



مدرسة وودلـم بارك

Woodlem Park School

Al-Hamidiya, Ajman

ADMISSION POLICY

ADMISSION POLICY

Policy Name	Admission Policy	Policy No.	WPH_PLC_006
Effective Date	April 2025	Date of Last Review	25/3/2025
Date of Next Review	March 2026	Person in-charge	Ms. Ramda, Registrar

INTRODUCTION

The school is co-educational, offering multiple choices to students. The vision is to establish premier, high-quality academic programs. We are proud of our diverse cultural mix and the international flavour it brings to our school. We have extensive facilities that motivate students to realize their full potential. The school is based on the CBSE curriculum from KG1 to Grade 10.

WPH accepts registration of new students during the school's academic year through our Admissions Office for KG1 to Grade 9. All children seeking admission to WPH will be assessed before being offered a place.

Academic Structure (KG1–Grade 10)

KG1 to Grade 10

- Term 1: April – June
- Term 2: September – December
- Term 3: January – March

THE ADMISSION PROCEDURE

- Online Registration of child through school website
- **Appointment scheduling** and **school visit** along with the child and original documents.
- KG1 and KG2 applicants will attend an interaction session, while students from Grades 1 to 4 will be assessed in English and Mathematics. Applicants for Grades 5 to 9 will complete assessments in English, Mathematics, and Science according to their current grade. The interaction or assessment will be conducted strictly as per the appointment scheduled by the Admission In-Charge.
- **Result/confirmation** of interaction or entry-level assessment will be shared with parents via **call or email**.
- **Verification of age and documents** (as per the required list) before proceeding with payment formalities.
- Follow up procedures for Transportation (Bus No. Routes, Timings, etc.), Issue of Books and Stationery, and uniforms from concerned departments.
- Orientation of the Child. – Day/Date will be intimated by the school.

Note: Documents and Age Conditions are to be fulfilled as

AGE

- KG1: Four years completed by the 31st of March
- KG2: Five years completed by the 31st of March
- Grade 1: Six years completed by the 31st of March

DOCUMENTS

- A copy of the student's birth certificate. If not in English, it should be attested by the concerned consulate.
- A copy of student's passport with a valid residence visa.
- A copy of student's Emirates ID (both sides)
- Parent's passport copies with valid residence visa.
- Passport-size photographs (2 in No.) of the student.
- Report Card of the previous school attended. (This is required for students coming from Grade 1 and upwards)
- Copy of vaccination records to be submitted to the admission in charge during the time of admission. (As per DHA guidelines.)
- Original Transfer Certificate/ School last attended to be submitted to the Registrar.
- For students coming from UAE, the Transfer Certificate should be attested by the concerned Education Authority.
- For students coming from outside the UAE, the Transfer Certificate should be attested by The Educational Authority of the Country.
- Failure to disclose or deliberate withholding of information may result in the withdrawal of the school place as per the MOE contract.
- Non-submission of relevant documents on time/non-signing of the Parent-School- Contract can result in cancellation of admission by the MOE.
Guardianship Information: In cases where the student is not residing with their biological parents, legal guardians must submit proof of guardianship, including a notarized guardianship letter or legal court order.

NOTE: All admissions are subject to Approval by the Educational Authority of Ajman/MOE.

APPLICANT WHO MAY REQUIRE ADDITIONAL LEARNING SUPPORT & STUDENTS OF DETERMINATION

WPH is committed to providing an inclusive, equitable, and high-quality education for all students. Our admission policy ensures that every child, including **Students of Determination**, has the opportunity to access education in a supportive environment tailored to their individual needs.

Admission Principles

- Admissions are conducted in a transparent and non-discriminatory manner.
- The school welcomes applications from students of all backgrounds, abilities, and needs.
- Decisions are made based on the school's capacity to meet the student's academic, social, emotional, and physical needs effectively
- Failure to disclose or deliberate withholding of information may result in the withdrawal of the school place as per the MOE contract.
- Additional support beyond the standard school provision, such as therapeutic interventions, Learner interventions or 1-to-1 support (LSA), may be required and will be funded by parents

Application Submission

For **Students of Determination**, additional documentation such as

- Psycho-educational assessments
- Individualized Education Plans (IEPs)
- Individual Behavioral Plan
- Medical reports must be provided along with a therapeutic intervention report.

Screening & Assessment

- All applicants undergo an initial screening to determine their academic and developmental readiness.
- For **Students of Determination**, a review by the **Inclusion Team** will assess whether the school can provide the required support.
- If necessary, the school may request additional assessments or meetings with specialists.

Decision & Placement

- Admission decisions are made based on assessment results, available resources, and discussions with parents/guardians.
- The school will develop a tailored support plan for **Students of Determination**, outlining necessary accommodations, modifications, and learning support.
- If the school cannot meet a student's needs, alternative recommendations will be provided in consultation with the parents.

Parental Involvement

- Parents play an active role in the admission process and ongoing education of their child.
- The school encourages open communication and collaboration between parents and educators.
- Parents must **respond to all communications** from the school and provide the necessary support for their child's learning and well-being.
- If a parent **fails to provide adequate support**, the school reserves the right to **withdraw the school place** as per the MOE contract.

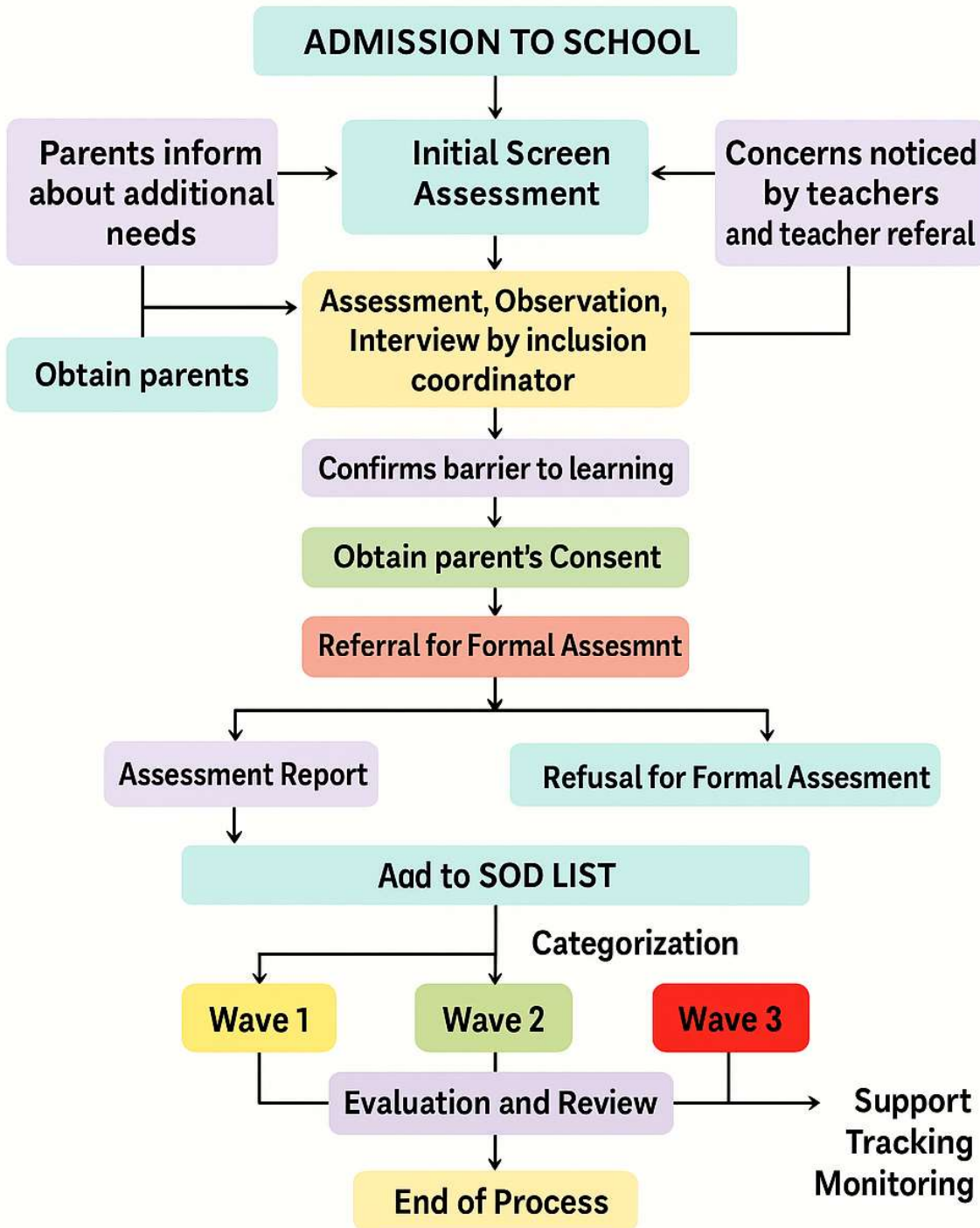
RETURN STUDENTS

- For returning students, and according to the Schools Fees Framework, the school will charge up to 10% of the total fee amount to be paid within the time frame specified by the school.
- This amount is non-refundable unless the family has to move outside the Emirate of Ajman before the start of the academic year
- The school reserves the right to ask for proof that the family is moving outside the Emirate of Ajman such as an acceptance offer from another school
- This amount is included in the total yearly tuition fee from the academic year.
- If a student has taken a Transfer Certificate (TC) to join another school and later wishes to return to WPH, they must bring a referral letter from the previous school.
- The referral must include details about the students' conduct and behaviour with peers and teachers.
- This letter must be signed by both the Principal and Head of Inclusion of the previous school.
- The school reserves the right to assess the students' eligibility for re-enrollment based on the provided documentation.

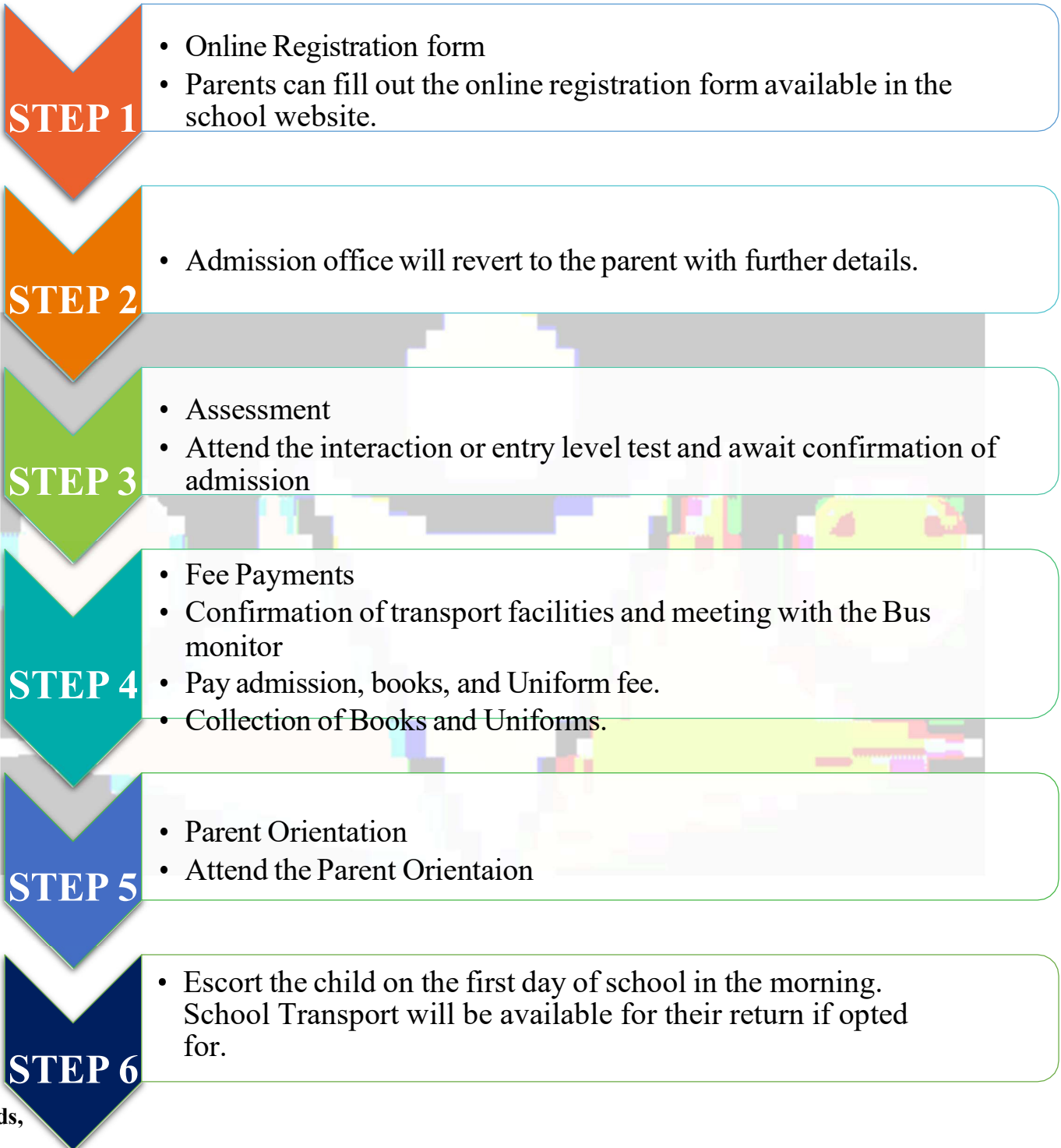
PROMOTION AND RETENSION POLICIES

- KG 1 and KG 2: No failing in this stage
- Lower Elementary (Grades 1- 3): A student would be retained in the same grade level if he/she fails to receive the minimum passing mark in 4 or more subjects.
- Grades 5 -9
 - A student will be promoted to the next grade level if he/she receives the required minimum mark in all subjects.
 - A student will be retained in the same grade level if he/she receives below the required minimum mark in four or more subjects.
 - The minimum passing mark for all subjects is 35% in grades 1-4 and 40% in grade 5 for all subjects except Arabic Language, Islamic Studies, and Social Studies where it is 50%.

INCLUSION PROCESS



Admission Process Flow Chart



Regards,

Edanison

Principal.