



المدرسة الهندية العامة العليا – رأس الخيمة  
INDIAN PUBLIC HIGH SCHOOL, RAK

(Recognized by the Ministry of Education, UAE, affiliated to CBSE, New Delhi)  
Tel: 07-223124, Fax: 07-2222807, e-mail: [iphs@eim.ae](mailto:iphs@eim.ae), [www.iphsrak.com](http://www.iphsrak.com)  
P.O.Box: 5079, Ras Al Khaimah, UAE



# ADMISSION POLICY

## 2016-2017



## **ADMISSION POLICY**

**All applications are considered on the basis of Merit.**

If the number of children applying for admission exceeds the available seats, we will enforce the procedure set out below in order to determine whether a child is admitted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the application for admission exceeding seats available.

Children from the neighborhood, siblings of the enrolled children and staff children are given preference in case applications outnumber the availability of seats.

When students from diverse academic backgrounds apply for admission we conduct a test in English, Mathematics, Science and General Knowledge to ascertain if the student is eligible for the class applied for.

**Admission to Grade IX, X, XI and XII is at the discretion of the Principal, depending upon the child's performance in the last annual examination and as per CBSE**

**The applicant should fill in the registration form and enclose with it the required documents. The form should be submitted on or before the given date.**

### **Documents to be submitted:**

1. Copy of the student's passport with the valid visa of the UAE.
2. Original Emirates ID of the student
3. Copies of both parents' passport with the valid visa of the UAE.
4. Six recent passport size photographs of the child.
5. Photocopy of the Birth Certificate in English or Arabic.



# INDIAN PUBLIC HIGH SCHOOL

Since 1986

6. Photocopy of the original mark sheet of the last qualifying examination.
7. Photocopy of Vaccination Card.

**Note – Any changes/renewal in Passport/Visa/Emirates ID (both children and parents) need to submit the updated copy in the school office in order to update the student record in School Information System (SIS).**

8. Students seeking admission to the school from Grade 2 and onwards, are required to submit their original Transfer Certificate/ School Leaving Certificate of the school last attended, **ONLY IN ENGLISH**, duly attested as per **guidelines given below:**

- a. For students coming from India:

The Transfer Certificate has to be verified by the District Education Officer (DEO), from where the TC has been obtained.

The seal and signature of the Education Officer has to be attested by the Indian Consulate in Dubai. The Ministry of Foreign Affairs of the UAE in Dubai / Sharjah is entitled to attest it.

- b. For students coming from Gulf countries other than the UAE, The Transfer Certificate must be:

Attested by the Ministry of Education of that country and should be stamped by the Ministry of External Affairs and the UAE Consulate / Embassy located in that country.

**For KG 1 , the age of the child should be 4 plus as on July end of the particular year of admission. A student is accepted in Class 1 if he/ she has completed six years of age and does not exceed the age of Eight by 31<sup>st</sup> of December of the year of admission**