



**School of Knowledge**  
St. Mary's Group of Schools  
Tel. No. 06-5249797  
website - [www.soksharjah.com](http://www.soksharjah.com)

# ADMISSION POLICY



Reviewed By & Date	Principal and SLT / JUNE 2025
Next Review	JUNE 2026

**Approved by: DIRECTOR/ PRINCIPAL**

## **VISION OF THE SCHOOL**

Striving for excellence, striding towards success and seeking new horizons  
for personal growth and worth.

## **MISSION STATEMENT**

Each toddler walking through the gates of School of Knowledge is viewed as a talent reserve and the school works relentlessly towards empowering each and every child.

## **CORE VALUES**

### **We believe:**

- ✓ In fostering honesty, charity, justice and service to others.
- ✓ In empowering critical and creative thinking.
- ✓ In a collaborative learning environment that involves co-operation among students, teachers, school leaders, staff and parents.
- ✓ In enabling students to become global citizens to face the challenges of the 21st century.

Established in 1990, School of Knowledge has witnessed phenomenal growth and success attributed to its high quality standards and pedagogical leadership.

### **Academic Philosophy**

At the School of Knowledge, we believe that each child is unique. Our continuous focus is to enhance the quality of teaching and learning through high expectations to ensure that each child achieves his/her own potential in a safe and stimulating environment.

The UK National curriculum is designed to nurture a desire to learn. Students of all levels are encouraged to investigate and question the world around them. Teachers are trained to develop the maximum potential of every student under their care.

### **Admission**

The Academic Session starts in September each year and ends in June. The online registration for FS1, FS2 and Year1 starts in February for the next academic session.

Admission is offered for all year groups subject to the availability of seats. The Admission has no restriction of cast, nationality or religion. However, siblings of existing students are given priority if they meet all admission requirements.

### **Age Guidelines**

At SOK, students are placed in Year levels by age and demonstration that they can successfully access the curriculum (UK curriculum) and provide a positive contribution to our school. However, as our program is designed to be academically challenging the school can only admit students who require academic support where there is capacity to support them within our Learning Support Department. Students are enrolled based on acquiring age level for the Year of entrance by 31<sup>st</sup> August of the same academic year according to SPEA guidelines.

The minimum age requirements are as follows:

Grades	Age as on 31-August
FS-1	3
FS-2	4
YEAR1	5
YEAR2	6
YEAR3	7
YEAR4	8
YEAR5	9
YEAR6	10
YEAR7	11
YEAR 8	12
YEAR 9	13

### Admission Process

The school's admission process is structured to ensure transparency, compliance with educational regulations, and a smooth experience for prospective families. The following steps outline the complete procedure:

#### 1. Initial Inquiry:

Prospective parents may contact or visit the School Registrar to obtain detailed information regarding the admission process. Grade-level placement criteria and age requirements are also published on the school's official website.

#### 2. Registration:

Parents are required to complete the online Registration Form available on the school website.

Once submitted, the Registrar will verify the student's documents uploaded by the parent. Based on this verification, the Registrar will contact the parents via email to schedule an assessment and interview.

#### 3. Scheduling:

Interview appointments are confirmed and relevant files for assessment and documentation are

prepared.

#### **4. Assessment & Interview:**

On the scheduled date, the child will undergo an academic assessment. An interview with both parents will also be conducted to discuss the child's needs and educational background.

On the day of the assessment, the school's counsellor, nurse, and doctor are available in case any child needs to be referred for further observation or support.

Parents must submit hard copies of all required documents at the time of assessment. The list of required documents is available on the school website.

#### **5. Next Steps:**

Following the assessment and interview, parents will be informed about the next steps. The fee structure is available at the school reception for reference.

If a student does not qualify in the first assessment, the school may offer a re-test opportunity—depending on the availability of seats in the requested grade.

#### **6. SPEA System Registration:**

Parents are required to submit the student registration request through the Sharjah Private Education Authority (SPEA) DALEEL-2 system via the following link:

<https://daleel.spea.shj.ae/auth/login>

Steps for Daleel Registration

[https://drive.google.com/file/d/1yQkeGD6imgqr9hrev-PUhT-LanbU\\_130/view?usp=sharing](https://drive.google.com/file/d/1yQkeGD6imgqr9hrev-PUhT-LanbU_130/view?usp=sharing)

#### **7. Document Verification & Approval:**

Once all submitted documents are reviewed for completeness and accuracy, the Arabic Secretary will process and approve the application in the SPEA system.

#### **8. Final Step: Contract Signing:**

To finalize admission, parents are required to sign the official School Contract.

#### **Documents required for the admission:**

- i) Sponsor and Child's Emirates ID card copy (both sides)
- ii) Sponsor and child's passport and visa page copy
- iii) Birth certificate copy
- iv) Vaccination card copy
- v) Medical report(if any)

- vi) Last report card from the previous school(if any)
- vii) Passport size latest photographs (3pieces)
- viii) School leaving certificate attested
- IX) Character certificate from year six onwards.

Once the admission is done the respective class teacher is informed. The office assistant prepares the personal file of the student.

#### **Student Registration Timing**

8.00 a.m. to 2:00 pm

NOTE: Admission will be finalized only after the submission of all the required documents.

#### **SCHOOL LEAVING CERTIFICATE: (Year2 onwards-mandatory)**

Sharjah Private Education Authority requires that every student accepted must be registered with them. In order to process this registration, parents must provide the

School Leaving Certificate (SLC) from the child's previous school. The SLC must be from the SPEA.

#### **Students transferring from a school within Sharjah:**

- Parents should obtain the SLC from the previous school. The SLC should be written in Arabic/English and in the standard UAE format. The SLC should be stamped with the previous school's official stamp.

#### **Students transferring from outside of the UAE:**

For students coming from a country other than USA, UK, Australia, New Zealand, Canada or Western Europe, the SLC must be attested as follows:

- The Ministry of Education (country coming from).
- The UAE Embassy (country coming from)
- Ministry of Foreign Affairs (country coming from Ministry of Foreign Affairs in Sharjah)

The attestations outlined above must be obtained from the country in which the previous school is located. SLCs must be written in English, on school letter head and stamped with the school's official stamp.

#### **PAYMENT OF SCHOOL FEES:**

Payment of fees can be made by credit/debit card, Online payment through SKIPLY (an app of RAK bank)

or cash.

Annual tuition fee is paid Term wise. Exceptions are made as per individual request:

- 1<sup>st</sup> Term fee before the school reopens.
- 2<sup>nd</sup> Term fee by the 10<sup>th</sup> of January.
- 3<sup>rd</sup> Term fee by the 10<sup>th</sup> of April.
- The exceptions for monthly or bi-monthly to be paid before the 10<sup>th</sup> of the month.
- School does not accept the Cheque payment.

### **Refund Policy**

Notice of student withdrawal and application for a tuition fee refund must be given in writing to the Principal. Ministry of Education regulations govern the school tuition refund policies outlined below.

#### **Student withdrawal prior to the start of the academic year:**

The balance of the first-term fee paid is refunded, except the Registration and Admission fee.

#### **Student withdrawal during the school term:**

1. Fees will be charged for one full month if a student attends school for two weeks or less.
2. Fees will be charged for two full months if a student attends school for more than two weeks and less than one month.
3. Parents bear the total responsibility for the payment of fees on time.
4. Parents are requested not to send cash payments through their children. The school will not be held responsible for any loss of money sent with students.

***The fees, subject to Ministry approval, may be reviewed at any time.***

### **ADMISSION POLICY FOR STUDENTS OF DETERMINATION**

The School of Knowledge, Sharjah is an Inclusive School that respects diversity, supports a sense of belonging and ensures that every student receives quality education. The School admits students regardless of their gender, race, disability or special educational needs. We therefore, welcome and encourage Students of Determination to enroll at School of Knowledge as we provide academic, behavioral and emotional support that they might require to reach their full potential.

#### **Entry Assessment and Admission Procedures for Students of Determination:**

The School of Knowledge has an entry assessment process for Students of Determination that focuses on identifying the challenges and barriers to learning, strengths and capabilities to be able to plan provisions and strategies that will contribute to the student's progress and development

as they are admitted in our school. The entry assessment process is not a “pass or fail” that the student must have to be admitted to school (as per the SPEA Directives and Guidelines for Inclusive Education).

- The school is committed to equality of opportunity and will endeavor to make reasonable adjustments and provide reasonable support to students who are experiencing a learning difficulty or disability.
- The school requests that parents of any student with specific learning requirements, special needs or physical disability declare them at the application stage. The school will then deal with all such applications fairly, compassionately and realistically.
- Parents or guardians are requested to provide with following if available:
  - Diagnostic report
  - Referral Approval from SPEA
  - Previous academic reports and IEP from previous school
  - Reports from therapists (if any)

The school of knowledge entry assessment and admission procedure strictly follows the SPEA Directives and Guidelines for Inclusive Education which ensures that the tools or assessments used for admission of Students of Determination are age appropriate and reflects the student's age of development. Students of Determination are not actually required to secure or complete medical assessment or a medical diagnosis in order to proceed with the entry assessment process or for enrollment in SOK.

The entry-assessment for the Student of Determination will give the Inclusion Team and the teachers the idea of how to plan school-based provisions and accommodations for the student.

In a very rare and exceptional circumstance that SOK will deny a student of determination for admission, the criteria and rationale for the decision will be clearly described through the completion of SPEA's non-admission notification procedure for Students of Determination.