PROGRESSIVE ENGLISH SCHOOL (L.L.C.)
(Approved by the Ministry of Education, UAE, Affiliated to CISCE (ICSE / ISC), New Delhi)
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ADMISSION POLICY



Policy reviewed	**March 2026**
Policy updated	**March 2026**

VISION

Expanding knowledge and understanding leads to wisdom

MISSION

PESS enables students to become self-motivated, competent, lifelong learners to generate creative ideas to do the right things for the growth of the society.

MOTTO

Learn, Progress, Lead

1. PURPOSE

This policy outlines the procedures and regulations governing student admission, transfer, withdrawal and re-registration at Progressive English Private School, Sharjah, in accordance with the requirements of the Sharjah Private Education Authority (SPEA).

2. ADMISSION POLICY

2.1 General Eligibility and Admission Requirements

1. Admission is open to students of all nationalities who meet the age, academic and behavioural requirements specified by SPEA.

2. Admission is subject to seat availability and successful completion of the entrance assessment, wherever applicable.

3. Students must have successfully completed the previous required grade.

4. The student's age, previous academic records, curriculum and academic progression is verified before confirming grade placement.

5. The school reserves the right to assess the student's academic readiness before confirming admission.

6. All admissions are processed through the official SPEA electronic registration system (Daleel).

7. Students shall not be permitted to attend classes until their Daleel registration is completed and approved by SPEA.

2.2 Age Criteria

Applicants must meet the age requirements prescribed by SPEA for the respective grade levels as of 31 March of the academic year.

The following are the age criteria mentioned in the school's admission guidelines:

Class	Expected age as of 31 March
KG1	4 years
KG2	5 years
Grade 1	6 years
Grade 2	7 years
Grade 3	8 years
Grade 4	9 years
Grade 5	10 years
Grade 6	11 years
Grade 7	12 years
Grade 8	13 years
Grade 9	14 years
Grade 10	15 years
Grade 11	16 years
Grade 12	17 years

Note: Age criteria are subject to the latest SPEA regulations and applicable admission guidelines.

· For admission to Grade 2 and above, grade placement will be based on the successful completion of the previous academic year and the student's academic records.

· The student's age must be consistent with the normal academic progression from the previous grade, subject to applicable SPEA regulations.

2.3 Required Documents for Admission

Parents/guardians must submit the following documents during the admission process:

1. Completed student admission application form.
2. Copy of the student's birth certificate.
3. Student's Emirates ID (original and copy).
4. Parents'/guardians' Emirates ID (original and copy).
5. Copies of passports and valid UAE residence visas.
6. Vaccination records and medical fitness certificate, as required.
7. Recent passport-size photographs.
8. Previous academic year's final report card or promotion certificate.
9. Transfer Certificate (TC), wherever applicable.
10. Any additional documents required by SPEA.

2.4 Entrance Assessment

The school conducts entrance assessments, wherever applicable, to evaluate the student's academic readiness and determine appropriate grade placement.

KG1:

· Applicants will undergo an oral assessment to evaluate language development, communication skills and social readiness.

KG2 to Grade 9:

- Applicants will take written entrance assessments in:
    - English Language
    - Mathematics

· Assessment results, previous academic reports and interview outcomes, if any, will be considered when making the admission decision.

Grades 10, 11 and 12:

·Admission will be based on verification of previous academic records, successful completion of the required previous grade, curriculum compatibility and applicable equivalency requirements.

· Additional academic assessment may be conducted wherever required by the school.

3. ACADEMIC DOCUMENT REQUIREMENTS AND GRADE PLACEMENT

3.1 Grades 1 to 9

The following academic documents must be submitted:

- Previous academic year's final report card or promotion certificate.
- Transfer Certificate (TC), wherever applicable.
- Previous school academic records, where required.

Grade placement will be determined based on the student's age, previous school curriculum, academic progression and entrance assessment results, wherever applicable.

3.2 Grades 10, 11 and 12

Students seeking admission to Grades 10, 11 and 12 must submit the relevant academic certificates and mark sheets to establish eligibility for the requested grade.

Grade	Academic documents required

Grade 10	Grade 9 completion certificate from the ICSE Board and the required academic records.
Grade 11	Grade 9 and Grade 10 completion certificates/mark sheets, as required by SPEA.
Grade 12	Grade 11 completion certificate/mark sheet and previous academic records required to establish eligibility for Grade 12 and subsequent certificate equivalency.

Admission to Grades 10–12 is subject to verification of academic progression, curriculum requirements and applicable UAE Ministry of Education equivalency regulations.

4. TRANSFER POLICY

4.1 Transfers from Schools Within Sharjah

1. A Transfer Certificate (TC) from the previous school is required.
2. The TC must be attested by the relevant educational authority (SPEA), wherever applicable.
3. The student's latest academic report or completion certificate must be submitted.
4. Transfer and registration must be completed through the Daleel system.
5. Financial clearance from the previous school may be required.

4.2 Transfers from Other Emirates Within UAE

1. A Transfer Certificate (TC) from the previous school is required.
2. The latest academic report/mark sheet must be submitted.
3. Transfer documents must be attested by the respective educational authority, as applicable.
4. All required transfer procedures must be completed through the relevant SPEA registration system.

4.3 Transfers from Outside UAE

Students transferring from schools outside the UAE must submit the following:

1. Transfer Certificate (TC) from the previous school.

2. Latest academic report and previous academic completion certificates.

3. The required documents must be authenticated by the relevant authorities, including:

    - Ministry of Education in the country where the student studied
    - UAE Embassy or Consulate in the country where the student studied.
    - UAE Ministry of Foreign Affairs (MOFA).

4. Additional academic records or equivalency documents must be submitted wherever required by SPEA and the UAE Ministry of Education.

4.4 Change of Curriculum

Grades 1 to 9:

- Students from Grades 1 to 9 may transfer from one curriculum to another without an MOE equivalency certificate, subject to applicable SPEA requirements.
- Grade placement will be determined based on previous academic records and curriculum compatibility.

Grades 10 to 12:

- Students transferring between different curriculums in Grades 10–12 must submit the equivalency certificate issued by the UAE Ministry of Education, wherever required under applicable regulations.
- Admission and grade placement are subject to verification of academic records and the relevant equivalency requirements.

4.5 Grade Placement

Grade placement will be determined based on:

- Student's age.
- Previous school curriculum.
- Previous academic records and successful completion of the required grade.
- Entrance assessment results, wherever applicable.
- Applicable SPEA admission and equivalency requirements.

5. FINAL REGISTRATION AND APPROVAL

1. The school will verify all submitted documents before confirming admission.
2. The student's academic progression, curriculum and grade eligibility will be checked.
3. Required document attestation and equivalency certificates must be completed, wherever applicable.
4. The school will process the student's registration through the Daleel system.
5. Admission will be considered final only after the required SPEA approval is obtained.

Important Notice:

No student shall be permitted to attend classes until their Daleel registration is completed and approved by the Sharjah Private Education Authority (SPEA).

6. WITHDRAWAL POLICY

6.1 Withdrawal Procedure

1. Parents/guardians must submit a written withdrawal request using the school's Transfer Certificate Application Form.
2. A minimum notice period of 30 days is required for processing the withdrawal.

3. All outstanding school dues, including tuition fees, transportation fees, books, uniforms and other applicable charges, must be cleared before the Transfer Certificate and report cards are released.

4. The school will process the withdrawal and update the student's records in the relevant SPEA system.

6.2 Tuition Fee Payable and Refund Regulations

The following fee regulations will apply in case of student withdrawal:

Withdrawal period	Tuition fee payable
Within the first two weeks of a term	One month's tuition fee
After two weeks and before one month of the term	Two months' tuition fees
After one month of attendance	Full term's tuition fee

Registration, admission and book/uniform fees are non-refundable.

7. RE-REGISTRATION POLICY

7.1 Continuing Students

1. Re-registration for existing students will open towards the end of each academic year.

2. Parents must complete the Re-registration Form within the announced deadline.

3. Parents must pay the applicable re-registration deposit, which is non-refundable, to confirm their child's place for the next academic year.

7.2 Non-Re-registration

Failure to submit the re-registration form or pay the required deposit within the specified deadline may result in the student's seat being offered to new applicants.

8. COMPLIANCE AND RECORD KEEPING

1. All admissions, transfers, withdrawals and re-registrations will be properly documented in the school's records.

2. Required student information and supporting documents will be uploaded to the SPEA online portal as applicable.

3. The school will ensure the confidentiality and secure handling of all student records.

4. All admission and transfer procedures will be carried out in accordance with applicable SPEA and UAE Ministry of Education regulations.

9. POLICY REVIEW

This policy will be reviewed annually and updated whenever necessary to ensure continued compliance with the latest SPEA and UAE Ministry of Education regulations.

POLICY APPROVAL

Prepared by	**Reviewed by**	**Approved by**
Admission Department	Vice Principal	Principal
Signature:	Signature:	Signature:
Date: 05/11/2026	Date:	Date: