

## **OVERVIEW**



### **Welcome aboard your child's journey begins.....**

Al Amana Private School is a thriving British Curriculum School which was founded in the year 2004 .The school is accredited to Cambridge Assessment International Education (CAIE). We believe in the quality of teaching and learning and lay the foundation from which students can pursue university levels of education or career paths suited to their talents and interests. The school offers a high caliber education to students from Kindergarten to Secondary leading up to the External Examination (IGCSE) offered by Cambridge University. Our academic standards are high and we mould our students to be the very best and achieve results that are in par with schools around the globe.

We are delighted that you are interested in Al Amana Private School for your child's education. Al Amana welcomes pupils from all nationalities who are able to access the curriculum and support the, vision, mission, ethos and positive behavior policy of the school. The academic year begins in September and ends in June. Each academic year consists of three terms with a winter, spring and summer break. School is closed during all public holidays.

The registration and admission process for the new academic year usually begins from March. Re-registration for the following academic year of the existing students starts in the month of February.

Admission depends on the availability of seat, first come first served and appropriate age of the child. Please refer the below given table for age guidelines to respective year group.

<b>DATE OF BIRTH (AS PER MINISTRY OF EDUCATIONNEW AGE POLICY)</b>		
<b>GRADE</b>	<b>YEAR</b>	<b>AGE</b>
KG 1	Foundation Stage	4 years on 31 <sup>st</sup> Dec. of enrolling year
KG 2	YEAR 1	5 years on 31 <sup>st</sup> Dec. of enrolling year
GRADE 1	YEAR 2	6 years on 31 <sup>st</sup> Dec. of enrolling year
GRADE 2	YEAR 3	7 years on 31 <sup>st</sup> Dec. of enrolling year
GRADE 3	YEAR 4	8 years on 31 <sup>st</sup> Dec. of enrolling year
GRADE 4	YEAR 5	9 years on 31 <sup>st</sup> Dec. of enrolling year
GRADE 5	YEAR 6	10 years on 31 <sup>st</sup> Dec. of enrolling year
GRADE 6	YEAR 7	11 years on 31 <sup>st</sup> Dec. of enrolling year
GRADE 7	YEAR 8	12 years on 31 <sup>st</sup> Dec. of enrolling year
GRADE 8	YEAR 9	13 years on 31 <sup>st</sup> Dec. of enrolling year
GRADE 9	YEAR 10	14 years on 31 <sup>st</sup> Dec. of enrolling year
GRADE 10	YEAR 11	15 years on 31 <sup>st</sup> Dec. of enrolling year

Our qualified staff in the registration department will be able to assist you with enquiries and registration procedures.

## **2. (ADMISSION POLICY)**

### **Welcome to Al Amana Private School, Sharjah.**

#### **ADMISSION POLICY**

- We welcome students of all abilities, nationalities and religions who will benefit from the rigorous academic, personal and social development programs. We are proud of our commitment to the diversity and international mindedness.
- We take our responsibility for your child's academic, social and personal growth very seriously. In order to serve your child's individual needs and to support his or her transition to our school, it is important that we have complete information regarding previous academic experience.
- Our school actively seeks to nurture the holistic development of your child.
- We are committed to working together with families in determining the educational placement that is best for each student, be that at Al Amana or else were.
- There is an inclusion support program that seeks to address the individual needs of all students including SOD, Physical disabilities, the gifted and talented. Parent of any such specific known needs must submit complete reports. These might include Individualized Education Plan (IEPs) or other reports from Health Professionals, Special Educators and Counselors.
- The school adheres to the UAE laws and SPEA guidelines.

#### **ADMISSION PROCEDURE**

- Registration forms must be completed online through the school website. If there are no places available at the time then the applications are placed on waiting list.
- Parents must complete the registration form and enter all mandatory details; incomplete forms will be automatically rejected.
- The admission in-charge, SLT will be responsible for arranging assessment/Interviews
- Admission is based on the performance in the Entrance test/Interview.
- The school reserves the right to deny admission if the school finds that the applicants enrollment is not in the best interest of the student and /or school.
- The decision made by the school is final and cannot be contested.
- Applicants selected for admission should pay the registration fees of Dh. 500/- which is non-refundable.
- Selected students will get an access to fill the Online Admission form. Take a print of the filled form and submit it with the required documents given below within two working days.
- Parents must attend Orientation Program (Kindergarten and Grade 1, 2, 3 and 4) on the given date.

#### **DOCUMENTS REQUIRED**

- Parents & child's Passport and valid visa copy (2 copies each)
- Copy of child's birth certificate (2 copies)
- Parents & child's copy of Emirates ID (2 copies each)
- Copy of (Khulasa) for UAE National only.
- Copy of the Vaccination Card.
- Recent passport size 4 photograph of the child (please write the students name behind the photographs)
- Last two years Report Card (Original to be shown at the time of the admission)

- Conduct Certificate compulsory for the students from Grade 1 onwards.
- Bench mark Results: which ever applicable  
CAT4, Cambridge Primary Checkpoint (Grade 6), Cambridge Lower Secondary Checkpoint (Grade 9), Progress Test, TIMSS and ISA
- Transfer Certificates from the previous school attended with the attestation for students from other emirates and outside UAE (only for students from Grade 1 upwards)
- SIS number for students who are currently registered in all the emirates (except Dubai and Abu Dhabi )
- The students who seek admission for the first time in school should bring their original Emirates ID card for registration in the school (Student's Emirates ID)

**NOTE:**

- For Kindergarten student's (KG 1 Report of attending Nursery) and (KG 2 Report card of KG 1) is required.
- Parents must bring Original documents (Passport and Emirates ID) for verification during interview
- Incomplete and incorrect admission forms will not be accepted.
- Please refer the school website for IGCSE Policy (Grade 9,10 and 11)

**ATTESTATION DETAILS**

- In case of transfer from other Emirates the transfer certificate should be duly attested by the Education Zone.
- In case of Overseas the transfer certificate should be duly attested by the Ministry of Education, Ministry of Foreign Affairs in the country from which migrating and UAE Embassy.

(Attestation of documents is not required for students coming from UK, US, Canada, Australia and Europe)

**ENTRANCE TEST AND INTERVIEW**

Interviews are conducted for KG 1 students and Entrance tests are conducted for students from KG 2 to Grade 9.

- KG 1: Students will have to attend a preliminary interview and assessment.
- KG 2 to Grade 7: Students will have to give a written exam in English and Mathematics.
- Grade 8 & Grade 9: Students will have to give a written exam in English, Mathematics and Science.

**GUIDELINES FOR ASSESSMENT**

- Assessment will be conducted for KG 2 to Grade 9 in the school premises.
- A face to face Interview will be undertaken in the school for the KG 1 students. The parents have to carry their and the child's original emirates ID and Passport for verification.
- Day, Date and time for the interview and entrance exam will be informed through telephone or SMS.
- The school reserves the right to deny admission to an admissible applicant if the school determines that the applicant's enrollment would not be in the applicants and/or the schools best interest.
- The marking policy is confidential and the exam papers are not shown to the parents.

## **SELECTION CRITERIA**

Selection is based on criteria. These are

- The students will be selected based on the results of the entrance exam until class capacity is reached. After that students who have passed will be placed on waiting list. If a vacancy opens up the first student in the waiting list will be called to enroll.
- Past school results and report.
- Face to face interview, if required with the Admission In-charge/School Counselor/Academic Coordinator/Principal.
- Age appropriateness for the year/grade level to which admission is sought.
- Transfer Certificate from the previous school
- Priority will be given to siblings of those who have secured admission in the school.
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**ENTRANCE EXAM SYLLABUS:** (Please refer Admission Section for Entrance Exam Syllabus)

**YEAR GROUP EQUIVALENCE:** Schools round the world use different numbering conventions as well as follow different curriculums. The below given table indicates Al Amana Private School's numbering convention and the equivalent numbered grades following a 12 Grade numbering convention.

Age of Student (Years)	13 Year System	UK Based Cambridge Curriculum-13 Year System	12 Grade System
15 - 16	11	IGCSE -CS2	10
14 - 15	10	IGCSE -CS2	9
13 - 14	9	CS 1	8
12 - 13	8	CS 1	7
11 - 12	7	CS 1	6
10 - 11	6	CP	5
9 - 10	5	CP	4
8 - 9	4	CP	3
7 - 8	3	CP	2
6 - 7	2	CP	1
5 - 6	1	CP	KG 2
4 - 5	FS 2	EYFS	KG 1
3 - 4	NA	-	NA

## **TRANSPORTATION**

At Al Amana, we believe that the safety of our students is of paramount importance as such, all transported students must conduct themselves on the bus and at the bus stop in a manner which contributes to the safety and well-being of everyone.

### **Responsibilities of Parents**

- Please ensure that the children are at the bus stop on time. In case of delay they shall be responsible to bring the child to the school. Also inform the children about the importance of traffic rules and bus safety and how to safely wait and board the school bus.
- Also prevent the child from travelling by bus when the child is sick.

### **Additional Information:**

- The student should board the bus from the designated bus agreed upon earlier with the school.
- Use of mobiles in the bus is strictly prohibited.
- Only travel on your designated bus. If a temporary change is required, parents **MUST** inform the transport department well in advance for approval. Decision of the department is final.
- Students should respect and cooperate with the bus helpers and drivers.
- Children from Kindergarten to Grade 2 will not be left at the drop off point unless designated adult is present to collect him.
- Parents and guardians are not allowed to enter the bus or have any verbal discussion with the drivers. Parents may discuss the issues with the transport in-charge or to the school authorities.
- Parents or guardians shall compensate for any damages caused /sustained by the bus as a result of in appropriate action by their child/children. In case of change of residence, transport will be provided subject to the availability of seats and routes.
- Own transport parents should submit all the details of the parent/guardian who is responsible to pick the child at dispersal time. Own transport authorization form should be duly filled in and submitted at the time of admission.

### **Our School Bus Routes**

<b>Sharjah</b> Qasimia Majaz 1	<b>Sharjah</b> Jamal A Nasir, Majaz 1& 2	<b>Ajman</b> Zahra Hamidiya	<b>Sharjah</b> Gullaya Butina	<b>Sharjah</b> Al Nahda	<b>Ajman</b> Al Sawan Nuimiyah	<b>Sharjah</b> Al Ghubaiba Khazamia Shahba	<b>Dubai</b> Muhaisnah 4 only	<b>Sharjah</b> Abu Shagara Qasimia	<b>Sharjah</b> Fish Market Bank street Mujjarah
<b>Ajman</b> Nuimiyah	<b>Sharjah</b> Yarmouk Mega Mall Mahatta	<b>Sharjah</b> Al Khan Majaz 3	<b>Sharjah</b> Al Ghurir Qasimia	<b>Sharjah</b> Al Nabaa Maysaloon Nassriya	<b>Sharjah</b> Muwailah Mega Mall	<b>Ajman</b> Rashidiyah Bustan Karama	<b>Sharjah</b> Al Taawun	<b>Sharjah</b> Qasimia Maysaloon	<b>Sharjah</b> Al Gullaya Nassriya