



مدرسة الأمانة الخاصة  
Al Amana Private School

Integrated Management System

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## Admission Policy and Procedures

Integrated Management System (IMS)

# Admission Policy & Procedure

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Page 1 of 14



## Admission Policy and Procedures

# Admission Overview

Al Amana Private School was founded in Sharjah in 2004. It offers an adapted Cambridge Curriculum and is accredited to CAIE. We are located at Al Ramla area, Sharjah.

Our Vision is to provide an education which is holistic, student centered embedded with the modern educational gadgets. Our pedagogy is persuasive and makes our young minds to conquer soft skills. We instill 21<sup>st</sup> century skills in every pupil which will inspire them to become lifelong learners. We believe in perfection in every realm of education and collaborated learning to empower every student to become productive global citizen with intense yearnings to gain knowledge, skill and values such as team work, respect, integrity and compassion which will yield them personal success and enrich the society they live in.

We are an inclusive school who welcome children with a range of learning preferences, including students of determination, students who are gifted and talented. Our staff is committed to educating all students in a common learning environment with similar-aged peers. At Al Amana Private School children fully participate in learning through adjustments and teaching strategies tailored to meet the diverse range of learners reflected in wider society. We are determined to make a change in the lives of these students by giving them the right to receive quality education. They will be actively supported to participate in the process of learning with appropriate education plans and Learning Support Assistant (LSA). Along with the documentation required for admission, applicants are requested to share full details of any special educational needs, individual education plans (IEPs) and any Educational Psychologist or other specialist reports (e.g., Speech and Language or Occupational Therapy) if completed. School reserves the right to request an overall assessment and submit the report in the event that a special educational need should arise during the admission process, as well as, during the students' academic career within the school. This is essential to ensure in the best interest of the student.

Students should demonstrate the potential of a grade- appropriate level of English Language proficiency to be accepted at Al Amana as English is the primary language of instruction.

**\*The Age requirement for admission in FS2/KG 1 is 4 years by 31st August and Year 1/KG 2 is 5 years by 31st August 2021.**

**\*FS 2/KG 1 students are assessed and interviewed by our experienced teaching staff who evaluates the child's readiness for school life. Once an application is submitted, parents/guardians receive a call from the Registrar's Office for a Preliminary Interview and entrance exam and assessment date. Students seeking admission in Year 1/KG2 to Year 8/Grade 7 must pass the Entrance Exam in both English Language and Mathematics and Year 9/Grade 8 must pass the Entrance Exam in English Language, Mathematics and Science to successfully meet the academic demand within the curriculum. Entrance Exam sessions are normally held on Saturdays so that students do not miss any learning time at their current school.**



## Admission Policy and Procedures

### Why Al Amana?

Here is why you must choose Al Amana Private School.

Al Amana offers Kindergarten, Primary, Secondary and Lower Secondary education, leading up to the prestigious IGCSE Cambridge Examinations. Our students are encouraged to attain success through a broad-based education system, which emphasizes on character building, leadership qualities, development of life skills, acquisition of knowledge, analytical thinking skills and technology, to better equip our students to face the challenges of a fast paced and rapidly changing world. A wide range of sporting programs, participation in the performing arts and community service programs are also an integral part of our curricula. Our academic standards are high and we expect our students to be the very best, and to achieve results that are on par with schools around the globe.

Our staff is committed to educating all students in a common learning environment with similar-aged peers. At Al Amana Private School diversity is made visible as strength, respectful relationships are continually enhanced and all children fully participate in learning through adjustments and teaching strategies tailored to meet the diverse range of learners reflected in wider society.

Our school is a campus of true diversity with students from over 46 nationalities and staff members from various countries. This diversity ensures a, truly, international experience for our students, who are immersed in the learning process through a rich repertoire of ideas and experiences for the enrichment of the mind and body. AMANA strongly supports the values, traditions and culture of the UAE. We want our students to respect and be sensitive to all, regardless of different religious beliefs and stations in life. We promote peace, harmony, and enlightenment to counter the scourge of ignorance and blind prejudice.

We believe in giving the best to our students. The school provides an open environment for students to showcase their talent under the professional guidance and assistance given by our teachers. Students are also encouraged to exhibit their work by developing samples and models. Islamic Studies program at our school are one of our strongpoints and designed to enhance the Islamic Values and apply them in their lives. The teaching at our school is further complemented by the presence of Enrichment Clubs and social events that enable students to participate in enjoyable hands on activities to augment the knowledge gained in the classroom. Al Amana is dedicated towards excellence with its aspiration to be everybody's school of choice, by inspiring our students to reach their potential, academically, socially, physically and morally". The school assures commitment to promote excellence in all aspects of providing student-centered education.



## Admission Policy and Procedures

# Admission Policy

### ACADEMIC YEAR 21-22

**Introduction:** We are an international school who welcome and provide equal opportunities to boys and girls of all nationalities, religions and culture. We serve the educational needs of the local and international community in Sharjah and the surrounding emirates. We follow the Cambridge Curriculum and enroll students from **FS2/KG 1 to Year 9/ Grade 8** and prepare them to take the International General Certificate of Secondary Education (IGCSE) course.

We currently have 46 nationalities and are proud of our diverse cultural which truly brings international flavor to our school. We provide quality education to all the children who attend the school. The school has high expectations of effort and success from all our children. We believe that our children, including those identified as having “additional needs” have a common entitlement to a broad and balanced academic and social curriculum. We adhere to all legal bindings of the SPEA, at the same time fulfilling the vision and mission of the management. The parents are therefore welcome to read and understand the rules, regulations pertaining to admission.

**Aim:** To facilitate the process of admission and extend the facilities to the children through an English medium. It aims to inform all the parents of the rules and regulations laid down by the school authorities. However, the school has all the rights to reserve or refuse admission.

**School Information:** Prospective students and parents should be familiar with the school’s program and facilities. A broad outline on the school is available on the school website. The school’s registration office may be contacted for detailed information and guidelines for admission.

**Schedule:** The school year begins in early September and is divided into three terms, the first of which ends in late December and the second in March and the third in July.

Student enrollments begin in March. We have two streams in our admissions process: one for the siblings of the students already enrolled in school and the second for those new entrants who wish to join from other schools/abroad. Admission is broadly based on a review of the students’ records of past performance, age; acceptable performance in the Entrance exam/assessments and seat availability numbers. The siblings of the existing students are prioritized .When demand exceeds availability; students will be placed in a wait pool until space becomes available.



## Admission Policy and Procedures

### **Age of Students:**

Age is the first criteria taken into consideration for the placement of students at any grade level. The Ministry has prescribed age limits for each class.

- A student is accepted in **FS2/ KG 1** if he/she completes four years of age by **31st August** of the current year.
- A student is accepted in **Year1/KG 2** if he/she completes five years of age by **31st August** of current year.
- A student is accepted in Year2/Grade 1 with basic education if he/she has completed six years of age and does not exceed the age of eight by 31st August of the current year.

When you get in touch, make sure you let us know your child's date of birth so we can accurately advise you of our admissions procedures for the various classes.

### **Admission:**

Registration and admission for the academic year is done online through the school website ([www.amanaschool.com](http://www.amanaschool.com)). Admissions to classes depend upon vacancies in those classes. There will be an entrance exam/assessment prior to accepting the student. There shall be no compromise on the rules, regulation, policies and values laid down by the school and only those children who abide by these conditions shall be admitted. It is binding on all parents that their children abide by the rules of the school. School's decision in admission is final and binding on all. For **FS2/KG 1** admission it is mandatory that the child to be enrolled in a Nursery for at least 3 months to 6 months (**Not applicable for A.Y 2021-22 due to Covid 19 restrictions**). This is applicable to all children on the waiting list, including siblings and staff children. Admission is granted on the basis of entrance exam/assessments in English and Mathematics from (**FS2/KG 1 to Year 8/Grade 7**) and English, Mathematics and Science (**Year 9/Grade 8**) followed by an interview with the members of the Senior Management Team.

**Enrolment:** Those who are successful in both the entrance examination and interview will be called to collect the application form from the school. They will have to fill in the Admission form online, print a copy of it and submit the required documents along with registration fees of Dhs. 500 for confirming the seat within 2 working days.

**School Timing for all Grades:** From Sunday till Thursday from 7:40 am. To 1:30 pm.

**Kindergarten:** 7:40 to 12:00pm



## Admission Policy and Procedures

### **SCHOOL UNIFORM:**

The word uniform means consistent: the same and they are more than just colors. When wearing uniform each person looks like another. At Amana we encourage the children to take pride in their appearance by wearing a proper school uniform which is available in our school. It promotes learning, neatness, modesty, character building, sense of equality, feeling of community, self-discipline and portrays the school's ethos and shared positive values.

Students of all the grades are to wear the school uniform at all times except for special occasions. We trust that you will accept the uniform policy in the spirit in which it was adopted. Parents may buy extra item according to their needs.

#### **Our uniform for:**

##### **Kindergarten: FS2/KG1 and Year1/KG 2**

**Girls:** Grey and blue checkered frock with school logo, grey leggings and black shoes.

**Boys:** Grey T-shirt with school logo and blue checkered trouser and black shoes.

##### **Primary/Lower Secondary/Higher Secondary**

**Girls:** Blue checkered shirt, blue pinafore with school logo and white head scarf (Muslim students)

**Boys:** Blue checkered shirt with school logo and blue trouser, Necktie and belt with school logo.

##### **Sports Uniform: Kindergarten: FS2/KG1 and Year1/KG 2**

**Girls & Boys:** Polo T-shirt (Red/Blue/ Green/ Yellow) with school logo and black trouser.

##### **Primary/Lower Secondary/Higher Secondary**

**Girls:** Polo T-shirt (Red/Blue/ Green/ Yellow) with school logo, black trouser with house colour stripes and jacket with school logo.

**Boys:** Polo T-shirt (Red/Blue/ Green/ Yellow) with school logo, black trouser with white colour stripes.

**Winter Wear:** Navy Blue Cardigan with school logo.



## Admission Policy and Procedures

### **TRANSPORTATION:**

From the moment you leave your child at the bus stop in the morning, until they are back by your side in the evening, our students are our responsibility. This is something we take very seriously. To ensure that all our students can travel to and from school safely and comfortably we provide school transport across Sharjah and the adjoining areas.

#### **Transportation Rules:**

Students who use the school transport service must follow the School bus safety rules and any act of indiscipline will be severely treated according to School disciplinary policy in compliance with MoE.

1. Students using the school transport service are expected to be at the bus stop at least ten minutes before the arrival of the bus.
2. Bus will not wait for late comers.
3. The drivers are authorized to stop the bus at the designed stops only. Unless otherwise directed by the bus assistant.
4. When the bus is in motion students must not move in the bus.
5. Eating and drinking is not allowed in the bus.
6. Any kind of objects must not be thrown inside or out of the windows.
7. Students will be held responsible for any damage to the bus caused by negligence or vandalism.
8. Students must behave in a befitting manner and refrain from using foul language or fighting in the bus.
9. The driver's attention must not be disturbed.
10. Any offence must be reported to the supervisor immediately. Further investigation will be done and the school takes appropriate action which may lead to warning and suspension.
11. Under no circumstances student will be permitted to board another bus.
12. Parents who want to collect their children, normally travelling by bus, should inform the transport supervisor and the receptionist 1 hour before dispersal.
13. We do not provide one way transport service and fees paid in advance will not be refunded.
14. In case of change of residential address, parents should inform the transport department in advance.
15. Violating the transportation rules will result in discontinuation of school transport.
16. Students must be cordial and respectful to the peers, bus driver, assistant and other staff to maintain safety and security.



## Admission Policy and Procedures

### School Curriculum:

The School follows **Cambridge Assessment International Education** at primary, lower secondary & upper secondary levels preparing the students for the IGCSE in **Year 10/Grade9 and Year 11/Grade 10**.

#### **Kindergarten (FS2/KG1)**

The Kindergarten years are exciting time for a child to explore, interact and learn. This is the time when children need utmost care and guidance. Our Kindergarten program underpins all future learning by supporting, fostering and developing children for personal, social and emotional well-being. A record of individual student attainment and progress in the following areas is maintained through an ongoing system of spaced oral and written activities and parents are apprised of it at the end of each term.

- Personal, Social, Emotional Development.
- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of World
- Physical Development
- Creative Development

**Year 1/KG 2:** Cambridge Primary Program is introduced.

#### **Cambridge Primary Program (Year 1/KG2 to Year 6/Grade 5)**

Primary program provides opportunities for all the students to learn and progress. CAIE Primary program helps in identifying students' strength and weaknesses. It progresses students seamlessly into middle years preparing them for the lower and upper secondary stage. The subjects offered are:

Arabic, Islamic Studies, Social Studies, English, Mathematics, Science, Information & Communication Technology (ICT), Art, Physical Education (PE), Moral Education & French/Urdu

- **French/Urdu will start from Year 4/Grade 3 onwards.**

#### **Cambridge Primary Checkpoint Exam Policy**

- Primary checkpoint exam will be conducted in Year 6/Grade 5 in 3 subjects namely, Science, English and Math. **(Syllabus for the exam will be from Year4/Grade 3, Year 6/Grade 5 and Year 7/Grade 6).**
- Cambridge Exam fees to be paid for 3 subjects in August along with the school fees.



## Admission Policy and Procedures

### Cambridge Lower Secondary (Year 7 /Grade6, Year 8/Grade 7 & Year9/Grade 8)

Lower Secondary provides learning from all angles and facets to help each child realize their potential and prepare them for the demands of the various IGCSE assessments. The subjects offered are:

Arabic, Islamic Studies, Social Studies, English, Mathematics, Science Information and Communication Technology (ICT), Physical Education (PE), Moral Education and French/Urdu.

**Lower Secondary checkpoint exam will be conducted in Year 9/Grade 8 in 3 subjects namely, Science, Mathematics and English.**

- The portions for the exam will be from Year 7/Grade 6, Year 8/Grade 7 & Year 9/Grade 8.
- Checkpoint exam fees for 3 subjects should be paid in August along with the school fees.
- These are the diagnostic and international benchmark tests.

### Cambridge Upper Secondary Exam Policy

- **In Year 10/Grade 9 and Year 11/Grade 10 IGCSE** teaching will begin for all the IGCSE subjects namely, English, Mathematics, Physics/Accounts, Chemistry/Economics and Biology/Business Studies.
- In **Year 10/Grade 9** students will appear for IGCSE exam in **ICT and other optional subjects**.
- In **Year 11/Grade 10** students will appear for IGCSE exam in **5 mandatory subjects namely Mathematics, English, and Science /Commerce stream**.

**Note:** Students can opt for more optional subjects like Environmental Management, French/Urdu, Arabic (IGCSE), Islamiyat, Sociology, Pakistan Studies, History and English literature and have to make their own arrangement for studies. Subjects which require external moderator and coursework will not be accepted.



## Admission Policy and Procedures

### Cambridge Upper Secondary (2 Year Program) (IGCSE – Year 10/Grade 9, Year 11/Grade10)

#### SUBJECT SELECTION POLICY

Science Stream	Commerce Stream
1. English as a second language	1. English as a second language
2. ICT	2. ICT
3. Mathematics	3. Mathematics
4. Physics	4. Accounts
5. Chemistry	5. Economics
6. Biology	6. Business Studies

Optional Subjects (The subjects mentioned below will not be taught in	
1. Urdu as a second language	6. French as Foreign Language
2. Environmental Management	7. First Language Arabic
3. Sociology	8. Islamiyat
4. Literature(English)	9. History
5. Pakistan Studies	10. Geography

#### Approach to Teaching

- IGCSE syllabus will be taught in Year10/Grade 9 and Year 11/Grade 10 for all mandatory subjects.

#### Approach to Examinations

- All the IGCSE examinations will be conducted in two stages.
- In Year10/Grade 9 students will appear for IGCSE exam in ICT and other optional subjects.
- In Year11/Grade10 students will appear for 5 mandatory subjects namely Mathematics, English, Physics /Accounting, Chemistry/ Economics and Biology/Business studies

#### Miscellaneous

- Ministry subjects like Arabic, Islamic Studies, Moral education and Social Studies will be taught as usual along with Checkpoint/IGCSE subjects. **As instructed by MoE Moral Education becomes mandatory from Year 2/Grade1 to Year 9/Grade 8.**
- No more compulsory **ICE Certification** criteria apply for IGCSE course. Those who need 8 subjects of IGCSE may avail ICE certification.



## Admission Policy and Procedures

### ASSESSMENT

#### Formative Assessment

This form of assessment is ongoing and continuous in nature. It measures a learner's performance in classroom tasks, projects, oral communications, essays and assignments. Learner achievement is measured and recorded in the form of marks / grades and reported to parents. Formative assessment runs parallel to the Assessment Standards of any given Learning Area.

#### Summative Assessment

Summative Assessment or Assessment of Learning (AoL) grade students' achievement at the end of a year. This includes unit test, term examination, and occurs at the end of learning/instructional experience through formal paper/ pencil tests and practical examinations. These are governed by a formal design of question paper that focuses on specific chapters/units/ concepts. The types of questions used for this can be multiple choice, very short answer questions, short answer questions and long answer questions which test knowledge, understanding, application, communication and higher order thinking skills, assessment evidence obtained through these summative assessments is also used for student learning.

#### Examinations

According to MOE guidelines the school academic year is divided into three terms:

**Term 1: September to December**

**Term 2: January to March**

**Term 3: April to June**

#### Student Evaluation and Assessment

The school follows a system of Continuous and Comprehensive Evaluation (CCE) that covers all the aspects of students' development. It is an ongoing process to assess the broad based learning and behavioral outcome of a student. The performance of each student in different areas will be assessed continuously and recorded by respective teachers according to the predetermined criteria. Schedule for the tests and activities will be provided at the beginning of each term.

#### Tools and Techniques for Evaluation

The areas for evaluation are:

- Baseline test
- Class Participation (CP)
- Character and Behavior (CB)
- Terminal Examination (TE)
- Home Work (HW)
- Ongoing Assignments and Projects.
- Class Test (CT) – minimum 1 in a term - Written - end of term.

#### Progression and Checkpoint test

In Cambridge Primary Program, Progression tests will be conducted at the end of the academic year from Year 4/Grade 3 which is a diagnostic test. In Year 7/Grade 6 and Year 9/ Grade 8, Checkpoint test will be conducted in the month of April of each academic year. These Checkpoint tests mainly serve as the benchmark tests. Progression and Checkpoint tests will be conducted in English, Science and Mathematics only.



## Admission Policy and Procedures

### The Cambridge checkpoint grading scale is determined as follows:

This is what the scores mean

6.0	Excellent
5.0	Very Good
4.0	Good (about average for Cambridge Primary Checkpoint)
3.0	OK, but below average for Cambridge Primary Checkpoint
2.0	Poor
1.0	Very Poor

### UAE National Agenda Target

The U.A.E National Agenda continues as the most important initiative taken by H.H Sheikh Mohammed Bin Rashid Al Maktoum, Vice President and Prime Minister of the U.A.E. In view of this there are mandatory components to ensure the most effective preparation in fulfilling the National Agenda objectives. These external examination help the schools in UAE to improve teaching and learning and bring them both to an international standard.

Nationally standardized summative assessments as outlined by MoE include:

1. Cambridge Checkpoints (**Year 6 /Grade 5 &Year 9/ Grade 8**) at the end of Key stage 2 and key stage 3
2. Cognitive abilities test (**CAT4**) for Year4/Grade 3, Year 6/Grade 5, Year 8/ Grade 7 & Year 10/Grade 9
3. PBTS (Pisa Based Test for School) for Year 11/Grade 10 students
4. TIMSS(Year 5/Grade 4 and Year 9/Grade 8 students)
5. GL Progress Tests in Math, English & Science for Year 4/Grade 3 to Year 9/Grade 8
6. Formative and Summative Assessment
7. The assessment made by the teachers in different areas mentioned above will be summed up at the end of every term and the term assessment is called as the Formative Assessment. The total of each term will be carried over to see the average of all the three terms at the year end. The year-end assessment is called as the Summative Assessment.

### Marks for different areas of Assessment Primary (Year 2/Grade1 to Year 6/Grade 5)

Year 2/Grade 1 and Year 3/Grade 2 will have on going assessment for all the 3 terms, weekly test for a

Formative Assessment	Term	M a x i m u m M a r k s							Total Marks
		Class Test	Class Work	Home Work	Character & Behaviour	Class Participation	Assignment/Project	Terminal Exam	
	Term 1	25	5	5	5	5	5	50	100
	Term 2	-	5	5	5	5	5	75	100
	Term 3	-	5	5	5	5	5	75	100

Summative Assessment will be based on the aggregate percentage of all the three terms excluding CCE.

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## Admission Policy and Procedures

### Lower Secondary and Upper Secondary (Year 7/Grade 6 to Year 11/Grade 10)

Formative Assessment	Term	M a x i m u m M a r k s							
		Class Test	Class Work	Home Work	Character & Behaviour	Class Participation	Assignment/ Project	Terminal Exam	Total Marks
	Term 1	25	5	5	5	5	5	100	150
	Term 2	-	5	5	5	5	5	100	125
	Term 3	-	5	5	5	5	5	100	125

**Summative Assessment will be based on the aggregate percentage of all the three terms excluding CCE.**

### Promotion/Retention

A minimum of 50 marks in all the subjects is required for promotion to the next class. Students are promoted to the next class based on the grade/marks obtained in the Summative Assessment. The Ungraded students will be allowed to re-appear in the exam. Unsatisfactory results in three subjects will lead to retention.

### Grading System for Year 2/Grade 1 to Year 11/Grade 10 Passing marks for all the subjects is 50 marks

Grading System		
Marks Range	Grade	Subjects
95 -100	A+	All the subjects
90 - 94	A	
80 - 89	B+	
70 - 79	B	
60 - 69	C+	
50 - 59	C	
40 - 49	D	
0 - 39	E	



## Admission Policy and Procedures

### Reporting to parents:

1. Parents have many opportunities in an academic year to have formal feedbacks.
2. Parent teacher meetings and brief end of term reports.
3. All International benchmark results are available on student log in.
4. School has an effective online portal system of reporting assessment results to parents.  
Formative assessment reports are effectively communicated to parents through the portal allowing a dialogue between subject leaders and parents.
5. Parents can also check student attendance on this portal.
6. Parents can meet any faculty member regarding any concerns of their child by taking prior appointment any time during the academic year.

**"Education is like a lantern which lights your way in a dark alley."**

H H Sheikh Zayed bin Sultan Al Nahyan, Founding Father of the UAE.