

Pakistan Islamia Higher Secondary School Sharjah



School Admission and Registration Policy (2024-2025)

ADMISSION REQUIREMENTS



Merit, Equity, Inclusivity

Purpose

The purpose of this policy is to ensure all students who get admission reap educational benefits and contribute to the overall well-being of the school. Every student should achieve their potential and develop modern-century skills. The policy also serves the purpose for the parents to trust in selecting this school for their child support and learning which has also paramount importance to our stated purpose of the policy.

How does PIHSS serve as a Community School in the UAE?

- ✓ Pakistan Islamia Higher Secondary School, Sharjah is the largest Institution in UAE following the Pakistani Curriculum.
- ✓ The Total strength of the students in the school at present is above 2500.
- ✓ The school provides education to the students from Grade KG – 1 to Grade 12.
- ✓ The whole admission process is conducted under the rules and regulations as prescribed by the Sharjah Private Education Authority (SPEA)

Objectives of the Policy

When considering admission of pupils into any of our schools, the following principles apply:

- ✓ All admission applications are treated equally
- ✓ All admission applications are merit-based and skill-based
- ✓ All admissions are done according to the school-stated policy
- ✓ All admissions are dealt with inclusivity and equitably
- ✓ No admission will be done outside the regulations of the governing body
- ✓ The number of students in a will be according to the stated guidelines in the school policy
- ✓ All admissions are based on fair arrangements where no child is given a disadvantage by preferring or comparing with the other child

Admission Procedures at PIHSS

PIHSS follows a structured procedure of admissions and registration which is:

Start of the Academic Year	April
Registration begins	Immediately after winter break (first week of January)
Time for parents to visit for their ward's registration	During School Hours
For Gifted and Talented students and SEN students	Admission Interview sheet to initially identify those students
For KG-I	Only one interview is conducted by the Head of the KG Section
For KG-II	Two interviews and a brief writing test are conducted by the Head of the KG Section
For Grades I to IX Admission tests months	February and March
The test of the subjects for Grades I to VIII	English, Urdu, Mathematics
The test of the subjects for Grade IX only	English, Urdu, Mathematics, and Science
Federal Board (FBISE) students Islamabad Grades X, XI, XII	Conducted by FBISE based on their previous exam results

Provision for Equal Opportunities for students

- ❖ At PIHSS, the students are welcomed equally irrespective of their ethnicity and backgrounds
- ❖ The fundamental human rights of justice and equity will be ensured
- ❖ No personal, political, religious, or ethical perspectives of the parents shall be taken as personal for admission
- ❖ All rights and opinions of the parents will be respected based on their freedom
- ❖ The school will provide adjustable opportunities to students in case of a disability or special educational support

Requirements of the Documents for Admission

The following documents are required to fulfill the admission requirements of the school and the school governing body.

- ✓ Passport Copy with a valid visa
- ✓ Original Emirates ID and its copy
- ✓ Copy of Vaccination Card
- ✓ Passport copy with valid visa of father
- ✓ Copy of Emirates ID of father
- ✓ Last Result Card from previous school duly attested from the Principal
- ✓ School Leaving Certificate/Transfer Certificate.

If the Student is coming from Pakistan, the Result Card must be attested by the School's Principal and the School Leaving Certificate must be attested from the following authorities.

- District Education Office
- Ministry of Foreign Affairs of Pakistan
- U.A.E Embassy from Pakistan or Ministry of Foreign Affairs of United Arab Emirates.

Expectations of the school from Students at the time of Admission

- ✓ To understand the school admission policy and follow the guidelines
- ✓ To maintain good attainment and progress record
- ✓ To maintain good and disciplined behavior

- ✓ To learn maximum skills, abilities, and experiences
- ✓ To maintain a good attendance record to reap maximum educational benefits
- ✓ To respect the school environment and fellow students within the premises
- ✓ To avoid damaging the school property and consider it a second home
- ✓ To refrain from damaging the personal or emotional image of any fellow or senior student

Admission Criteria for the Students of X, XI, and XII

- ✓ Students seeking admissions in class X, XI or XII must bring the marks sheets issued by FBISE, Islamabad.
- ✓ The students passing their exams from any Education Board other than the FBISE, Islamabad must provide the migration certificate.
- ✓ The students coming from other curricula such as the British Curriculum or Indian Curriculum for class XI will have to provide an Equivalence Certificate issued from the Inter Board Committee of Chairman (IBCC), Government of Pakistan.
- ✓ However, their admissions will be finalized after the approval of SPEA and the FBISE, Islamabad based on the Equivalence Certificate.

Note

All the students coming from Pakistan or any other country must provide an Equivalence Certificate from the Ministry of Education from UAE by using the following link:

<https://www.moe.gov.ae/En/EServices/ServiceCard/pages/CertEquivalentMoveInside.aspx>

Curricula at PIHSS

Medium of Instruction	English
Curriculum of Choice (pre-medical, pre-engineering, Commerce, Arts)	For grade VIII
Curriculum in school and college	Oxford & FBISE
Curriculum revision and modification	The School Curriculum Wing

Admission Eligibility

- ✓ The school administration reserves the right to refuse admission to candidates even if he/she has qualified in the interview and the school is not subjected to provide the reason for doing that.
- ✓ For seeking admission to a certain class, the candidate must be studying in that class or must have passed the previous class at the time of admission

Age Restrictions for Admissions

Criteria for age of the candidates at the time of Admission

Age limits at the time of admission on 31-03-2025 for the session 2025-2026 are as follows:

Class	Date of Birth (Range)
KG I	April-December 2020 to January-March 2021
KG II	April-December 2019 to January-March 2020
1	April-December 2018 to January-March 2019
2	April-December 2017 to January-March 2018
3	April-December 2016 to January-March 2017
4	August -December 2015 to January-July 2016
5	August-December 2014 to January- July 2015
6	August-December 2013 to January-July 2014

7	August-December 2012 to January-July 2013
8	August-December 2011 to January-July 2012
9	August-December 2010 to January-July 2011
10	August-December 2009 to January-July 2010
11	August-December 2008 to January-July 2009
12	August-December 2007 to January-July 2008
