



المدرسة الهندية الجديدة
NEW INDIAN SCHOOL

NIS ADMISSION POLICY 2026-2027

Signed

Principal : 

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Reviewed By : **Governing Body | SLT**

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NIS ADMISSION POLICY

POLICY STATEMENT

NEW INDIAN SCHOOL, RAS AL KHAIMAH is committed to offering equal educational opportunities to all students regardless of race, color, religion, gender, national origin, disability, or any other characteristic protected by law. Our admission process is designed to identify students who will benefit from and contribute positively to our school community.

The purpose of this admission policy is to provide a clear and equitable framework for admitting students to [New Indian School. Our goal is to ensure that the process is transparent, fair, and consistent, upholding the school's values and mission.

Scope

This policy applies to all prospective students applying to New Indian School

Background

New Indian School is dedicated to fostering a learning environment that is inclusive, equitable, and conducive to academic and personal growth. As part of this commitment, the school's admission policy plays a crucial role in ensuring that the process of admitting new students is transparent, fair, and aligned with the school's mission and values.

Historical Context

New Indian School has a long-standing tradition of academic excellence and community engagement. Over the years, the school has continually evolved to meet the educational needs of its diverse student body while maintaining high standards of teaching and learning. The admission policy is a reflection of these values, aiming to attract students who are not only academically capable but

also demonstrate the potential to thrive within and contribute to the school community.

Community and Diversity

New Indian School serves a diverse community and values the rich cultural, social, and economic backgrounds of its students. The admission policy is designed to support the school's commitment to diversity and inclusion, ensuring that students from all backgrounds have access to the educational opportunities offered by the school. This approach enriches the learning experience for all students and prepares them for a globalized world.

Educational Philosophy

The educational philosophy of New Indian School emphasizes holistic development, focusing on intellectual, emotional, social, and physical growth. The school seeks to admit students who align with this philosophy and are eager to engage in a comprehensive educational experience. The admission process includes a thorough evaluation of each applicant's academic records, personal qualities, and potential to benefit from the school's programs.

Legal and Ethical Considerations

In developing the admission policy, New Indian School adheres to all relevant legal and regulatory requirements, including non-discrimination laws. The policy ensures that all applicants are given a fair opportunity to apply and be considered for admission. Ethical considerations are paramount, with a commitment to transparency, integrity, and respect for all applicants.

Strategic Goals

The admission policy supports the strategic goals of New Indian School by

- Ensuring a balanced and diverse student population.
- Maintaining high academic standards.
- Enhancing the school's reputation for inclusivity and excellence.
- Fostering a supportive and dynamic school community.

Definition

An admission policy in a school is a comprehensive set of guidelines and criteria that govern the process of admitting students into the educational institution. This policy outlines the standards, procedures, and requirements for prospective students to gain entry into the school. It ensures that the admission process is fair, transparent, and consistent, reflecting the school's values, mission, and commitment to diversity and inclusion.

REGISTRATION AND ADMISSION RULES

- Registration for admission to the new academic year for all grades commences on the 15th of January each year.
 - In all cases, admission procedures laid down by the Ministry of Education have to be adhered to.
 - At the time of registration/admission the following documents are required
 1. Registration Form duly completed.
 2. One Copy of the child's passport with valid visa for the U.A.E.
 3. Three recent passport size photographs of the child with white background
 4. Child's Birth Certificate along with the original are required if the child does not have an independent passport.
 5. Photocopy of the Original Mark Sheet of the last examination passed at the previous school.
- Students (coming from outside U.A.E.) seeking admission to the school from Grade I upwards, are required to submit the original Transfer Certificate of the School last attended, IN ENGLISH ONLY, duly attested by
- Ministry of Education/Education Bureau of the country
- Ministry of Foreign Affairs and
- The Embassy/Consulate of the U.A.E. where the Certificate was obtained from.

- Students (Coming from within the U.A.E.) seeking admission to the school from Grade I upwards are required to submit
 - The original transfer Certificate/School Leaving Certificate of the school last attended, duly attested by the respective Education Zone.
6. Original ID (UAE)

SCREENING/ASSESSMENT

The school undertakes age-related screening and assessments to determine the right placement of an applicant. The screening and assessment of a student will be determined by the admission team. This is a necessary step along the path of completing the registration process for NEW INDIAN SCHOOL, RAS AL KHAIMAH. Once this step has been completed, a student may be offered a seat, placed on the waiting list, or denied.

AGE REQUIREMENTS

In order to meet the age requirements of the admission policy for NEW INDIAN SCHOOL, RAS AL KHAIMAH, a student must have turned the age listed next to the grade level by the beginning of the Academic Year.

AGE GUIDELINES

For admission to KG 1	the child must be 4 years by 31st March
For admission to KG 2	the child must be 5 years by 31st March
For admission to Grade 1	the child must be 6 years by 31st March

GRADE PLACEMENT

NEW INDIAN SCHOOL, RAS AL KHAIMAH, seeks to make the most appropriate grade placement for each student based on his or her age, as well as academic, social and emotional development within policy guidelines. For this reason, new students may be required to complete an appropriate level assessment to determine placement and fit.

PREVIOUS SCHOOLING

All new students must provide official documentation of previous school experience, report card, and test scores. All documents provided must be in English. Transfer Certificates from abroad should be attested by the Ministry of Education and the Ministry of Foreign Affairs from the country of school's origin and the UAE embassy.

STUDENT REGISTRATION

Step 1 To begin the application process, please fill in the 'Online Student Enquiry and Registration form

Step 2 Once you have completed the online application, you will receive an Enquiry Number. Please print a copy of this receipt and keep it for your records. If you cannot print this page, please ensure that you write down the Enquiry Number for all future correspondence and queries. Without the Enquiry Number, we cannot verify your enquiry submission. An acknowledgement email containing the next step will be sent to the email address you provide

Step 3 After receiving the acknowledgement email containing your Enquiry Number, please follow the steps listed. You will be requested to pay a Registration Fee of AED 500. This fee is non-refundable, non-transferable, and it's required along with the requested documents to proceed with the registration process. Please submit the requested documents at the Registration Counter.

After completing Steps 1 - 3, you will be able to submit documents and pay the registration fee at the school, located Opposite to Kerala Hypermarket, Nakheel, RAK.

Related Documents

When implementing an admission policy in a school, it is essential to reference and align it with several related documents to ensure a comprehensive and cohesive approach. Here are some related documents that might be relevant

1. School Mission Statement and Vision
 - Outlines the school's core values, goals, and long-term objectives, providing context for the admission policy.
2. Non-Discrimination Policy
 - Details the school's commitment to providing equal opportunities and preventing discrimination in all aspects of its operations, including admissions.
3. Code of Conduct
 - Defines the behavioral expectations for students and can help prospective families understand the standards students are expected to uphold.
4. Academic Requirements and Curriculum Guide
 - Provides information on the academic programs, courses, and educational requirements offered by the school, helping applicants understand what to expect.
5. Student Handbook
 - Contains comprehensive information about school policies, procedures, and student life, which can be useful for prospective students and their families.
6. Special Education and Inclusion Policy
 - Details the school's approach to supporting students with disabilities or special educational needs, ensuring they receive the necessary accommodations and support.
7. Application Forms and Instructions
 - Includes all the necessary forms and detailed instructions for completing the application process.
8. Fee Structure and Financial Aid Policy
 - Provides information on tuition fees, payment schedules, and available financial aid options, helping families plan financially.

9. School Calendar
 - Lists important dates and deadlines related to the admission process, such as application submission deadlines, interview dates, and notification periods.
10. Parent and Student Agreement Forms
 - Documents that parents and students are required to sign, agreeing to adhere to the school's policies and procedures if admitted.
11. Privacy Policy
 - Explains how the school collects, uses, and protects personal information provided by applicants and their families during the admission process.
12. Legal and Regulatory Compliance Documents
 - Ensures the admission policy aligns with local, state, and federal regulations regarding education and non-discrimination.
13. Appeals Procedure
 - Outlines the steps for appealing an admission decision, including required documentation and timelines.
14. Marketing and Information Materials
 - Brochures, websites, and other materials that provide an overview of the school's offerings, culture, and achievements, aiding in the recruitment process.

Glossary/Explanatory Notes

1. Admission Criteria
 - The set of standards and requirements used to evaluate and select students for enrollment in the school.
2. Application Deadline
 - The final date by which all application materials must be submitted to be considered for admission.
3. Application Form
 - A document that prospective students must complete and submit to apply for admission to the school.
4. Appeal
 - A formal request by an applicant for a review of an admission decision, typically due to perceived errors or unfairness in the initial decision-making process.

5. Assessment
 - The process of evaluating an applicant's academic abilities, skills, and suitability for admission, which may include tests, interviews, and review of past academic records.
6. Diversity
 - The inclusion of students from a variety of backgrounds, including different races, ethnicities, genders, religions, socioeconomic statuses, and abilities.
7. Entrance Examination
 - A test administered by the school as part of the admission process to evaluate the academic skills and knowledge of applicants.
8. Enrollment
 - The process of officially registering a student as a member of the school after they have been accepted for admission.
9. Interview
 - A face-to-face or virtual meeting between the applicant (and often their parents or guardians) and school representatives to assess the applicant's suitability and fit for the school.
10. Non-Discrimination Clause
 - A statement within the admission policy that ensures all applicants are treated equally and fairly, regardless of race, color, religion, gender, national origin, disability, or other protected characteristics.
11. Open Enrollment
 - A policy that allows students to apply for admission regardless of where they live, as opposed to being restricted to certain geographic areas or school districts.
12. Prospective Student
 - An individual who is interested in applying for admission to the school and is in the process of gathering information and submitting application materials.
13. Recommendation Letter
 - A letter written by a teacher, counselor, or other educational professional that provides insight into the applicant's character, academic abilities, and suitability for the school.
14. Review Committee
 - A group of school staff and administrators responsible for reviewing applications and making admission decisions.
15. Rolling Admissions
 - An admission process in which applications are reviewed and decisions are made on a continuous basis rather than after a set deadline.

16. School Mission Statement

- A declaration of the school's core values, goals, and overall educational philosophy, which guides the admission policy and other school practices.

17. Special Needs

- Refers to students who require additional support or accommodations due to physical, emotional, behavioral, or learning disabilities.

18. Standardized Test Scores

- Scores from tests that are administered and scored in a consistent manner, often used as part of the criteria for evaluating applicants.

19. Student Handbook

- A comprehensive guide provided to students and their families that outlines school policies, procedures, expectations, and available resources.

20. Waitlist

- A list of applicants who meet the admission criteria but are not immediately offered a place due to limited capacity. These applicants may be offered admission if spaces become available.

Policy Clarification

The admission policy at [New Indian School] is structured to ensure fairness, transparency, and consistency in the admission process. Below are Clarifications to address common questions and scenarios related to the admission policy

1. Eligibility and Criteria

- Clarification - All applicants must meet the basic eligibility criteria, which include age requirements and submission of previous academic records. Additional criteria, such as minimum grades or standardized test scores, will be specified in the application materials.
- Example - An applicant for Grade 9 must have successfully completed Grade 8 and provide the final report card from their previous school.

2. Application Submission

- Clarification - Applications must be submitted by the specified deadline. Late applications may be considered on a case-by-case basis if there are extenuating circumstances.

- Example - If the application deadline is April 1, applications received after this date will only be reviewed if there are available spots and the delay was due to unavoidable circumstances.
3. Interview Process
- Clarification - The interview is a crucial part of the admission process. It assesses the applicant's fit for the school, their interests, and readiness for the academic program.
 - Example - During the interview, the applicant may be asked about their favorite subjects, extracurricular activities, and reasons for wanting to attend New Indian School.
4. Entrance Examination
- Clarification - Not all applicants are required to take an entrance examination. The necessity of the exam depends on the grade level and specific program requirements.
 - Example - Students applying for advanced academic programs may need to take an entrance examination to assess their proficiency in certain subjects.
5. Special Needs Accommodation
- Clarification - New Indian School is committed to providing equal opportunities for students with disabilities or special educational needs. The admission process includes provisions for reasonable accommodations.
 - Example - If an applicant has a documented learning disability, they may be provided with additional time during entrance exams or other necessary accommodations.
6. Non-Discrimination Policy
- Clarification - New Indian School adheres to a strict non-discrimination policy, ensuring that no applicant is denied admission based on race, color, religion, gender, national origin, disability, or any other protected characteristic.
 - Example - All applicants will be evaluated solely based on their qualifications and potential to contribute to the school community, without bias or prejudice.
7. Decision Notification
- Clarification - Applicants will be notified of the admission decision by the specified date. The notification will include instructions for next steps for accepted students and information on the appeals process for those not admitted.
 - Example - If decisions are communicated by June 1, accepted students will receive enrollment instructions, while those not admitted will receive information on how to appeal the decision if desired.

8. Appeals Process

- Clarification - Applicants who are not offered admission have the right to appeal the decision. The appeal must be submitted within a specified time frame and should include a detailed explanation of the reasons for the appeal.
- Example - If an applicant believes there was an error in the evaluation process, they can submit an appeal letter within 14 days of receiving the decision, outlining their case and providing any additional relevant information.

9. Waitlist Procedure

- Clarification - If the number of qualified applicants exceeds available spots, some applicants may be placed on a waitlist. They will be notified if a spot becomes available.
- Example - An applicant on the waitlist will be informed of their status and updated if and when an opening occurs, allowing those to decide if they still wish to enroll.

10. Enrollment Confirmation

- Clarification - Accepted students must confirm their enrollment by a specified deadline, which includes submitting required forms and paying any necessary fees.
- Example - If the enrollment confirmation deadline is July 15, students must submit all required documentation and payments by that date to secure their spot.

Version Control

Version	Date	Description of Changes	Approved By
1.0	05/04/2023	Created Document	Principal
2.0	05/04/2024	Updated Policies	Principal
3.0	02/03/2025	Updated Policies	Principal
4.0	02/03/2026	Updated Policies	Principal