



BANGLADESH ENGLISH PRIVATE SCHOOL

المدرسة البنجلاديشية الإنجليزية الخاصة

ADMISSIONS POLICY



DEVELOPED BY	MIDDLE LEADER TEAM
DEVELOPED ON	JUNE 2023
APPROVED BY	PRINCIPAL
DATE OF REVIEW	OCTOBER 2024
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1. INTRODUCTION:

1.1 ABOUT THE SCHOOL: The BEPS offers a holistic learning program for students from KG1 to Grade XII. The school follows the curriculum laid down by the Bangladesh DHAKA Board. We ensure to deliver a high-quality education for the diverse community in the UAE. We enrol students of any nationality who exhibits enthusiasm that they can effectively cope with our academic program. We aim to foster **critical thinking and innovation**, encouraging learners to become creative problem-solvers and independent thinkers. We encourage **positive behaviour** by promoting respect, responsibility, and empathy, helping to build a harmonious and supportive school community. The admission procedures are as laid by the Ministry of Education. The academic session is from January to December for KG 1 to Grade 10 and from September to June for grade 11 and 12 students.

1.2 AIM:

- To ensure that all applicants have an equal chance of gaining admission, regardless of their background, race, gender, or socio-economic status.
- Clearly define the criteria and process of admission, ensuring that applicants understand how decisions are made.
- To adhere with the rules and regulations made by Ministry of Education.

1.3 MEDIUM OF INSTRUCTION: English

- Arabic Language: All students from Grade 1 onwards are required to learn Arabic as an additional language. We are following MOE syllabus for Arabic that includes books of 3 cycles.
- BEPS provides Islamic Studies for Muslim students where the syllabus of MOE UAE is followed with books of 3 cycles.

1.4 GRADE LEVELS: BEP School place student in age-appropriate grade levels. Parents should confirm their choice of subjects in the grade 11. Before they were having the choice of selecting subjects in grade 9 also, which was put an end to by DHAKA board by 2024.

GRADE	AGE (BY JULY 31ST FOR SAME YEAR)
KG 1	4
KG2	5
I	6
II	7
III	8
IV	9
V	10

VI	11
VII	12
VIII	13
IX	14
X	15
XI	16
XII	17

2 IMPORTANT DATES:

- Last date for admission for students coming from other Board - 15th June.
- Last date for admissions for students coming from within the country from any Board – 15th September.

3 ADMISSION PROCESS:

3.1 INQUIRY PHASE:

- Prospective parents are encouraged to visit the school whenever possible to experience for themselves the program and practices.
- Whenever visitation is not an option, we trust that the families will take time to thoroughly review our school mail ID and fill up the application forms.
- Once application form is filled up, the admission office will revert to the parents with further details. The application form should be purchased from the accounts counter before the assessment.
- Parents can directly contact us on the number 054-7994718 for any inquiries.

3.2 ASSESSMENT & REGISTRATION PHASE:

A. PLACEMENT ASSESSMENT:

- All incoming students are required to complete a. Reading b. Writing & c. Numeracy assessment for Grade 1 to Grade 10.
- The Grade 10 mark sheet and certificate is required for the admission into Grade 11. There will be no diagnostic test.
- Students entering Kindergarten will be invited for an observation & practical assessment to determine school readiness.
- Selected students will be informed via email or phone call. Parents should collect the admission forms from the Administrative Office and submit them, duly filled along with required documents.

- Students of determination will be assessed through a combination of standard tests and alternative evaluation methods that better reflect their abilities and learning style, ensuring a fair chance of acceptance and success.

B. ACCEPTANCE QUALIFICATION: Student acceptance is subject to the space availability and with the following considerations:

- Age appropriateness for the requested grade level as per MOE requirements.
- Age entry is 4 years old as of July 31st in the year of application. The Child should be toilet trained.
- Successful completion reports of the previous school year or favourable mid-term report.
- Placement assessment results
- Previous school records.
- For students of determination, assessment results will include alternative methods to accommodate diverse learning needs.

C. CONDITIONAL REGISTRATION /ACCEPTANCE:

- Students not meeting minimum placement standards may be granted conditional acceptance by Principal. Student will be allowed one term to meet the specific conditions of acceptance.
- Students of determination not meeting placement standards may be accepted conditionally with a tailored plan, including additional support and accommodations to help them meet the school's requirements.

D. PROVISIONS FOR STUDENTS OF DETERMINATION:

- BEPS is committed to demonstrate an inclusive environment which remains an important culture of our school and we welcome SOD. Students who experience SEND will receive 'Sibling Priority' across the school population.
- Each student of determination will have access to a personalized Individual Education Plan (IEP) tailored to their unique needs, with regular monitoring and adjustments to ensure academic and personal growth.
- The school provides access to specialized educators, counsellors, and external support services where necessary, ensuring students of determination are equipped with the necessary tools to thrive academically and socially.
- Parents will be regularly involved in setting and reviewing goals for their child's IEP, ensuring that educational outcomes are aligned with family expectations and school goals.
- All teaching staff will receive regular training in inclusive practices and differentiated instruction to support students of determination effectively within the classroom setting.

- BEPS ensures that the school environment is accessible to all students, including those with physical disabilities. This includes ramps, elevators, and other facilities as needed. For students with learning disabilities, accommodations such as extended time on tests, assistive technology, and alternative learning materials will be provided.

E. DOCUMENTS REQUIRED FOR ADMISSION:

SL NO	DOCUMENT
1	APPLICATION FORM (PROVIDED BY THE SCHOOL)
2	PASSPORT SIZE PICTURE
3	STUDENT VALID PASSPORT AND RESIDENCY - COPY
4	STUDENT EMIRATES ID - ORIGINAL + COPY
5	STUDENT TRANSFER CERTIFICATE + MARKSHEET (UAE ATTESTED) - GRADE 2 AND ABOVE
6	STUDENT BIRTH CERTIFICATE (UAE ATTESTED)
7	STUDENT VACCINATION CARD- ORIGINAL + COPY
8	STUDENT HEALTH REPORT (FILL THE FORM PROVIDED BY SCHOOL):
	(A) SCHOOL HEALTH GENERAL CONSENT FORM
	(B) STUDENT MEDICAL RECORD
	(C) SPECIAL NEEDS DOCUMENTS – IF THE STUDENT HAS SPECIFIC EDUCATIONAL NEEDS.
9	FATHER VALID PASSPORT, VISA, EMIRATES ID - COPY
10	MOTHER VALID PASSPORT, VISA, EMIRATES ID - COPY

F. TRANSFER CERTIFICATE: Every student has to produce a TC from their previous school. The TC must be UAE-attested. This is strictly enforced and failure to produce properly completed certificate, or a legally binding undertaking to produce all the necessary documents, will result in your child's place being withdrawn.

G. MEDICAL INFORMATION: The relevant medical information regarding the pupil should be provided, failing which the child's place will be withdrawn.

1. Information regarding allergies, special medical conditions etc.
2. Up-to-date contact details and emergency telephone numbers of both parents.
3. Evidence of Vaccination reports.

4. WITHDRAWAL RULES:

One month written notice of intention of withdrawal is to be submitted to the school authorities. The Application form (for withdrawal) duly filled is to be submitted at the school office. Transfer Certificate will be issued only after the school fee for the entire academic year has been cleared by the parent/guardian. This is applicable even if the student is discontinuing or transferring during any period of the academic year.

5. STRIKE-OFF RULES: A pupil's name will be struck off from the school rolls on the following grounds:

- Consistent failure to pay fees on due date.
- Absence from school for a period of 25 continuous days without prior permission of the school authorities.
- Repeated failure in any class for a period of 2 years in succession.
- For gross misconduct resulting in damage to the fair name of the school.
- For hiding any medical conditions of the student from the parent.

The pupil whose name is struck off from the rolls may be considered for re-admission to the school at the principal's discretion but may be required to go through all the formalities of new admission.

Approved by,



Principal

