



مدرستنا الثانوية الانجليزية، الشارقة - البنين  
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH - BOYS

**GEMS**  
EDUCATION

## Admissions & Withdrawal Policy



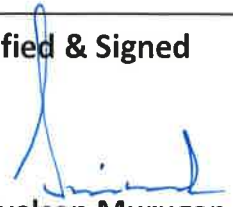
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Date of adoption: August, 2014

Date of review: April 2025

Date of next review: April 2026

Verified & Signed

  
Mr. Srivalsan Murugan

Principal & CEO



At the GEMS Our Own English High School, Sharjah- Boy's Branch, we realize that every student is unique, and it is our endeavor to discover the genius in each of the learners we have the privilege to teach. Honing their individual talents and supporting them to be the best that they can be.

We have an open admissions policy and take great pride in offering a warm welcome to students seeking admission in different grades in our School.

We understand that joining a new school is a major event in life, which is why we ensure that our admissions process is as simple as possible.

### **Student Registration**

Online registration for the new academic year commences by mid/end of September each year. Parents seeking admission for their wards must first register online. To register, please follow the steps given below.

#### **Step 1**

You will find the 'Enroll Online' option on the top right corner on the home page of our Website. Click the option to begin the application.

#### **Step 2**

Select the **Academic year and Grade** carefully while filling the form. It's important to fill all the fields. This symbol \* represents mandatory fields that must be completed. The form will not submit unless you do so.

#### **Step 3**

Click proceed, and your child's application will be submitted. You will receive an application number in your registered E-mail ID, and you will be directed to the next page.



#### Step 4

Click on the 'Complete profile' option given next to the application number to upload the documents (given below) and also complete any pending information.

#### List of documents to be uploaded:

- Passport copy of the student with a valid visa (first page and last page)
- Emirates ID of the student
- Emirates ID of the Father
- Birth certificate of the child
- Latest Report Card/Periodic test (not applicable for KG1)
- Attested original TC and final term report card (to be submitted to the GRE at the earliest). (not applicable for KG1)

#### Admission Policies General

##### Instruction

1. Students are admitted on the basis of their performance in their previous school.
2. In Grades KG2 -11, seats will only be available if there are withdrawals.
3. Admission to Grade 11 will be based on the academic performance of Grade 9 and 10 and Pre-Board marks, admission test, and subject to availability of seats. Parents are to contact the school once the pre-board marks are available.
4. Parents whose children are in India are requested to contact the school as soon as the children arrive in the UAE. To enroll, it is mandatory for the candidate to have a residence visa, Emirates ID, attested TC and the Mark List.
5. Admission procedures laid down by the Ministry of Education are strictly adhered.
6. The Principal reserves the right to refuse admission to any student whose character or academic performance is not satisfactory.



**Age Guidelines (applicable from the academic year 2022-2023)**

1. For admission to KG 1, the child must be 4 years old by 31st March of the year in which they have been admitted.
2. For admission to KG 2, the child must be 5 years old by 31st March of the year in which they have been admitted.
3. For admission to Grade 1, the child must be 6 years old by 31st March of the year in which they have been admitted.

**Documents to be submitted at the time of admission**

- Two copies of the student's passport with a valid residence visa for the U.A.E.
- Original Emirates ID of the student and the father.
- Two recent photographs of the child (size 6x4 cms).
- One photocopy of the Birth Certificate in English. (Please attach the original for verification)
- The attested final mark list of the last examination
- The final result must be attested by the Ministry of Education of the school Zone for the students who are coming from the UAE.
- For the students who are coming from outside the UAE, the attestation must be done by Ministry of Foreign Affairs.
- The original Transfer Certificate/ School Leaving Certificate of the school last attended, duly attested as per the guidelines given below:
- For students coming from India the following order of attestation must be observed for the Transfer Certificate.
- Verification by the Education Officer of the Zone/District/Area, from where the TC has been obtained or from CBSE / State Board / ICSE.
- UAE Embassy of India
- The seal and signature of the Education Officer / Board have to be attested by the Indian Consulate in Dubai.



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- Attestation by the Ministry of Foreign Affairs, Sharjah - U.A.E.
- For students coming from the Gulf Countries the Transfer Certificate should be attested by the Ministry of Education of that country.
- For students coming from Oman, TC should be attested by Indian Embassy of Oman, UAE
- Embassy of Oman and the Foreign Affairs UAE.
- Students coming from the U.A.E. are required to submit the original Transfer Certificate/ School Leaving Certificate of the school last attended, duly attested by the Ministry of Education.

### **Admission completion**

Once the student is enrolled in our School, all parents are requested to register their wards on the Daleel system at <https://daleel.spea.shj.ae/auth/login>. Steps for which are given in **Annexure 1**.

### **Withdrawal**

Withdrawal request or application for TC (Transfer certificate) should be made online through the GEMS Connect application by the parent. Parents are advised to give the school at least a month's notice while applying for a Transfer Certificate or a School Leaving Certificate. Applications are processed only after the students stop attending school and after clearing all/if any, fee dues and the required fee for Ministry attestations. Once all accounts are cleared, the TC can be downloaded from the Daleel system by the parent through logging in to their digital ID (UAE PASS). Please Annexure 2. For the steps, Parents are requested to collect the Medical Record of their ward from the Medical Room after obtaining the Transfer / School Leaving Certificate.

### **REMOVAL FROM SCHOOL ROLLS/STRIKE-OFF**

A student's name may be struck off the school rolls on the following grounds:

- Absence from School for a period of 30 continuous days without the prior permission of the School authorities.
  - Failure for two years in a grade.
  - Breach of Code of Conduct



**Annexure 1**

1. Please visit - <https://daleel.spea.shj.ae/auth/login>
2. Sign in with Father's UAE PASS.
3. Confirm that you have selected the current academic year
4. NOTE: All documents should be properly scanned by a scanner. The attestations on the TC on both sides should be scanned as well.
5. Student ID should be attached - front and back in one file
6. Choose the student's school as **Our Own English High School B1**
7. For Grade 11 students, in the place of - sequence certificate, you need to attach the grade 9 mark sheet

**Annexure 2**

1. Login with the UAE PASS
2. Select the desired language
3. Click on the student picture
4. Select – request to issue a certificate
5. Select –

Transfer > Academic year > save

6. Select the certificate and proceed to the payment
7. Select View Document and download the TC

***\*Only the parent is permitted to download the TC and not the School***



### **1.3 Known Medical Condition:**

1. It is mandatory that the school is informed of any existing/ new medical condition including allergies of the student immediately.
2. Patient is immediately rushed to the clinic by the Staff member/ Prefects on duty/ other students/Attendants.
3. In the case of a child showing distress due to a known medical condition (informed by Parent/School Records), the Nurse will give the treatment prescribed by the Child's Physician.
4. Medical Team informs the supervisor about the medical exigency.
5. Supervisor informs the Principal and the Senior Leadership Team.
6. Further management will be as per the Doctors' advice.

### **1.4 Unknown Medical Condition:**

1. Patient is immediately rushed to the clinic by Staff members/ Prefects on duty/ other students/Attendants.
2. Patient is assessed by the Doctor.
3. Ambulance is called, if found necessary.
4. Medical Team informs the Supervisor.
5. Supervisor informs the Senior Leadership Team/Principal.
6. Supervisor informs the parent and advises the parent to reach the hospital.
7. Supervisor does the follow-up.
8. Incident is reported on HSE Guard upon evaluation by Doctor.



- be called by Medical/Admin Team.
3. Principal/Supervisor is informed by Medical Team.
  4. Supervisor /Doctor informs the parent of the incident and requests him/her to reach the hospital.
  5. Follow up by the Doctor, Principal, SLT, and SMT at regular intervals, including hospital/home visits.
  6. It is reported in the daily report and an incident report is raised on HSE – Guard by the Doctor.

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