

GREENWOOD INTERNATIONAL SCHOOL



ADMISSION AND REGISTRATION POLICY

Vision: To develop leaders in all walks of life through quality learning and teaching.

Mission: An eco-friendly, learner-centric institution of excellence dedicated to developing global citizens equipped with knowledge, moral values, cultural understanding, and devotion to tolerance who will lead at the national and international stage.

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Greenwood International School is committed to admitting learners by recognizing merit, potential **and special needs** and guaranteeing that its admission process is transparent, consistent, and fair. This policy is reinforced by Greenwood's vision, mission, and philosophy (our 10 pillars).

We are committed to total equality in education. Learners are admitted on the grounds of their individual abilities, aptitudes, skills, and talents. Our constant aim is to increase diversity among the population of our learners. Diversity is a quality of excellence that is sociably desirable in a civilized society; thus, enriching the learning and teaching experience. Greenwood International School strives to attract a wide range of applicants from various cultural, social, and educational backgrounds.

Procedures of Registration & Admission

Admission Ages

First: Kindergarten

- 1- A child who has reached, or will have reached, the age of four years on December 31 for the admission year in which the academic year starts on September may be admitted to the first KG level.
- 2- The child who has reached or will have reached the age of five years on December 31 for the admission year in which their academic year starts on September shall be admitted in the second KG level.

Second: First Elementary Level (Grade 1)

The child who has reached or will have reached the age of six years on the December 31 in the admission year, and has not exceeded the age of eight years for in which the academic year starts in September, shall be admitted in the first elementary level.

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Third: Other School Levels

The admission age in the levels from the 2nd Elementary level up to the 3rd Secondary level shall be specified in accordance with the following table and the age shall be calculated up to the end December of the academic year during which the learner will be admitted:

Elementary	Grade 2	From age 7	To age 9
	Grade 3	From age 8	To age 10
	Grade 4	From age 9	To age 11
	Grade 5	From age 10	To age 12
Middle School	Grade 6	From age 11	To age 13
	Grade 7	From age 12	To age 14
	Grade 8	From age 13	To age 15
High School	Grade 9	From age 14	To age 16
	Grade 10	From age 15	To age 17
	Grade 11	From age 16	To age 18
	Grade 12	From age 17	To age 19

Fourth: Admission and placement of students of determination are more flexible. Certain factors are taken into consideration such as:

- Comprehensive Assessment Report
- SEND Department Recommendations
- Progress Report
- IEP

Registration Dates

Learners' registration in all school's cycles shall be as per the KHDA directives regarding the subject. Registration can open starting February of every academic year.

Procedures of Registration

- 1- Registration for the various school classes shall be made directly at the school Administration.

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- 2- The registrar undertakes the supervision and checking of the registration process in the school. Registrar will coordinate with the respective cycle heads for admissions and denial of admissions.
- 3- The learner's registration in the school shall not be considered a final admission until after the approval of KHDA.

Admission Documents

As a condition for admitting the learners willing to join the school, the following supporting documents should be submitted.

- 1- A true copy of the Emirates ID and passport in which the learner is recorded and a valid residence permit should be endorsed on the passport (for non UAE national learners).
- 2- The birth certificate or official extract copy thereof issued from the competent authority and attested according to rules provided. Such copy should be matched with the data of the passport/EmID in which the learner is recorded.
- 3- For UAE nationals only: Family book (Kholasat Kayd)
- 4- New photographs (size 4x6 cm) of the learner (6 photos + 6 photos for KG)
- 5- Vaccination Card / Medical file
- 6- School certificates:
 - A- Statement of marks or statement of pass of examination for the last school class effective Grade 2.
 - B- For high school learners, a Recommendation letter is required from the school the learner is transferring from.
- 7- It should be taken into consideration in all of the aforementioned cases that all the above mentioned certificates and documents must be attested as follows:

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A- Ministry of Education or the Education office, Ministry of Foreign Affairs and the UAE Embassy or Consulate in the country from which the school certificates are issued.

B- Ministries of GCC Countries.

KHDA may exempt from the attestation condition the certificates issued by countries which do not have a system of certificate attestation.

8- Transfer certificate from previous school (in case the learner is coming from another Emirate / a public school / or overseas).

9- Students of Determination must submit their Comprehensive Assessment Report/ Psycho-Educational Report or doctor's report (for the diagnosed cases) , IEP and SEND Progress Report.

Learners from abroad must bring original reports and school- leaving certificates translated and attested by Ministry of Education and Ministry of Foreign affairs in their home country.

Admission procedures

Registration and admission for the academic year starting September opens in February/ March of each year.

Candidates will be accepted into the school depending on the following criteria:

Kindergarten 1

Verbal interview will be conducted with the child & the parents by the Head/Coordinator to determine the eligibility of the child.

Kindergarten 2

Verbal interview will be conducted with the child and the parents by the Head/Coordinator to determine the eligibility of the child.

The motor skills of the child will also be tested through a series of fun tasks that the candidate will go through like tracing, drawing, cutting, building blocks, etc...

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Grades 1 to Grade 12

Entrance exams will be administered to all the candidates each according to the respective grade s/he is applying to. Exams will include English, Mathematics and Arabic¹. The exams will be assessed by the coordinators and/ or Head to determine whether admission into the school will be granted or not.

For high school learners, Academic Credits revision is conducted by the Career Counselor who looks at the credits the candidate earned in his previous schooling years starting Grade 9. This is achieved by reviewing report cards and transcripts submitted by the candidate. Earned credits are checked and equated to ensure that the candidate will be able to satisfy the minimum number of credits required for graduation from Grade 12 (a minimum of 22 credits divided into the high school years and distributed over different subjects: check out the **Program of Studies sheet**).

High school learners (Grades 9 and above) will also sit for a verbal interview with the Head &/or Career Counselor to assess character and abilities before being granted admission.

For the Students of Determination, the Head of Inclusion Department will conduct the observations and evaluations, a written recommendations will be shared with the parents.

Priority is given to the sibling/s of the SEND student provided they pass the prerequisite procedures.

¹ Non-native speakers of Arabic will be given Arabic-B exam or exempted from the Arabic entrance exam based on the case.

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