

Cir/ AJ/2016/1716/PPI/Feb2017

Date: 26.2.2017

Sub: Admissions for New Academic Year 2017-2018 (British System)

Dear Parents,

Al Ain Juniors School welcomes applications from all nationalities and ability groups. We are currently enrolling children from KG1 and Grade 1 to Grade 12 for academic year 2017-18. This year the admissions are done online from our school website. The dates for the admissions 2017-2018 for the different categories of students are as follows.

Category	Date/Day	Remarks
Siblings of currently enrolled students	Wednesday, 1st March 2017	First Registration, First Served basis, based on availability of seats.
New Students	Monday, 6th March 2017	First Registration, First Served basis, based on availability of seats.

Note: Parents are requested to submit Online Admission Requests between 1st - 5th March 2017.

❖ Admission Procedure

- 1) Please go to www.alainjuniors.com
- 2) Click on "British System Admissions" on the home page (This link will be enabled on 1st March, 2017)
- 3) You will be re-directed to <http://oa.mograsys.com/ajb/OnlineAdmission.html#/Login> in a new tab
- 4) Register for the admissions using your Name, Email address and by setting a password
- 5) **Automatic EMAIL:** You will receive a Registration Confirmation
- 6) Log on to the admissions portal using the credentials you set during registration/signup
- 7) Click on "**New Admission Request**" to fill the Online Admission Request form
- 8) After completing the form, click on the check-box after reading the Indemnity and Declaration
- 9) Click on Submit.
- 10) **Automatic EMAIL:** Application Acknowledgement will be sent.

Your child will be invited to a baseline assessment session at the school where they will take part in age appropriate activities designed so that we can understand your child more fully. These sessions are usually held with a small group of children. Whilst your child is being assessed, our team will be happy to answer any questions that you may have. We will confirm whether we are able to offer your child a place at the earliest once the education team has conducted a full review of the baseline assessment.

Waiting log

In case there are no more seats available, the online applications will be converted into a waiting log. As soon as seats become available across grades, the applicants will be called sequentially as per their waiting.

❖ Age rule from ADEC

Please take note of the age rule directive from ADEC as follows:

❖ Admission will be granted on the following conditions:

1. Siblings are given a priority.
2. Strict compliance to school's policies and agreement to regular payment.
3. Baseline assessment results of the applicant will be considered.
4. Students with complete documents will be first considered.

(P.T.O)

5. Admission will not be given for siblings of fee defaulters and irregular fee payers.
6. Decision of the Principal remains final.
7. Parents agree that admission automatically entails consent on the fee payment policy & transport policy of the school.
8. The Registration Fee which is collected at the time of admission is non-refundable.
9. We regret that no admission can be given for Buraimi students on Oman visa.

Documents required

1. Student's passport copy with visa page.
2. Father's (Sponsor's) passport copy with visa page.
3. One passport size photographs of student.
4. Copy of Birth certificate, attested from: (of not issued in UAE)
 - Ministry of Foreign Affairs in the country from where the certificate is issued.
 - UAE Embassy or Consulate in the country from where the certificate is issued.
 - Countersigned by Ministry of Foreign Affairs in UAE.
5. Immunization (Vaccination) card.
6. Emirates ID of student and sponsor.
7. Proof of Student's Residential Address (Provide Water & Electricity Bill or House renting or ownership contract or correct location as Plot No, Road no (for Al Ain), Sector (community), Zone (or District for Al Ain) or provide yours residence GPS coordinates.
8. Financial clearance letter from the school of transfer, if the student from within UAE.
9. Statement of Marks/Report card for Grade2 and above.
10. Original Transfer Certificate (TC) attested from:
 - Ministry of Education or the Education Office in the country from where the certificate is issued.
 - Ministry of Foreign Affairs in the country from where the certificate is issued.
 - UAE Embassy or Consulate in the country from where the certificate is issued.
 - Countersigned by Ministry of Foreign Affairs in UAE.

Info in CD required

Specifications:

1. CD should be labeled with child's name and grade applied.
2. All original colored documents listed above should be scanned separately and copied on to the CD as separate files.
3. Documents should be in JPG format and should be less than 1MB in size.
4. To comply with the Ministry of Education (ADEC)'s guidance, a Transfer Certificate and a Health Certificate are required before your child starts at Al Ain Juniors.

AJ Nursery Admissions:

Parents seeking admission in Nursery can contact Al Ain Juniors Nursery directly on 03-7660092

AJ Administration

Approval for circular

Request Date:

Date to be issued:

Title:

From: (initiator).....

To (Recipient):

No. of circulars:

Explanation / Reason for circular:

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Prepared by:

PC:

Academic Head:

CAO: