



School Application Form

Please indicate which school you are applying to and send it directly to that school.
If you are applying for both schools, please send your documents to each school to ensure it can be processed.

Al Yasmina School

The Pearl Primary School

Student Details:

First Name:	Middle Name:
Family Name:	Known As: (first name)
Date of Birth (dd/mm/yyyy):	Actual Country of Birth:
Nationality (passport):	Gender: (Boy/Girl)
Religion: (Muslim, Christian, other)	Language: (spoken at home)
Fluent in English: (Yes/No)	Who is the first point of contact: (Father/Mother)
Date of Required Entry:	Year Group sought:

Details of Previous Two Schools Attended: (If applicable)

Name of Last School Attended:		
Curriculum of School: (British, American, etc)		
Town and Country of School:		
Principal's Name:	Tel No.:	Fax No.
Email Address:		
Date of School Entry:	School Leaving Date:	Year/Grade on leaving:

Name of Previous School Attended:		
Curriculum of School: (British, American, etc)		
Town and Country of School:		
Principal's Name:	Tel No.:	Fax No.
Email Address:		
Date of School Entry:	School Leaving Date:	Year/Grade on leaving:

Please review our Application Guideline Document in conjunction with this Application



Medical Information

Does your child have a medical condition which may have a substantial or long term effect on their ability to carry out day to day activities?: Yes / No
Is your child's vaccination record up to date?: Yes / No
Does your child have any allergies (nuts, fruits, dairy, grass, etc)?
Other Medical conditions:
Is your child on any medication?: (If Yes, please detail)
For Entry into Foundation stage (KG1 and KG2): Is your child fully toilet trained?: Yes / No

SEN (Special Educational Needs)

Please inform us of any circumstances which may affect your child's schooling eg. Physical Disability, Learning Difficulties, Behaviour Problems, Dyslexia, Disrupted Schooling (Attach any applicable reports)	
Has your child ever been assessed by an Educational Psychologist? Yes / No	Has your child ever received any additional support for Learning? Yes / No
Please give full details:	

Siblings

Does your Child have a sibling at Al Yasmina or Pearl Primary School? Please give details of each child:		
Name (full Name)	Class	Enrolled or Applying

Details of Child's Sponsor (usually the parent)

First Name:	Middle Name:	Family Name:
Title (Mr/Mrs/Dr/HE)	Nationality:	Employer:
PO Box details:		
Office No:	Home Phone Number:	
Mobile :	Email: (write clearly)	
Religion: Muslim, Christian, Other:	First Language?	

Details of Spouse (Wife or Husband)

First Name:	Middle Name:	Family Name:
Title (Mr/Mrs/Dr/HE)	Nationality:	Employer:
Home No.:	Mobile:	Email: (write clearly)
Religion: Muslim, Christian, Other:	First Language?	

Please review our Application Guideline Document in conjunction with this Application

- Who will pay the Aldar Academies Fees?: _____
- Are you both the natural parent of the child? _____
- Are there any family circumstances which you feel we should be aware of: (deceased parent, divorced, separated or other)

To apply for entry to Al Yasmina School for my above mentioned child, I understand that all entry and tuition fees are non-refundable and non-transferable. I declare that I am the child's parent/legal guardian and that, to the best of my knowledge and belief, all information given is correct and complete. If all the necessary paperwork and documentation is not provided or is false or misleading, it is likely that my child will lose his/her place at Aldar Academies.

Guarantee of Placement

If you are offered a place during a school term, but will not be commencing until a later date and wish to guarantee that place, you will be invoiced from the date of the offer, as in affect the school is holding a place until your child commences. These fees are pro-rated from the date of the offer.

Signed: _____ Date: _____

Print Name: _____



Key Application Advice for all Applicants

- All FS1 (KG1) and FS2 (KG2) children must be able to use the toilet independently. We are unable to accept children who still require toilet training.
- School Day – Following Ramadan (October to July)**
Following the Eid holiday the school day will start and finish as indicated below:-

	Start	Finish
FS1& FS2	8.00am	1.00pm
Year 1 – Year 6	8.00am	2.15pm
Year 7 – Year 10	7.50am	2.30pm

FS1 and FS2 children will need to be collected at 1:00pm as we do not offer an after school care program.

All children must be collected promptly when their year group finishes. Parents who accept an offer of a place must accept that they will need to collect their children at the required finish times. Parents with children in Years 7 – 10 are asked to note the 7:50am start time.

- Transport**
Please note we offer a very limited Bus Transport Service which operates from certain pickup points (we do not offer a door to door service). Our transport may be fully booked at the time of the offer of placement; therefore you should make personal arrangements for your child/ren as we cannot guarantee a bus will be available. There is a Term fee for the use of this service. All enquiries for our bus service should be directed in the first instance to: primarypa@alyasmina.sch.ae
- Guarantee of Placement (please read with care)**
If you are offered a place during a school term, but will not be commencing until a later date and wish to guarantee that place, you will be invoiced from the date of the offer, as in affect the school is holding a place until your child commences. These fees are pro-rated from the date of the offer.
- Delay with Commencement**
Please advise our registrar at the earliest should your commencement date be delayed, as this could impact your child attending our school due to the UAE Ministry rules.

SUPPORTING DOCUMENTATION REQUIRED WITH THIS APPLICATION

Every child attending Al Yasmina School will be registered at the Ministry of Education. To ensure their registration is approved, the school requires the following per below. Once you child has been offered a place, upon or before your child's commencement date, please bring to the school the originals of these items plus 2 x photocopies (good quality and colour if possible). If we do not receive these documents we may have no choice but to deny your child's commencement to the school. This is obviously not a choice we would like to make, but we have no option but to abide by the Ministry and Aldar Academies rules and guidelines.

- Sponsor's passport and visa (this is the person in the family who is sponsoring the rest of the family)
- Child's passport and visa
- Mother's passport and visa
- Birth Certificate (from the country in which the child was born) – Ensure it is attested by all Embassies as per requirements.
- Transfer Letter (as per format at the end of this document). Ensure it is attested by all Embassies as per the requirements.
- 5 x passport sized photo's
- Family book – if UAE national



Five (5) Recent Coloured Passport Photographs

Child's Birth Certificate

Children *born* in South American / African / Eastern European / Asian / Arab Countries need to have their birth certificates attested by: (which means original certificates have to be stamped)

- The Embassy of the child's birth country and the Ministry of Foreign Affairs in Abu Dhabi.
- If no Embassy in Abu Dhabi, the document must be attested prior to your arrival in Abu Dhabi by the appropriate Embassy and Foreign Ministry.

Transfer Certificate (sample attached)

1. Child Transferring within the UAE.

- All applications must be translated into Arabic and issued by the previous school and stamped by the branch of the UAE Ministry of Education in the Emirates concerned.
- Children transferring from a 'School' (ie. Choueifat, Al Raha, Al Yasat , etc (in other words not a Nursery) will need a transfer letter from KG1 and upwards.

2. Child transferring from a school in other GCC or Arab/Asian/African/South American/Eastern European Countries

- Transfer Certificate is issued by the previous school. This Certificate must be attested by the following authorities before you relocate to the UAE:
 - The Ministry of Education of the country in which the previous school is situated.
 - That country's Ministry of Foreign Affairs.
 - The UAE Embassy. If there is no UAE Embassy in the country concerned, go to the Embassy of your Nationality.

3. Child transferring from a school in any other country i.e. UK, Western Europe, New Zealand, Australia, North America and Canada

- A Transfer Certificate is issued by the previous school. The Certificate must be original, printed on the school's letterhead, signed and stamped. E-mail or fax copies are not accepted by the UAE Ministry of Education.
- A Transfer Certificate for all year groups are required (except for Nursery (KG1) and Reception (KG2) applications) from the child's previous school.

Sponsor's Passport containing a valid Residence Visa

If the Sponsor does not have a residency visa, please provide a letter from the sponsor's company advising visa is in process and indicate when visa will be completed. As a temporary measure, the School will need a photocopy of the passport and entry stamp. The School will require Sponsor's visa within 4 weeks of child starting School. Once again, failure to produce may result in your child being excluded from our school. Once the visa is received please bring the passport into the school so a copy of visa can be made and the file can be closed and sent to the Ministry.

Child's Passport containing a valid residence visa

If the Child does not have a residency visa, please provide a letter from the sponsor's company advising visa is in process and indicate when visa will be completed. The School will require Child's visa within 4 weeks of Sponsor receiving visa. As a temporary measure, the School will need a photocopy of the passport and entry stamp. Once again, failure to produce may result in your child being excluded from our school. Once the visa is received please bring the passport into the school so a copy of visa can be made and the file can be closed and sent to the Ministry.

Mother's Passport and Visa

The School will require a copy of the mother's passport and visa.

UAE Family Book (UAE Nationals only)

The School is required to sight and have 2 copies of the UAE Family Book.

School Report

A copy of the latest 2 school reports must be provided with the registration form. If your child has been attending a Nursery (KG1) or reception (KG2), please submit a reference or report.

Registration Fee

A fee of AED2000 (non refundable) is payable upon confirmation from the School's Registrar. The Finance department will issue you the invoice and payment options once advised by the Registrar. This invoice will be sent to you via email and is required to be paid within 10 days of issue. We do not have credit card facilities.

Medical and Vaccination Report Card

The School will need a copy of your child's Medical and Vaccination report card if requested.

TRANSFER/LEAVING CERTIFICATE

An Original Transfer/Leaving Certificate from the previous school is required to register a child with any school in the UAE. Without a Transfer/Leaving Certificate a school is unable to register a student with the Ministry of Education and the student will not be able to attend our school.

The Certificate must be typed on the current school's letter headed paper and contain the following information.

To Whom It May Concern:

1. *Student's Name:*
2. *Date of Birth:* dd/mm/yyyy
3. *Place of Birth:*
4. *Date of Admission:* dd/mm/yyyy
5. *Class of Admission:*
6. *Last Year or Grade attended:*
7. *Date of Leaving:* dd/mm/yyyy
8. *Reason for leaving:*
9. *(See below for this)....*

One of the following two sentences MUST also be included in the certificate for item 9.

(Student's name) has completed Year or Grade ___ and has been promoted to Year or Grade ___ for academic Year 20___ / 20___

Or

(Student's name) is continuing his/her studies in Year or Grade ___ in academic year 20___ / 20___

Signature of Principal or Head Teacher

Date

(School Stamp) if the school does not have a stamp, an accompanying letter must state this fact.

Important Notes: The UAE Ministry of Education rule that no student can skip a school year. If a student has completed Year/Grade 4, they must enter Year/Grade 5. If a student is continuing in Year/Grade 4 they can not move into Year/Grade 5.

The Ministry does not take into consideration the curriculum or equivalency of British curriculum versus American, Australian etc.



1. The above is to be used for students coming from the following countries without attestation: UK, Europe, Australia, Canada, USA and New Zealand
2. For students coming from any other country, this Certificate **must be ATTESTED** in the country the student is leaving by **ALL** the following. Without this attestation your child can not be gain approval from the Ministry, therefore may be excluded from our School.
 - The Ministry of Education of the country in which the previous school is situated
 - The Ministry of Foreign Affairs of the country in which the previous school is situated
 - The UAE Consulate (if none, the British Embassy).
3. For students transferring from another school within the UAE, certificates must also be supplied by the current leaving School. The leaving school in the UAE will be aware of the format required.

This Original Transfer/Leaving Certificate **must be** presented to the school prior or on the day to your child commencing at Al Yasmina School

Transfer/Leaving certificates are not required for children being registered for FS1 (nursery/KG1), FS2 (reception/KG2) or Year 1 coming outside the UAE.

Please discuss any queries relating to this document with the School Registrar in the first instance. Rules and guidelines can change with very little notice, therefore we ask for your support should you be required to submit additional information.

We cannot reiterate enough how important this Transfer/Leaving letter is. The School must receive this Transfer/Leaving Certificate as part of the documentation to support your child's application and Year/Grade placement.