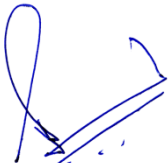# Admission Procedure

The following steps to be done during the admission process:

1. Parents should come to window 1 and register the Student's name according to the availability of seats. Parents should check the age requirement of their ward for KG and Grade 1.
2. Grade 2 to 9, previous report card of complete academic year should be available with the parent (No need to submit during registration).
3. For registration, parents should pay SAR 250/- + VAT in accounts section in window 2 ,which is not refundable.
4. The school will add the parent who are registered in whatsapp group to ensure to get all the notifications and updates.
5. Entrance exam dates will be announced through whatsapp group and each parent will receive call regarding the exam dates of their ward, during the month of May 2023.
6. The result of the entrance exam will be notified/send through personal whatsapp message. Parents will be given appointment to come to school and complete the admission process.
7. All the documents need to be submitted during the admission process.

Note:
- *Incomplete document should be submitted within 2 weeks after the date of admission, otherwise the admission will be cancelled.*
- *As per MOE, no long vacation allowed during the Academic Year*
- *Full set of books can buy only from school (buying any books from outside is NOT ALLOWED).*

Mrs. Sajeera Anju   Mr. Ali Hassan Al Baloushi

Vice Principal/Academic Director   Principal

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