AL ZUHOUR PRIVATE SCHOOL

ADMISSION POLICY

Approved by: School Leadership
Last reviewed on: June 2026
Next review due by: June 2027

AZPS Vision:

AZPS is a community of lifelong learners that strives for academic excellence, prepares students for global challenges and maintains cultural identity.

AZPS Mission:

To provide a quality international education while maintaining cultural identity. To celebratediversity, encourage leadership, responsible citizenship, moral values, and the development of lifelong learning skills.

Purpose

The purpose of this policy is to ensure a fair, transparent, and consistent approach to the admission of students.
This policy outlines the criteria, process, and guidelines for student admissions to ensure equal opportunity for all applicants.

Scope

This policy applies to all prospective students seeking admission to the school at any grade level.

General Admission Criteria

1. Age Requirements: Students must meet the age requirements as per SPEA's grade-level policy.
2. Academic Requirements
   - Successful completion of the previous school year
   - Admission/placement assessment results (when required)
   - Academic records and transcripts from previous schools. (Report cards- Vaccination Record)

Academic Report Cards attestation and equivalency requirements

- Students transferring from a school that is in the Sharjah Zone, the final report card generated by Daleel 2 should be submitted for the students of grades (2 to 9), and the last two report cards for students of grades (10 to 12).
- Students transferring from another Emirates in UAE, the transfer certificate and the final report cards should be attested by the last school attended and the education zone of the emirate for the following grades (2 to 9), and the transfer certificate with the last two report cards for students from grade (10 to 12).
- Students transferring from outside the UAE, grades (2 to 9), the transfer certificate and the final report cards should be attested by the last school attended and attested by the Ministry of Education,The Ministry of Foreign Affairs and the UAE Consulate.
- Students transferring from outside the UAE, grades (10 to 12) equivalency and attestation are required for report cards for the last 2 academic years students. Report cards must be attested by the Ministry of Education,The Ministry of Foreign Affairs and the UAE Consulate.
- Equivalency is required for grade 10, 11,12 students who are transferred from other curricula (except for the ministerial and governmental curriculum).

Special Considerations

- Special Educational Needs (SEN): Applicants with special educational needs are assessed to determine if the school can provide appropriate support.
- Enrollment and waiting list priority students who meet admission requirements and may be enrolled ơnthe following priority:
  - Staff children who are working at the school.
  - Students who have siblings attend the school.
  - Waiting list according to school criteria.

SPEA Requirements

- All students must be registered with SPEA, and parents must sign the Parent School contract. This process must be completed annually.
- Parents should have a UAE pass.
- Parents should log in to DALEEL-2 using their ID through the link https://daleel.spea.shj.ae

Admission Process

Application Procedure

- Application Form: Complete and submit the school's application form or visit the website to complete the online Student Inquiry Form
- Supporting Documents: Submit required documents, including
  - (1) Recent colored passport size photograph.
  - Copy of the birth certificate.
  - Copy of the vaccination card.
  - Copy of the Students' passport & EID with a unified number For UAE Citizen.
  - Copy of the students' passport & EID for non-UAE citizens.
  - Copy of the parent's passport & EID.
  - Copy of the family book (for the UAE Citizen) Or Copy of Mother's Family book Log (Emirati Mothers)

Entrance Examination and interviews

Incoming students may be required to complete online Assessment interviews with the SLT who must sign and submit their approvals on the students.

Acceptance

Parents/guardians must accept the offer by the specified deadline and complete the necessary enrollment procedures.

Terms of payments:

1st installment in August 2025 (cash) 40% .
2nd installment in December 2025 (cheque) 30% .
3rd installment in March 2026 (cheque) 30%.

Non-Acceptance for Enrollment

The school reserves the right to limit student enrollment and/or withdraw student participation at any time. Non-acceptance of students may occur during the inquiry phase or assessment and registration phase, prior to the enrollment phase. The registration fee remains non-refundable.
Student candidacy or membership can be withdrawn any time before / after enrollment is complete.

Re-enrolment

Parents wishing to secure a place for the following academic year must pay the re-enrolment fees by the date communicated by the admissions team. Failure to do so may result in the seat being offered to new registrations.

Withdrawal

The school reserves the right to withdraw student candidacy or membership any time before or after enrollment has been completed, especially when student behavior is deemed out of sympathy with the school community standards.

Withdrawal Procedure

- Notice of student withdrawal and application for a tuition refund at the request of the parent/guardian must be made in writing to the School's Registration team.
- The school's tuition refund policies follow SPEA guidelines as mentioned below:

Student withdrawal prior to the start of the academic year

The balance of the first term/semester fee paid will be refunded except the Registration Fee.

Student withdrawal during the school semester

- Fees will be charged for one full month if a student attends school for two weeks or less.
- Fees will be charged for two full months if a student attends school for more than two weeks and less than one month.
- Fees will be charged for the entire semester if a student attends school for more than one month.

Appeals Process

- Eligibility: Appeals can be made on grounds of procedural errors or new evidence affecting the admission decision.

Policy Review

- Annual Review: The admissions policy is reviewed annually by the school leadership team.
- Stakeholder Input: Feedback from parents, teachers, and the admissions committee is considered in the review process.

  Regulatory Compliance: The policy complies with local and national education regulations and standards.