

Dear Parents,

Welcome to Amana with all the trust and care for a progressive and holistic development of your child.

ADMISSION PROCEDURE

- Registration forms must be completed online through the school website. The applications will be kept on waiting list, if there are no seats available at the time.
- Parents must complete the registration form and enter all mandatory details; incomplete forms will be automatically rejected.
- 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 should attend Orientation Program on the given date.

Documents Required for Admission:

- Copy of the student's passport with a valid U.A.E. residence visa.
- Copy of the student's Birth Certificate
- Copy of the student's Emirates ID Card (both sides).
- Copy of the Sponsor's Emirates ID Card (both sides).
- Copy of the Sponsor's passport with a valid residence visa.
- Medical Record of the student from the previous school.
- Students Original Emirates ID Card for scanning on the Emirates ID card reader. The Emirates ID cards will be returned to the parent immediately after the scanning is completed.
- 6 recent passport size photographs on white background.
- Copy of the Vaccination/immunization Card.
- Final Report Card and TC of students (**Year2/Grade 1 to Year 9/Grade 8**).
- Last two years report card for all children entering **Year10/Grade 9** and above.
- Original School Leaving Certificate from the previous school.
- Student Number for students who are currently registered in all the emirates (except Dubai and Abu Dhabi)
- 1 Copy of Family Book (**Khulasa**) for **UAE Nationals** only.
- Continuation certificate from the previous school.
- Conduct certificate from the previous school. (**Year 9/Grade 8 and above**)
- Fee Clearance Certificate from the previous school.
- **Original attested Final Report Card and attested Transfer Certificate from the previous school is required to be submitted by August 2022.**
- Bench mark Results: which ever applicable (CAT4, Cambridge Primary Checkpoint (Year 6/Grade 5), Cambridge Lower Secondary Checkpoint (Year 9/Grade 8), Progress Test, TIMSS and PIRLS)

Attestation Details: Transferring from another school or country

- In the case of transfer from other Emirates except for (**Dubai**) the Transfer Certificate and Final Report card (**For Year 2/Grade 1 to Year 9/Grade 8**) and 2 years Final Report card and Transfer Certificate (**Year 10/Grade 9 to Year 11/ Grade 10**) should be duly attested by the Ministry of Education of the respective Emirate (Only for students from Year 2/Grade 1 upwards). We will retain the Original Report Card and Transfer Certificate.
- In the case of Overseas transfer, from countries other than USA, UK, Australia, Canada, Europe the Transfer Certificate and Final Report Card should be duly attested by :
 - Ministry of Education (from the country migrating from).
 - Ministry of Foreign Affairs (from the country migrating from).
 - UAE Embassy/ Consulate (from the country migrating from).
 - Foreign Affairs (UAE)
 - **We will retain the Original Report Card and Transfer Certificate.**

The students coming from Dubai have to repeat the same class (example. Year 3/Grade 2 will get admission in Year 3/Grade 2 only and not Year 4/Grade 3)

In all the cases, the school certificates and other documents should be in English or Arabic. If another language is used, it must be legally translated and authenticated just like other documentation.

Please Note:

- For FS2/KG1 preference will be given to the students who have attended Nursery but for Year1/KG 2 students will be selected on merits (Entrance exam results).
- New Parents must bring original (Emirates ID) while submitting the admission form for registering the student's name in the Daleel System (SPEA).
- Incomplete and incorrect forms will not be accepted.
- The **Transfer Certificate and Final Report Card (to be attested for those coming from overseas and other emirates, other than Sharjah)** and should be submitted latest by August 2022 to the school. (Check attestation details).
- Admission will be confirmed only on the submission of all the documents to the School and will be subject to Sharjah Private Educational Authority (SPEA) approval.
- It is the responsibility of the parents to provide the documents listed above. By completing and signing the Registration Form, the parents accept this responsibility. The school will not be held responsible if the ministry refuses to register a child for any reason including missing documents listed above.

Vision: "Every child is a God given Amana, to be educated and developed into balanced individuals with well-rounded personality"

Required Documents for admission (2022-23)

المستندات المطلوبة لقبول التسجيل (2022-2023)

1 copy of Student's valid Passport, Visa and Emirates ID.

1 copy of Birth Certificate.

1 copy of Vaccination Card and Medical File
(If coming from previous school).

1 copy of Sponsor's valid Passport, Visa and Emirates ID.

6 passport size photo graphs (background white).

1 copy of Family Book (**Khulasa**) for UAE Nationals only.

Students Coming from Overseas (Attestation)

Final Report and Transfer Certificate to be attested from Ministry of Education, Ministry of Foreign Affairs and UAE Embassy Consulate (Home Country) and Foreign Affairs UAE

Students Coming from other emirates (Attestation)

Final Report Card and Transfer Certificate to be attested from Ministry of Education from that Emirate.

New Students (In Addition to the above documents) need to submit Continuation Certificate, Fee Clearance Certificate and Conduct Certificate from current school.

Last two years Final Report Card to be submitted for students of (Year 10/Grade 9)

Original Final Report Card and Transfer Certificate to be submitted latest by August, 15th 2022.

(For any reason, if you are not able to submit the documents your admission will be on hold and will be cancelled without further notice. No reminders will be sent.)

نسخة واحدة من جواز سفر الطالب والإقامة وبطاقة الهوية الإماراتية سارية.

نسخة واحدة من شهادة الميلاد.

نسخة واحدة من بطاقة التطعيم والملف الطبي
(إذا كنت قادمًا من مدرسة سابقة).

نسخة واحدة من جواز سفر ولي أمر الطالب والإقامة وبطاقة الهوية الإماراتية سارية المفعول.

6 صور بحجم جواز السفر (خلفية بيضاء).

نسخة واحدة من (خلاصة القيد) لمواطني دولة الإمارات فقط.

الطلاب القادمون من الخارج (التصديقات)

يجب تصديق التقرير النهائي (شهادة الدرجات النهائية) وشهادة التحويل – الإنتقال من وزارة التربية والتعليم ووزارة الخارجية وقنصلية دولة الإمارات العربية المتحدة (البلد الأم) والشؤون الخارجية في دولة الإمارات العربية المتحدة.

الطلاب القادمون من إمارات أخرى (تصديق)

بطاقة التقرير النهائي (شهادة الدرجات النهائية) وشهادة التحويل – الإنتقال مصدقة من وزارة التربية والتعليم من تلك الإمارة.

يجب على الطلاب الجدد (بالإضافة إلى المستندات المذكورة أعلاه) تقديم شهادة استمرار وشهادة تخلص الرسوم وشهادة السلوك من المدرسة الحالية.

بطاقة التقرير النهائي (شهادة الدرجات النهائية) للعامين الماضيين لتقديمها لطلاب (الصف 9).

يجب تقديم بطاقة التقرير النهائي (شهادة الدرجات النهائية) الأصلية وشهادة التحويل – الإنتقال في موعد أقصاه 15 أغسطس 2022.

(لأي سبب من الأسباب ، إذا لم تكن قادرًا على تقديم المستندات ، فسيتم تعليق قبولك وسيتم إلغاؤه دون إشعار آخر. لن يتم إرسال تذكيرات).

INSTRUCTIONS TO BE NOTED BEFORE FILLING THE REGISTRATION FORM

(Academic Year 2022-23)

1. Welcome to Al Amana Private School Online Registration for the academic year 2022-23.
2. The symbol * represents mandatory fields that must be completed. If the mandatory fields are not entered you will not be able to submit the form.
3. All the prospective applicants need to undergo an Interview/Entrance Test.
4. Admission is subjected to the **availability** of seats.
5. Registering online does **NOT** guarantee a seat.
6. If the information provided is **incomplete** or **incorrect** the admission stands cancelled.
7. Please visit the website for Entrance Exam/Test Syllabus, Admission Policy & Procedure and Ministry Age Criteria Details.
8. Please refer the Age eligibility criteria given below:

Age	Date of birth/from	Date of birth / to	Minimum age	Class
3 years	01/09/2018	31/08/2019	3	Pre –KG/FS1
4 years	01/09/2017	31/08/2018	4	Reception FS2/KG1
5 years	01/09/2016	31/08/2017	5	Year1/KG2
6-8 years	01/09/2014	31/08/2016	6	Year 2/Grade 1

التعليمات الواجب مراعاتها قبل ملء استمارة التسجيل

(العام الدراسي 2022-2023)

- 1- مرحباً بكم في التسجيل الإلكتروني لمدرسة الأمانة الخاصة للعام الدراسي 2022-2023 .
- 2- يمثل الرمز * البيانات الإلزامية التي يجب إكمالها. إذا لم يتم إدخال البيانات الإلزامية ، فلن تتمكن من إرسال النموذج.
- 3- سوف يخضع جميع المتقدمين إلى مقابلة / اختبار (سيتم تقديم التفاصيل لاحقاً).
- 4- تتوقف عملية تسجيل القبول على حسب توافر المقاعد.
- 5- التسجيل عبر الإنترنت لا يضمن الحصول على مقعد.
- 6- إذا كانت البيانات المقدمة غير كاملة أو غير صحيحة ، يتم إلغاء تسجيل القبول.
- 7- يرجى زيارة الموقع الإلكتروني للحصول على معلومات عن امتحان القبول / منهج الاختبار ، وسياسة وإجراءات القبول وتفاصيل المعايير العمرية .
- 8- يرجى الرجوع إلى المعايير العمرية الواردة أدناه:

العمر	تاريخ الميلاد / من	تاريخ الميلاد / إلى	الحد الأدنى للعمر	الصف
3 سنوات	01/09/2018	31/08/2019	3	السنة التمهيدية
4 سنوات	01/09/2017	31/08/2018	4	روضة أولى
5 سنوات	01/09/2016	31/08/2017	5	روضة ثانية
6 – 8 سنوات	01/09/2014	31/08/2016	6	الصف الأول