



St. Mary's Catholic High School, Dubai

(British Curriculum – EDEXCEL)

PO Box: 52232, Dubai, UAE

Tel: +971 43 370252

Email: maryscol@emirates.net.ae

Website: www.stmarysdubai.com

COMMON APPLICATION FORM YEAR ONE TO TEN

Name:

Academic Year:App. Ref. No.....

Year into which Admission is applied for:

Application Submission Date:

Please Affix
a passport
photograph
of the child

Please complete in **BLOCK CAPITALS**

Please use one application form for each child

A**PERSONAL INFORMATION****STUDENT (WRITE ALL THE INFORMATION IN BLOCK CAPITALS)****(Please provide all information as per your passport only)**

First Name:	Middle Name:	Sur Name:
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Date of Birth:	Gender: M / F
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Place of Birth:	Country of Birth:
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Nationality:	Religion:
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Home Language:	Other Language Spoken:
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Passport Number:	Emirates Id:
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Address in UAE:	PO Box:
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Are there other siblings studying in SMCHS: (please tick)	Yes / No
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If yes names of the siblings and their grades:

Sibling Name	Year and Section

B**ACADEMIC INFORMATION****Previous School Details & SEN(Special Education Needs):**

***If a student comes from a non British curriculum school, please provide evidence of equivalence. Ex. Letter from education authority, letter from Embassy etc.**

(Please tick)**Curriculum Followed: (ex. British, Indian, American, Canadian, Philippine, Others****Current School Name:**

Place:	Year/ Grade :
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Principal's Name:

Contact Number:	Email Id:
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(Please tick)

Is the person making the application the parent or legal guardian?	Parent / Guardian
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Emergency contact Name 1:	Number 1:
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Emergency contact Name 2:	Number 2:
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How would you best describe your child in the following area: (please tick)

Independent and Organization Skills: Needs support Satisfactory Good

Personal and Social Interactions: Needs support Satisfactory Good

General Academic Standards: Needs support Satisfactory Good

Extra-Curricular achievements if any:

Does your child have Special Education Needs (SEN)? (please tick)

Need Support Partially Attention Not Necessary

Has your child ever been diagnosed as having any of the following? (please tick)

Learning Disability: Yes / No /Attention Deficit Disorder: Yes / No

Behavioural Problem: Yes / No /Physical Disability: Yes / No

Please provide any further information in relation to circumstances or needs which may affect your child's learning ability? (Ex. Personal, health, etc.)

C MEDICAL INFORMATION (Personal Health of Child)

Does your child suffer with any of these following? (please tick)

Asthma/ Respiratory Problems Yes / No /Eyesight Problem Yes / No

Hearing Problems Yes / No /Skin Problem Yes / No

Hay fever Yes / No /Diabetes Yes / No

Epilepsy Yes / No /Other (please give details) Yes / No

Has your child had any surgical procedures? Yes / No

Does your child have any known allergies and / or dietary requirements? Yes / No

If yes to any of the above please provide detailed medical report.

VACCINATIONS

Tick all that apply and in addition, attach a copy of vaccinations:

Tuberculosis BCG Yes / No Polio Yes / No

Diphtheria/Tetanus/Pertussis(DTP)	Yes / No	Rabies	Yes / No
Measles/Mumps/Rubella(MMR)	Yes / No	Typhoid	Yes / No
Meningitis	Yes / No	Hib	Yes / No
Chicken Pox	Yes / No	Hepatitis	Yes / No

I/we understand that whilst the school will make all reasonable efforts to contact me/us in case of medical emergency, this is not always possible. Therefore i/we authorize the school to seek medical advice and treatment for our child if the school believes there to be an emergency and I/we hereby undertake to pay all costs incurred by the school.

I/we also hereby authorize/ do not authorize the school to give our child minor medications (ex. crocin tablets) if deemed necessary by the school.

D PARENT OR LEGAL GUARDIAN'S INFORMATION

FATHER DETAILS

First Name:	Sur Name:
Occupation:	Employer Name:
Mobile:	Office No:
Email:	Residence No:
Passport No:	Emirates Id:

(Please tick)
 Educational Qualification: Under Graduate / Graduate / Post Graduate / Professional
 Business Person / Self Employed / Others.....
 Areas in which you can contribute towards the enrichment of the school: (please tick)
 Cultural / Medical / Academic / Sports / Educational Resources / Media /
 Others.....

MOTHER DETAILS

First Name:	Sur Name:
Occupation:	Employer Name:
Mobile:	Office No:
Email:	Residence No:

Passport No:	Emirate Id:
(Please tick) Educational Qualification: Under Graduate / Graduate / Post Graduate / Professional	
Business Person / Self Employed / Others.....	
Areas in which you can contribute towards the enrichment of the school: (please tick)	
Cultural / Medical / Academic / Sports / Educational Resources / Media /	
Others.....	
GUARDIAN DETAILS	
First Name:	Sur Name:
Occupation:	Employer Name:
Mobile:	Office No:
Email:	Relationship to Student:
Passport No:	Emirates Id:
(Please tick) Educational Qualification: Under Graduate / Graduate / Post Graduate / Professional	
Business Person / Self Employed / Others.....	
Areas in which you can contribute towards the enrichment of the school: (please tick)	
Cultural / Medical / Academic / Sports / Educational Resources / Media /	
Others.....	
COMMUNICATION DETAILS	
Who should receive regular correspondence from the school? (please tick)	
Father	Mother
Guardian	
I agree / disagree (please tick) to have our phone number and email details published in the school community phone book and class list.	
Father	Mother
Guardian	
Who is responsible for the payment of the school fees? (please tick)	
Company*	Parents
Guardian	
Payment structure will be: (please tick)	Annually
Term wise	
School Bus: (please tick)	Required
Not Required	

DECLARATION

I/we hereby certify that the above information provided by me/us is correct and I/we understand that if the information is found to be incorrect, the ward shall be automatically debarred from selection/admission procedure without any correspondence in this regard. I/we also understand that the application, registration/short listing does not guarantee admission to my ward. I/we accept the process of admission undertaken by the school and I/we abide by the decision taken by the school authorities.

Signature Father/Guardian

Signature Mother/Guardian

INDEMNITY BOND

I agree to my child participating in any educational activities arranged by SMCHS. This includes any field trips. In the event of injury to my child or damage to the property of my child while he or she is participating in such activities, or while on smchs premises or being transported to or from the school, I will not hold the school or any member of the school staff responsible. The school undertakes, in the event of an emergency, to make every effort to contact the parents. If this is not possible the child will be taken either to nearest doctor, or to a suitable hospital for treatment.

I give permission for photograph of my child to be used in SMCHS website for any school reason.

Please Affix
A passport
Photograph
Of the
Father

Please Affix
A passport
Photograph
Of the
Mother

Signature Father

Signature Mother

FOR OFFICE USE ONLY

Observations & Comments :

Admission Result: **SELECTED / NOT SELECTED**

Verified By

Principal's Signature

Date:

School Stamp

REASON FOR SEEKING ADMISSION IN SMCHS

Dear parents

St. Mary's Catholic High School, Dubai has limited resources and facilities. Please write below reasons why you are seeking admission for your child in St. Mary's Catholic High School, Dubai. (maximum of 150 words)

(without this page your application is incomplete)

FOR OFFICE USE ONLY

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ACKNOWLEDGEMENT RECEIPT (SCHOOL COPY)

APPLICATION NO		APPLICATION SUBMISSION DATE	
APPLIED FOR YEAR		GENDER	
CANDIDATE NAME			
SCHOOL STAMP		PARENTS' SIGNATURE	



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ACKNOWLEDGEMENT RECEIPT (CANDIDATE COPY)

APPLICATION NO		APPLICATION SUBMISSION DATE	
APPLIED FOR YEAR		GENDER	
CANDIDATE NAME			
SCHOOL STAMP		RECEIVER'S SIGNATURE	

REQUIRED DOCUMENTS AND TRANSFER CERTIFICATE

Students seeking admission in Year 1 must have completed 5 years of age on 31st of December 2016.

Before a child can be accepted by any school in Dubai, it is the parent's responsibility to provide a Transfer Certificate (TC) from the child's previous school, as required by the UAE's Ministry of Education. If a Transfer Certificate is not provided, it will not be legally possible to register a child at a school or with the Ministry of Education. TCs are required for all students joining from another school. Special rules apply depending where this school is located:

TC for students transferring from outside the UAE

For students coming from countries other than the USA, UK, Australia, New Zealand, Canada and Western Europe, this TC must be attested by:

- the Ministry of Education or its equivalent from the country of TC origin
- the Ministry of Foreign Affairs in the country where the TC was issued
- the UAE Embassy in the country of TC origin

A sample Transfer Certificate can be collected from our office if needed. This is being used by schools outside of the UAE to supply all the relevant details. The certificate must be in English or Arabic and printed on the previous school's original letterhead. It must be **signed** by the Principal and **stamped** with the school's official stamp.

TC required for students transferring from a school in Dubai

It is an online transfer; parent must place a request with the previous school to transfer the student to St. Mary's Catholic High School, Dubai. 15 AED will be charged for online transfer.

TC required for students from elsewhere in the UAE

This will be an original TC, in the standard UAE format, in Arabic or English, **signed** and **stamped** by the previous school and attested by the respective Ministry of Education in that Emirate.

School Reports

A copy of the latest school report must be submitted to SMCHS, clearly stating the Year/Grade the student is currently attending or has completed.

Additional Documents

1. Copies of the child's birth certificate in **English** or **Arabic**.

Please note: if the original birth certificate is in any other language, it must be legally translated by an officially recognized translating service into English or Arabic.

2. Copies of student's passport and Emirates ID card.
3. Copies of parent/legal guardian's passport and Emirates ID card.
4. Recent passport sized photos (4 copies).
5. A copy of the student's vaccination card and medical record.
6. Copies of residence visa for non-UAE nationals.
7. Baptismal Certificate (For Christians Only).