



بیلوا انڈیان سکول  
BILVA INDIAN SCHOOL

## **Admissions Policy**

## Mission

At Bilva Indian School we value student. We work together as a community to ensure that students develop well in all aspects of learning, so that they are equipped to face the opportunities and challenges of the 21<sup>st</sup> century wherever they may be.

To do this:

- we provide the best possible learning opportunities in academic subjects, personal development, moral values and life skills.
- staff members and students work together in a spirit of cooperation and mutual harmony.

## Vision

Our vision is for all students to leave Bilva Indian School:

- as independent learners with self-belief and respect for others with a lifelong love for learning and a strong foundation for future success.

## Aims

Our aims are to:

- be a school where as many students as possible reach high academic standards and all are motivated by the progress they make
- help students achieve well through sustained high quality teaching through a vibrant curriculum
- give students time to explore subjects and develop deep understanding in a richly equipped learning environment
- celebrate perseverance, resilience and risk taking, ensuring students welcome challenge and are not afraid to make mistakes
- create an inclusive school where everyone can flourish, whatever their background
- promote an ethos of respect and empathy, where diversity is appreciated and value.

## **Introduction:**

The school is co-educational, offering multiple choices to students. The vision is to establish premier high quality academic programmes. We are proud of our different cultural mix and the international flavor brings to our school. We have extensive facilities that motivates students to realize their full potential. The school is based on the CBSE curriculum from KG1 to Grade 8.

Bilva Indian School accepts registration of new students during the school's academic year through our Admissions Office. All children seeking admission to Bilva Indian School from KG1 to Grade 8 will be assessed before being offered admission.

The admissions procedure covers: -

- Online Registration of child through school website [www.bisedu.ae](http://www.bisedu.ae)
- An appointment to schedule and visit to school along with the child (with original documents).
- Interaction KG 1 & KG 2/Entry level Assessment (Grade 1 to Grade 8 in English, Mathematics and Science of present class). Timings for Interaction/Assessment 12:00 pm- 3:00 pm (As per Appointment Given by Admission In charge)
- Result of interaction/entry level assessment confirmation to parent via (Call/email) from the school.
- Check of Age and Documents (List given below) before proceeding with the Payment formalities.
- Follow up procedures for Transportation (Bus No. Routes, Timings etc.), Issue of Books and Stationery, and Uniform from concerned departments.
- Orientation of the Child. – Day/Date will be intimated by school.

Note: Documents and Age Conditions to be fulfilled as:

### **Age:**

- KG1 : Four years completed by the 31<sup>st</sup> of July
- KG2 : Five years completed by the 31<sup>st</sup> of July

### **Documents:**

- A copy of the student's birth certificate. If not in English, it should be attested by the concerned consulate.
- A copy of the student's passport with valid residence visa.
- A copy of the student's Emirates ID both sides.
- Parent's passport copy with valid residence visa.

- Passport-size photographs (6 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 admission officer.
- For students coming from UAE, the Transfer Certificate should be attested by the concerned Education Authority.
- For students coming from Europe, Japan, Australia, New Zealand, Canada, U.S and U.K the Transfer Certificate should be attested by School Only.
- For students coming from GCC countries, the Transfer Certificate should be attested by The Educational Authority of the Country.
- For students coming from other countries including Asian Countries, the Transfer Certificate should be attested by UAE embassy in the country of education and Ministry of Foreign Affairs in UAE.

NOTE: All admissions are subject to the Approval by the Educational Authority of Dubai/ KHDA.

The school follows an **inclusive policy** by which the needs of all students including special needs, gifted and talented are addressed to ensure that suitable provisions are given. Parents or guardians of any applicant having a specific need must mention the need in the online admission form and upload complete reports both health and academic. In the case where a child's specific need has not been previously identified, the school reserves the right to review the situation in order to assess the capacity to address his/her needs within their existing level of provision, the child is then admitted with an undertaking letter from the parent to abide by the protocol of the learning center.

### **Returning 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 Dubai 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 Dubai such as an acceptance offer from another school situated outside Dubai.
- This amount is deductible from the first term of the academic year.

### **New Students:**

- For new students, and according to the School fees framework, the School will charge parents up to 30% of the total fee amount to be paid within ten days of issuing of the acceptance letter.
- This amount is non-refundable unless the family has to move outside the Emirate of Dubai before the start of the academic year.
- This amount is deductible from the first term of the academic year.

### **Promotion and Retention 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 4-8**

- A student will be promoted to the next grade level if he/she receives the required minimum mark in all subjects.
- A student will sit for a retest in April, if he receives below the required minimum mark in one to three subjects. The retest exam will be based on the syllabus tested in the Annual exam.
- 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 grades 5- 8 for all subjects except Arabic Language, Islamic Studies and Social Studies where it is 50%.

### **Withdrawal Rules:**

- All Withdrawal Applications have to be submitted to The Admission Department.
- The 'Withdrawal Form', duly completed is to be submitted at the School Office.
- If your child is going to any other school other than in Dubai, then you need to pay TC charges AED 120.
- Transfer Certificate will be issued only after all the school dues have been cleared.

### **Refunds:**

- For Students who are withdrawn from the school during the academic year, fee deduction will be applied as per the School fees framework quoted below:
- If the student attends school for two weeks or less, one month's fee will be deducted.

- If the student attends school for a period ranging between two weeks and one month, two month's fees will be deducted.
- If the student attend for more than a month, three month's fees will be deducted.

The School reserves the right to not re-enroll students for the following academic year when fees are repeatedly not paid on time. This will be documented by the school through the issuance of dated warning letters.

The School also reserves the right to not issue the concerned student his or her progress report and to refer the issue to the KHDA.