ADMISSION POLICY
2026-2027

Policy Information			
Created Date	8th May 2026	Reviewed By	Ms Gulnaz Reeha
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Principal			
Vice Principal			
Author of policy's role	Admission department		
Chair of Governors	Ms Gulnaz Reeha		

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Introduction:

Happy Home English School is steadfastly committed to delivering an educational environment distinguished by academic excellence, institutional integrity, discipline, inclusivity, and ethical governance. The school upholds a rigorous and meticulously structured admission framework to ensure that all admissions are conducted with absolute transparency, impartiality, professionalism, and accountability.

The admission process is exclusively merit-oriented and shall be administered strictly in accordance with the school's regulatory standards, academic benchmarks, behavioral expectations, and institutional policies. Under no circumstances shall admissions be influenced by favoritism, unofficial recommendations, external pressure, personal affiliations, or preferential considerations.

Inclusive Education Statement

Inclusive Education: Admissions will be conducted in alignment with the UAE National Inclusive Education Policy, ensuring equitable assessment and admission procedures for Students of Determination. The school will make reasonable adjustments where required to ensure that applicants are assessed fairly and provided with equal opportunities throughout the admission process.

Purpose of the Policy

The purpose of this Admission Policy is to:

* Establish a standardized and transparent admission framework.
* Preserve and enhance the academic reputation and institutional standards of the school.
* Ensure equity, consistency, and procedural fairness throughout the admission process.
* Identify and enroll students who demonstrate academic preparedness, discipline, and compatibility with the school's educational ethos.
* Safeguard the integrity of all admission-related procedures and decisions.
* Ensure compliance with educational authority regulations and institutional governance requirements.

Objectives of the Policy

The objectives of this policy are:

* To implement a comprehensive merit-based admission system.
* To maintain high academic and behavioral standards within the institution.
* To ensure systematic evaluation of all applicants through formal assessment procedures.
* To cultivate a disciplined, intellectually stimulating, and ethically responsible learning environment.
* To ensure institutional consistency and administrative accountability in all admission matters.

Scope of the Policy

This policy is applicable to all admissions from:

* FS2-Yr 7

The policy governs:

* New student admissions
* Transfer admissions
* Re-admission applications
* Parent and student admission procedures
* Academic assessment and interview processes
* Admission approval and rejection procedures

Admission Procedures

FS2 Admission Procedures

For admissions into FS2, both the applicant and parents/guardians are mandatorily required to attend a formal admission interview.

The student shall be evaluated on:

* Cognitive readiness
* Verbal communication skills
* Foundational developmental competencies
* Social interaction and responsiveness
* Behavioral disposition and adaptability

Parents/guardians may additionally be assessed regarding:

* Understanding of institutional expectations
* Commitment toward the student's educational development
* Willingness to comply with school policies and disciplinary regulations
* Cooperative engagement with the school community

Admission into FS2 shall be contingent upon:

* Satisfactory interview performance
* Developmental readiness of the student
* Availability of seats
* Administrative evaluation
* Final institutional approval

Year 1 to Year 7 Admission Procedures

Applicants seeking admission from Year 1 to Year 7 are required to undertake a formal written entrance assessment.

The assessment may encompass:

* English
* Mathematics
* Science
* General Academic Aptitude
* Analytical and comprehension skills

Applicants must attain the minimum qualifying standards prescribed by the institution.

Admission decisions shall be determined exclusively on the basis of:

* Academic merit
* Entrance assessment performance
* Previous scholastic records
* Behavioral and disciplinary evaluation
* Institutional capacity and seat availability

Note : The institution reserves the unequivocal right to decline any application that fails to satisfy the prescribed admission criteria.

Merit-Based Admission Framework

Happy Home English School adheres to an uncompromising meritocratic admission philosophy.

Admissions shall be granted solely on the basis of:

* Academic competence
* Entrance examination outcomes
* Interview evaluations
* Behavioral suitability
* Compliance with institutional regulations
* Availability of seats

The institution categorically prohibits:

* Favoritism
* Nepotism
* External influence
* Informal recommendations
* Preferential treatment
* Unauthorized admission approvals

All applicants shall be accorded equal consideration under the official admission procedures and institutional regulations.

Documentation Requirements

Parents/guardians must submit the following documents as applicable to the student's age, year group, and admission status:

1. Completed school admission /application form.
2. Student's valid Emirates ID or Emirates ID application/registration details, where applicable.
3. Passport copy and valid UAE residence visa of the student.
4. Passport copies and valid UAE residence visas of the parents/guardians, where applicable.
5. Recent passport-size photographs of the student.
6. Previous school reports/progress reports for students transferring from

another school.
7. Transfer Certificate/School Leaving Certificate, where applicable.
8. Student's vaccination/immunisation records as required by the relevant UAE authorities.
9. Birth certificate of the student.
10. Any relevant medical reports or health information required to support the student's educational needs.
11. For Students of Determination, existing IEP (Individual Education Plan), psychological/educational assessment reports, therapy reports, medical or specialist reports, and other relevant support documentation, where available.
12. Any additional documents required by SPEA or other competent UAE authorities.
Note: Admission remains subject to the school's admission criteria, available places, assessment procedures, and applicable SPEA/UAE requirements. Submission of documents does not automatically guarantee admission.

Fee Structure Policy

Tuition Fee Regulations

The tuition fee structure of Happy Home English School is formulated strictly in accordance with SPEA-approved regulations and educational fee directives.
* Tuition fees are subject to periodic revision as authorized by SPEA and institutional management.
* Parents/guardians are obligated to ensure timely remittance of all applicable fees.
* Non-payment or delayed payment of fees may result in administrative action in accordance with school policy.

Age Chart :

as on 31.12.2026

GRADES	Age	Born Year
FS2 / KG1 (Reception)	4	2022 (01.01.2022 - 31.12.2022)
Year1 / KG2	5	2021 (01.01.2021 - 31.12.2021)
Year2 / Grade1	6	2020 (01.01.2020 - 31.12.2020)

Admission Rejection, Suspension, and Cancellation

The school reserves the absolute authority to reject, suspend, or revoke admission under the following circumstances:

* Submission of falsified or misleading information
* Incomplete documentation
* Failure to satisfy academic criteria
* Behavioral misconduct by student or parent/guardian
* Violation of institutional policies
* Failure to comply with financial obligations
* Actions deemed detrimental to the institution's disciplinary standards or reputation

The administration's determination in such matters shall remain authoritative and binding.

Governance and Institutional Authority

The ultimate authority regarding the approval, rejection, deferment, suspension, or cancellation of any admission application resides exclusively with the Board of Governance and institutional management.

The Board of Governance reserves the sovereign right to:

* Review and reassess any admission application
* Approve or reject admissions at its discretion
* Amend or revise admission procedures and institutional regulations
* Implement policy modifications in alignment with educational directives and institutional priorities

All determinations rendered by the Board of Governance shall be deemed final, non-negotiable, and binding upon all applicants and parents/guardians.

General Institutional Regulations

* Submission of an admission application does not constitute or guarantee admission.
* Admission shall remain strictly subject to seat availability and institutional discretion.
* Completion of all prescribed admission procedures is mandatory for all applicants.

* Parents and students are expected to demonstrate full compliance with institutional policies, regulations, and disciplinary expectations.
* The institution reserves the right to amend, revise, or update this policy at any time without prior notice when deemed necessary for administrative or regulatory purposes.

Concluding Statement

Happy Home English School remains resolutely dedicated to sustaining an academically distinguished, ethically governed, disciplined, and professionally administered educational institution. The admission procedures from FS2 to Yr 7 are meticulously designed to uphold fairness, meritocracy, institutional integrity, and regulatory compliance.

All admissions shall be conducted exclusively in accordance with the official institutional policies, educational authority directives, and the final determinations of the Board of Governance.