. A student is submitted in KG1 if he/she completes four years of age before 31<sup>st</sup> of March of the year in which they have been admitted.
- III. A student is admitted in KG2 if he/she completes five years of age before the 31<sup>st</sup> of March of the year in which they have been admitted.
- IV. A student is admitted in grade 1 if he/she has completed six years of age and does not exceed the age of eight by the 31<sup>st</sup> of March of the year in which they have been admitted.

- V. Transfer should take place in the first month of the academic year if the school the student is coming from, follows the same curriculum.
- VI. Students transferring from outside the country must be enrolled in his/her current school and cannot have been absent for more than a month.
- VII. Students coming from within the UAE (except Dubai and Abu Dhabi) have to get the ISIS number from the current school.
- VIII. Students coming from non-Indian curriculum can be admitted only in the month of June, subject to availability of seats.

**At the time of admission, the following documents are required. It is mandatory to submit the following documents for admission:**

Pass certificate, Final Result of the last grade level (except for KG1). Admissions for all Grades including KG and Grade 1 will require a duly attested Discontinued / Running TC at the time of admission.

All certificates and documents must be formally attested.

**From Grade 1 admission can be given on the basis of a promoted TC, with due attestation as mentioned below:**

- a). For students coming from India/ abroad (outside UAE)

Transfer certificate issued abroad (outside UAE) must be attested by the District Education officer in India, or relevant authority; Indian Consulate in Dubai and the Ministry of Foreign Affairs, Sharjah.

**b).** Students coming from within UAE are required to submit the Original Transfer Certificate/ School Leaving Certificate (Arabic) of the school last attended, duly attested by the ministry of Education.

Admissions are subject to availability of seats and the entrance test clearance conducted in the school.

**Admissions Process- How parents apply:**

Parents are required to complete the Radiant Indian school application, by coming in person. After reviewing the application, and if applicant's matches required criteria, they will call for interview and written entrance exam.

**ENTRANCE EXAMINATION:**

The written entrance exam will be in English , Math and second language. And they need to score 50% in order to secure the seat.

**CONFIRMED ENROLMENT:**

Once the child has passed the entrance examination, all pending paperwork and payment of applicable tuition fees must be submitted before the child's date of join. No student should be registered in the school without completing their transfer paperwork and all other documentation.

**REGISTRATION:**

Parent's need to register within 3 days from the date of application. The following documentation is required at the time of the registration: a)

Copy of the applicant's UAE ID card

b) Copy of the applicant's passport copy.

c) Copy of the parent/sponsor UAE ID card

- d) Copy of the applicant's birth certificate (in English or Arabic)
- e) Copy of the current immunization records (in English)
- f) 2 recent passport photographs of the applicant (on photographic paper)
- g) Medical reports (for admission to Foundation Stage)
- h) Original Transfer Certificate. (UAE attestation and home country attestation)
- i) Mark sheet of previous year. (UAE attestation and home country attestation)
- j) Equivalency is required for the grade 11<sup>th</sup> admission for the Students from outside the (U.A.E.) and from other Indian curriculum.

### **FILLING UP THE PROSPECTUS FORM:**

After confirming the seat, parent need to fill up the prospectus form. The details of the child such as

- 1) Personal information,
- 2) Basic rules concerning with the timing, uniform details, fees details, leave application is there in the prospectus form. Parent need to read the form and acknowledge the same.
- 3) Application of school transport-
- 4) Vaccination record.
- 5) Students' medical history form –from Ministry of health, UAE
- 6) School health consent form – from Ministry of health, UAE.
- 7) Declaration form.
- 8) Parent's school contract policy acknowledge form
- 9) Photo consent form.

Parents are required to submit the details required in the prospectus and sign wherever needed.

**Withdrawal:**

The Transfer Certificate (T.C) application form is available online/in-person.

Parents may log in to with school website and apply for the TC.

Parents are requested to collect the Medical Report of their ward from the Medical room after collecting the T.C.

مدرسة الشعاع الهندية

للبنات والبنين

Radiant Indian School

For Girls & Boys