

REGISTRATION & ADMISSION POLICY

INTRODUCTION:

SUNRISE INTERNATIONAL SCHOOL, is established with the heritage of Sunrise English Private School, one of the most popular and most sought after Indian Curriculum Schools in Abu Dhabi for its indomitable reputation of academic excellence over the last three decades. Purpose of this policy is to provide assurance to parents and students that Sunrise International School will be operating fairly and appropriately in our decisions about admission, registration and placement of students.

POLICY

In order to be fairly available to all those seeking admission in Sunrise International School, this policy emphasize and reiterate that all students who qualifies for admission in accordance with the regulations of ADEK will get an equal treatment and will not be denied admission owing to any differences whatsoever if vacant places are available. We admit all nationalities who are permitted to be admitted in a CBSE school in Abu Dhabi, as per ADEK guidelines.

PROCESS OF ADMISSION

All those who are looking for admission need to register online through our website, www.sisad.org. Parents can also walk into the campus and meet our admission executive who will guide and help to complete the registration formalities.

The admission process is designed/meant to evaluate new applications on a common ground for students from different educational backgrounds.

For all admissions to KG-1 & KG-2, school will schedule a personal interaction of student along with parents and admission will be granted based on the same and availability of seats.

An admission test is conducted for Grades 1 to 9. All students who qualify in the admission test, will be required to attend a personal interaction along with their parents. Final decision on admission will depend upon a combination of **Age Criteria, Aptitude Test results, personal meeting and availability of seats.**

Age requirements for admission to each grade level will strictly be in accordance with ADEK requirement which is given below.

AGE REQUIREMENT FOR ADMISSION

Grade	Age Requirement	Process
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KG -1	Must complete 4 years by 31 st March.	Interaction - with student and both parents.
KG -2	Must be 5 years by 31 st March.	Interaction - with student and both parents
Grade 1	Completed 6 years by 31 st March.	Written test and interaction- Student along with parents.
From Grade2 to 9	Passed and promoted TC (attested) and last mark statement from previous school	Written test and interaction - Student along with parents

NOTE:

1. **No age relaxation**, on any ground, will be possible for admissions to KG-1, KG-2 & Grade 1.
2. Admission Test, in all applicable cases, will be conducted on English Science and Mathematics subjects (multiple choice objective type).

ADMISSION FOR STUDENTS WITH SPECIAL NEEDS

Students with **mild and moderate Special Needs will only be admitted** as per their age group and grade sequence in accordance with ADEK guidelines. If any extra support is required/provided school may charge an additional fee, which will not exceed 50% of the approved grade fee, from the Parents.

Admission Procedure:

- Submit online Admission Registration Form (www.sisad.org). School will get in touch with you at an appropriate time with details of further procedure and timings.
- Appear for the admission test or/and interaction on the date which will be fixed and intimated by school well in advance.
- If your ward succeeds in securing admission, pay the Registration Fee for reserving the seat up to a limited period. **Registration fee paid is non-refundable** and it will be deducted from the tuition fee of the third term.

Documents required for admission

- a. Colour Copies of Passports of both parents with valid Visa
- b. Valid Emirates IDs of both Parents – original & colour copies

- c. Valid Emirates ID of Student – Original & Colour copy
- d. Valid Passport copy of the student with valid visa
- e. Copy of Student’s Medical Insurance Card.
- f. Immunization Record
- g. 2 copies of recent photographs
- h. Result record from the previous school (for grades 2 and above)
- i. Original Transfer Certificate (attested) from previous school for grades 2 and above.
- j. Copy of Attested Birth Certificate

Note: *Parents also need to submit soft copies of the above documents in an USB, which will be returned later.*

Admission priorities:

If there are more requests for admissions than available places, will be as follow below order of preference:

1. Children of School staff.
2. Students with siblings already in the School.
3. Students who attended the School in the previous year and left school due to any emergency.
4. Students who live near the School.

IMPORTANT NOTE:

- **SUNRISE INTERNATIONAL SCHOOL**, ABU DHABI will admit students only from within the Abu Dhabi Island.
- **SISAD** is a co-education school, where girls and boys will be learning together in the same classrooms.
- **School Transport** will be available only within the city areas and parents are not permitted to drop students in their own vehicles due to DoT, regulations.
- **School Gates** for the walking students will open only before 15 minutes of their school timing.

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