

ST. MARY'S CATHOLIC HIGH SCHOOL

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مدرسة القديسة مريم الكاثوليكية الثانوية

ص.ب. ٥٢٢٣٢، دبي - الإمارات العربية المتحدة

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OUR REF :

TRN: 100483609200003

Admissions for the Academic Year 2022 - 2023

YEAR ONE

Information to parents applying to YEAR ONE

We are pleased to announce the procedures for New Admission for the Academic Year 2022-2023 at St Mary's Catholic High School, Dubai. We invite you to read on carefully as this will help in saving time and enable us to work smoothly.

As per the guidelines of KHDA, the Ministry of Education, minimum age for admission to Year One is 5 years on the 31st of August 2022 for UK curriculum schools. Children born between 1st September 2016 and 31st August 2017 may apply for YEAR ONE.

ALL STUDENTS APPLYING TO YEAR ONE SHOULD HAVE COMPLETED FS2 OR KG1. THIS IS A MANDATORY REQUIREMENT FOR ADMISSION TO ST. MARY'S.

Admission Procedures

Forms must be filled online using the link provided in this notice with all relevant supporting documents. Please note that forms that are not fully filled, have incorrect details and/or do not have all the supporting documents will not be considered.

Documents to be attached with the form

- 4 passport photographs
- 1 photocopy of the passport with valid visa of the child, parents/ guardian
- Last report card from the previous school
- Emirates ID of parents and candidate
- Birth certificate of the child
- The health card (Immunization Card)
- The Baptismal Certificate (Christians only)

Virtual interviews that test a child's reading and general conversational ability will be scheduled for short listed candidates in the month of January 2022. A SAMPLE OF READING TEXTS WILL BE UPLOADED TO THE SCHOOL WEBSITE UNDER THE ADMISSIONS TAB. Parents should be aware that the VIRTUAL INTERVIEWS are competitive as the number of students far exceeds the number of places available. Other factors are also taken in consideration such as those which will allow us to maintain a good balance in the internationality of the student body.

Incomplete application forms will not be considered for admissions. Students studying in a particular class will not be allowed to take admission in the same year, for e.g. if a child is studying in year one he / she will not be considered for admission to year one.

Valid Residential Visa for the child, parents or the guardian who is sponsoring is a must to consider the applications for admission process.

We regret that we will not be able to contact all the applicants individually. If your child's name does not appear on the final list, then it means that he or she has not made it through the virtual interview.

Please do not call the school to check the status of your application. We will not be able to entertain such enquiries. **As places are very limited, parents are advised to seek admission to other schools too.**

For any admission queries please ONLY email to :

admissions-smchs@smgeducation.org

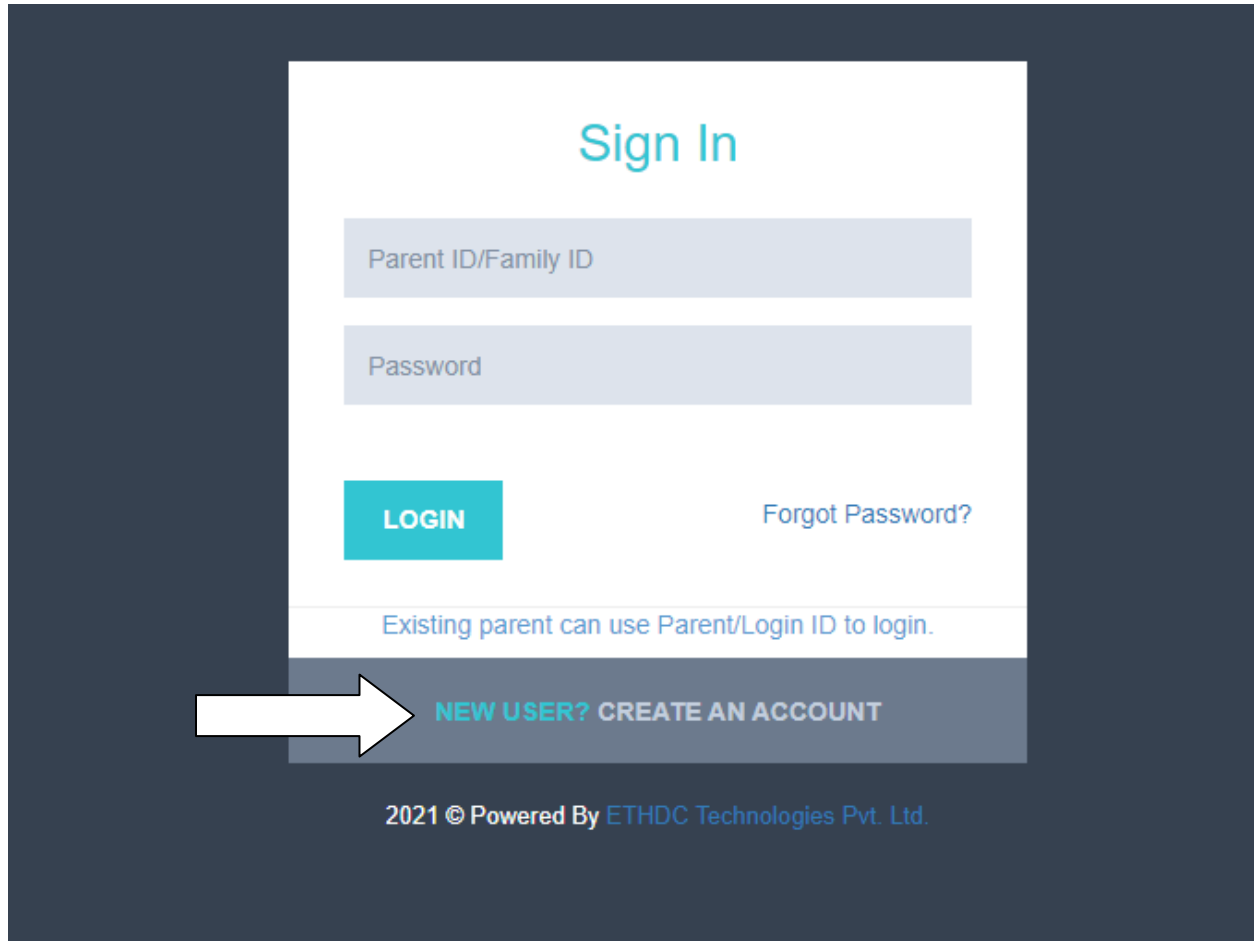
Please do not phone the school for admission related enquiries. The school office is closed from the 10th of December 2021 until 1st of January 2022. Please note that emails will also not be answered during the period of office closure.



Step 1: Click on the online admission URL mentioned below.

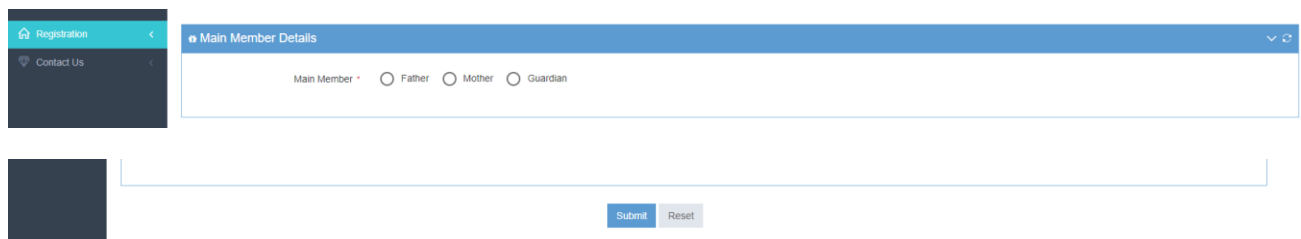
<https://smchs.ethdigitalcampus.com/RegistrationPortal?dbConnVar=SMCHS>

Step 2: Click on NEW USER? Create an account.



The screenshot shows a 'Sign In' form with two input fields: 'Parent ID/Family ID' and 'Password'. Below the fields is a teal 'LOGIN' button and a link for 'Forgot Password?'. A grey bar at the bottom contains the text 'Existing parent can use Parent/Login ID to login.' and a teal link 'NEW USER? CREATE AN ACCOUNT'. A white arrow points to this link. At the bottom, it says '2021 © Powered By ETHDC Technologies Pvt. Ltd.'

Step 3: Fill in all the information and say submit.



The screenshot shows a mobile registration form. The top bar is blue with 'Main Member Details' and a close icon. Below it, there are radio buttons for 'Main Member', 'Father', 'Mother', and 'Guardian'. At the bottom, there are 'Submit' and 'Reset' buttons.

Step 4: You will receive a acknowledgment email with your login details.

Registration Details

noreply1-smchs@smgeducation.org

to ▾

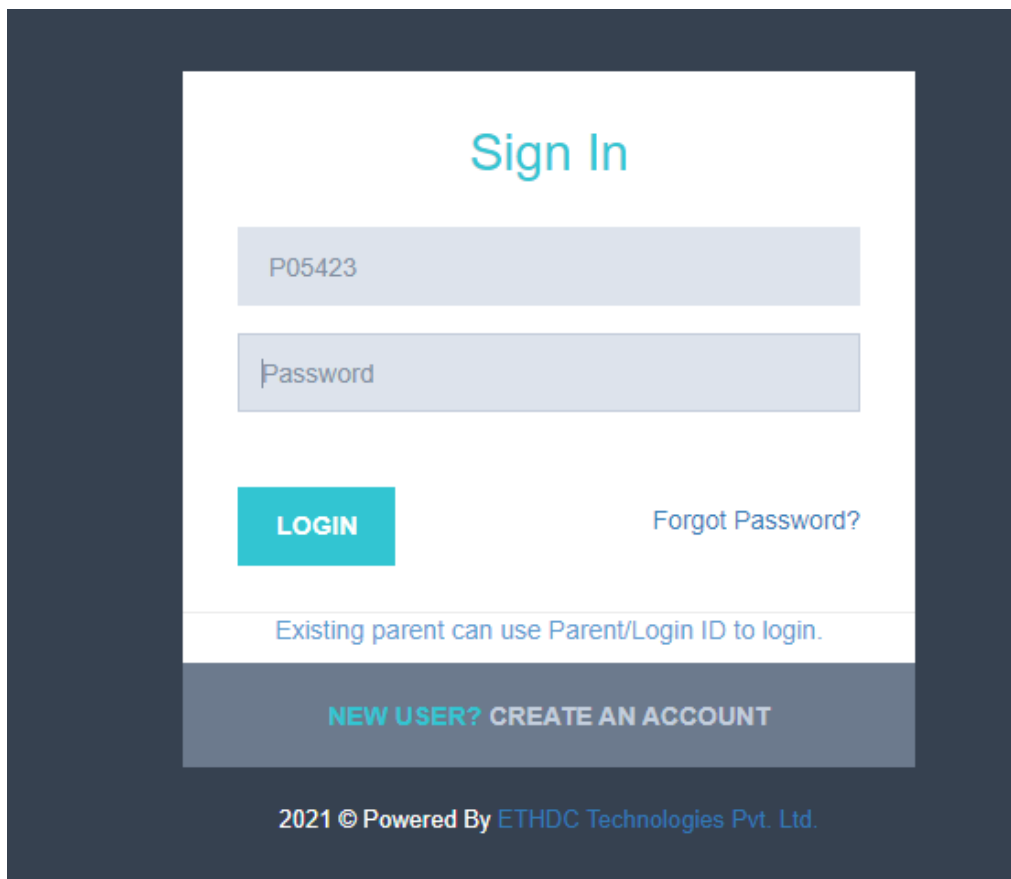
Dear ,

Welcome. Your Login Id is and password

Note : please do not reply to this auto generated email.

Regards,
St. Mary's Catholic High School, Dubai
Registration Team

Step 5: Login with the Login ID and password.



The image shows a 'Sign In' page with a dark blue background. The page contains a white sign-in form with the following elements:

- Sign In** (teal text)
- Input field for Login ID containing **P05423**
- Input field for Password containing **Password**
- LOGIN** button (teal)
- [Forgot Password?](#) (blue text)
- Text: **Existing parent can use Parent/Login ID to login.**
- NEW USER? CREATE AN ACCOUNT** (teal text)
- Footer: **2021 © Powered By ETHDC Technologies Pvt. Ltd.**

Step 6: Select the academic Year 2022-2023. Fill in all fields, attach all the Mandatory documents required files.

The screenshot shows a web application interface for online registration. On the left is a dark sidebar menu with the following items: 'Admissions' (with a dropdown arrow), 'New Application', 'Submitted Applications', 'Parent Profile', 'Sibling Information', 'Change Password', and 'Contact Us'. The main content area has a white header with three steps: 1. REGISTRATION (Register for admission), 2. DOCUMENTS (Upload required documents), and 3. FORM STATUS (Get form id & status). Below the header is a blue bar labeled 'Academic Details' with a dropdown arrow. Underneath, there are two dropdown menus: 'Academic Year' with '2022-2023' selected, and 'Year' with 'Select' as the option.

Step 7: You will receive a acknowledgment Email once you have submitted the application.

ACKNOWLEDGEMENT OF ONLINE REGISTRATION ➤

noreply1-smchs@smgeducation.org

to ▼

Dear Parent,

Greetings from St. Mary's Catholic High school, Dubai!

Thank you for applying. Your application form has been submitted successfully.

Application form

Kindly check the school website www.stmarysdubai.com for further updates .

Regards,

Paul Asir Joseph,

The Principal,

St. Mary's Catholic High School, Dubai.