

His Highness Shaikh Rashid Al Maktoum  
Pakistani School  
Dubai

# School Admission Policy & Guidance 2017-18



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# Introduction

The school was gifted by His Highness Shaikh Rashid Al Maktoum to the Pakistani Community in Dubai. The school mainly caters for children of Pakistani expats in Dubai. The principal is appointed by the school board and is validated by the KHDA.

The principal of the school looks after the day-to-day matters and reports them to the BOGs and KHDA. Academic coordinators perform the role of a vice principal and assist the principal in decision-making and operations. The term academic coordinator is synonymous with vice principal at the school. The school has various committees that are assigned important tasks. The admission committee is responsible for preparing all relevant material for admission process. The timetable committee prepares the teaching schedules for the school. The examination committee is responsible for organizing exams and publication of the results. Other committees perform their jobs as assigned.

The admin and accounts department works under the supervision of the principal. The admin department assists in all admission and documentation related matters of the students and staff. The accounts department is responsible for all financial matters of the school. The maintenance and transport department is responsible for the maintenance of the school structure and the vehicles owned by the school.

The school works in close consultation with the knowledge and human development authority (KHDA) of Dubai. The school follows KHDA's rules and regulations in operations of the school. The school management ensures that the KHDA's rules are met in letter and spirit to help achieve the targets set by the Emirate of Dubai.

The school is an inclusive school, which means that the management and staff believe that all the kids can succeed. Special circumstances can prevent kids from learning at an expected pace. The school ensures that all special circumstances are dealt with in a manner that ensures children success.

Parents are considered constructive partners of the school in the development of the kids. Parents are valued by the school management and are always welcomed to attend the parents-teachers meetings.

# Admission Details in Various Section of the School

The school has four sections, which are: a. Kindergarten (KG), Primary, Secondary and High. Children aged four are admitted in KG1. All children seeking admission in any grade are required to appear in an entry test exam that is held by the school's admission committee. The schedule is announced in time so that the parents can make arrangement for their presence in the school with their children. The entry test is designed based on the concept the candidate seeking admission in a grade would have acquired the skills of the previous grade level. The test contains basic skills of the previous grade and the admission committee (AC) expects that the candidate will acquire 60% passing score. The qualified candidates are then interviewed by the AC members to ensure that the passing grade aligns with the knowledge of the candidate.

Candidate who succeed in the admission process are offered admission and he or she is provided with all the necessary options and documentation checklist that is required for further process. The candidate may accept or reject the admission offer based on their situation. The qualified student can request for a seat in the school bus. The school bus does not always have the required seat, therefore denial of the request should be expected.

Sample of the admission test can be acquired from the convener of the AC on request.

Parents and pupils requesting a place at the school are offered an initial interview, brief assessment and guided tour of the school at the first available appointment.

1. Appointments are available on weekly basis depending on the schedule. Siblings are given appointment together.
2. The waiting list operates with pupils living nearest to the school being given precedence.
  - a. The wait for appointments; however, is subject to delay when the schedule is overloaded.
3. The school allocates initial interview appointments.

## Academic Year Details

Academic Year: April 2017 to March 2018

Term 1: April - June

Summer Vacation: July - August

Term 2: September - November

Term 3: December - March

# Medium of Instruction

## At what age must my child start school?

By UAE law, a child must start school after his or her fourth birthday.

In HHSRAMPS, all children are able to start school in the April of the school year, which they are aged four. If a parent does not want his or her child to start school in April of that year, then the parent need to talk to the convener of AC of the school and, if appropriate, the coordinator of the KG section.

## When should I start looking at schools?

A parent is advised to start thinking about schooling when the child reaches their third birthday, unless previously advised by special educational needs management.

## Medium of Instruction

The medium of instruction in the school is English. The school management aims to achieve fluency in English language among the students and teachers alike. The school management encourages learning other languages and places special emphasis on Arabic and Urdu, besides English language. Arabic is the language of Quran and Urdu is the national language of Pakistan. The school management recognizes that English is an additional language for the majority population of the school. Appropriateness of the English language based on the grade level is considered and ensured that the respective level has all the relevant textual material for the student support. The students, for most part of the day, are with their parents, and the school management encourages the parents to use additional resources to ensure that kids get the required support for acquiring higher English and Arabic language skills.

## Arabic Language / Social Studies / Islamic Studies

The school management has made enough provisions for learning Arabic language. Arabic is the language of Quran and the school management ensures that the kids should learn Arabic enthusiastically. The school is located in the UAE and governed by the rules and regulations of the education department and KHDA. The location and national language of the UAE further emphasis the need to learn the Arabic language. Arabic is a second language for majority of students in the school.

Islamic studies is necessary by the curriculum needs of the school. Federal board of intermediate and secondary education (FBISE) requires all students to be fluent in Islamic studies. FBISE will not allow a student to qualify for secondary school certificate (SSC) and higher secondary school certificate (HSSC) certificate without Islamic studies.

The importance of social studies cannot be over emphasized. In the information era, the most important ingredient for success is team work. A successful person cannot ignore the importance of social studies in the school. Social studies is the study of various aspects or branches of human society.

# Grade Levels, Student Demographics, Class Size

## Grade Levels

The school has 12 grade levels and a reception class and year one. The details of the grade levels is as under:

		Age in years		
KG1	Reception Grade	4 to 5		
KG2	Year 1	5 to 6	Classes	Phase
Grade 1	Year 2	6 to 7		
Grade 2	Year 3	7 to 8	KG-1 and KG-2	KG Grade
Grade 3	Year 4	8 to 9	Level 1 to 5	Primary
Grade 4	Year 5	9 to 10	Grade Level 6 to 8	Middle
Grade 5	Year 6	10 to 11	Grade Level 9 to 10	Secondary
Grade 6	Year 7	11 to 12	Grade Level 11 to 12	Higher Secondary
Grade 7	Year 8	12 to 13		
Grade 8	Year 9	13 to 14		
Grade 9	Year 10	14 to 19		
Grade 10	Year 11	15 to 16		
Grade 11	Year 12	16 to 17		
Grade 12	Year 13	17 to 18		

## Student Demographics

The Pakistani expat population in the UAE is 1.3 million. Most of the Pakistani expats in the UAE are in the blue-collar class (BCC). The BCC has either no education or limited education. The challenge of the school management to communicate with the parents is evident. The school management uses more than one medium of communication to ensure that the message is sent across to the parents. The parents of the school's students are well aware of the importance of education. The parents are enthusiastic in ensuring that their kids learn in the best possible manner.

The school population contains 98 percent of Pakistani kids and the school rarely has students from other countries. The school has four major sections, which include kindergarten, primary, secondary, and high. The school has two academic buildings housing boys and girls separately.

## Teacher-Students Ratio

The school management maintains the teacher-students ratio at 1:16, that is a teacher for 16 kids. Based on the available size of the classroom, the school management ensures that the class-students ratio is maintained at 1:16 at all times. With construction of new classes, the management decision for the new classrooms will be based on the class size. The fact we have a teacher for every 16 kids helps in maintaining a well-disciplined environment in the school.

# Admission Cancellation or Admission Withdrawal Offer

## Admission Cancellation Conditions

Absence of transfer certificate beyond a month after grant of admission.

Fine imposed by the ministry in regard to TC absence will be the liability of the respective parent.

Failure to comply with the school code of conduct will, in some cases, result in admission cancellation.

The condition for admission cancellation are clearly laid out by the Ministry of Education (MoE).

The school management strictly follows the MoE guidelines for admission cancellation, some of which are:

1. More than a month's absence from school
2. Insulting political or religious symbols
3. Drug abuse
4. Assaulting schoolmates or staff
5. Sexual harassment
6. Threatening school staff

# Documentation Requirements, Transfer Certificate, Medical Information

## Documentation

UAE Ministry of Education requires that the student presents the following documents:

- Transfer Certificate from previous school, an original or attested copy
- Student passport copy, UAE resident visa when available - two copies.
- Sponsor/Guardian passport copy, UAE visa when available - two copies.
- Student Birth Certificate copies, in either English or Arabic - two copies.
- Recent student passport photos, duplicates on photographic paper - four copies.
- Student school report for three previous years as applicable - one copy.
- Student Special Education referrals or psychologist reports - one copy.
- Immunization records, a copy.
- Application or administration fee, for which more details can be gathered from the accounting department.

The UAE Ministry of Education and or KHDA requires that all documentation must be submitted to the school before attending the classes. Parents are required to complete the admission form. The form is a formal request for admission into the school. Documents in languages other than English must be translated to English before acquiring admission. Translated documents must be attested for authenticity. Document translations, when necessary, must be attested for verification.

## Transfer Certificate

The UAE Ministry of Education requires that a student, studying at another school, must produce a transfer certificate (TC) from the last attended school. The TC is legally required and admission process is halted in its absence. The TC is required to highlight the following information:

1. Enrollment date
2. Academic year
3. School leaving date
4. School's stamp and signature
5. Last class attended
6. Student's name along with father's name
7. Birth date

The TC is required for all the students, whether the student is transferring from within the UAE or from another country.

## Medical Information

The parents must provide the school management the following information, whenever relevant:

1. Allergies and or special medical conditions.
2. Updated contact details, and emergency telephone numbers of the parents.
3. Recent school report.
4. Mandatory vaccinations record.

# Transport

The school provides paid transport services to students; however, when the bus seats are occupied no further admission to the bus is granted. Please ensure that meeting the transport in-charge to find more details. The route set for the school kids do not change for an individual student. The students on the bus are required to behave decently and take care of the rules set by the school. Violating the school bus rules can and may result in expulsion from the bus.

All the buses are equipped with CCTV and recording begins when the vehicles starts and end when the vehicle engine stops. The girl students are seated at the back of the buss and the boys are seated on the seats in the front of the bus. First aid medical kit is available when an incident happens to ensure immediate medical support. An attendant in the bus helps the kids who cannot maneuver to get on to the bus and get off the bus. Any other assistance in the bus, that also includes crossing the road, is provided by the attendant.

The parents are required to ensure that they are present on the prescribed stop in time because in most cases the bus driver cannot wait for extended time periods. On most of the bus stops the max time that the driver can wait is no more than a couple of minutes. Parents are advised to ensure that they receive the kids when necessary.

# Additional help

General information about the school is available on the HHSRAMPS website: [www.sramps.ae](http://www.sramps.ae)

You can also call the school on +971 4 298 8303 to request more details based on specific needs.

SEN management is responsible for the formal statutory assessments, the issuing of statements and placement of all pupils with special educational needs from two up to 19 years of age, both in mainstream and special school provision/centers, in line with the special educational needs code of practice.

## **ADMISSION POLICY FOR STUDENTS OF DETERMINATION**

### **Student of Determination (SEND)**

The Inclusion Department is responsible for assessments, issuing of statements and placement of students with Special Educational Needs and Disability across phases following the guidelines set forth by the UAE Ministry of Education on Special Educational Needs and Disability. In the event that the student was assessed with SEND by the Inclusion Department, student will be referred to community-based center for further assessment and intervention thereof.

### **In order to support the student holistically parents are expected to:**

- Provide the school with copies of all medical, psychological or educational assessments or reports before entry to the school. Such documents are a prerequisite in enabling us to provide the best education for your child. Failure to disclose any such information, including the deliberate withholding of information, may result in your child not making the expected progress in school.
- Notify the principal in writing if they are aware or suspect that their child (or anyone in his or her immediate family) has a special educational needs and disability issues, and the parents must provide the school with copies of all written reports and other relevant information. Parents will be asked to withdraw their child if, in the professional judgment of the principal and Inclusive Education Action Team the child's teachers, and after consultation with the parents and with the student (where appropriate), the school suspects that such vital information about special needs has been deliberately withheld.

For full details please refer to the policy provision for Students of Determination (SEND)

# Additional help

Head of Inclusion Department  
Ms .Nerrissa Loudes Agana-Villacete,RGC, RPm

+971 4 298 8303

HHSRAMPS Parent Partnership provides independent and impartial advice and support to parents/careers of children with special needs on issues concerning parents/centers in their dealings with the authority and with schools.

HHSRAMPS Parent Partnership +971 4 298 8303

Or send and email to  
[srams@eim.ae](mailto:srams@eim.ae)