

**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 : 10025995510003

## **Admissions for the Academic Year 2023-2024** **YEAR ONE ONLY**



### Information to parents applying to **YEAR ONE**

We are pleased to announce the procedures for New Admission for the Academic Year 2023-2024 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 31<sup>st</sup> of August 2023 for UK curriculum schools. Children born between 1<sup>st</sup> September 2017 and 31<sup>st</sup> August 2018 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.**

Conversion grade format from CBSE or other curriculums which year is equivalent to YEAR ONE.

Level	Grade / Year	Minimum Age (For Entry)	Maximum Age (As a cut-off for this grade)
A	Pre-KG/FS 1	3	4
B	KG1./FS2	4	5
C	KG2./Year.1	5	6

### **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.

### **Admission Form Link:**

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

**Final Deadline for submitting the application:**  
**3rd March, 2023.**

### **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)

Face-to-face interviews that test a child's reading and general conversational ability will be scheduled for short listed candidates in the month of March 2023. **A SAMPLE OF READING TEXTS WILL BE UPLOADED TO THE SCHOOL WEBSITE UNDER THE ADMISSIONS TAB.** Parents should be aware that the **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. In case a student's residence visa or Emirates ID is pending, parents are expected to sign an undertaking with the School management stating an agreeable time required to submit the same.**

**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 face-to-face 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.**

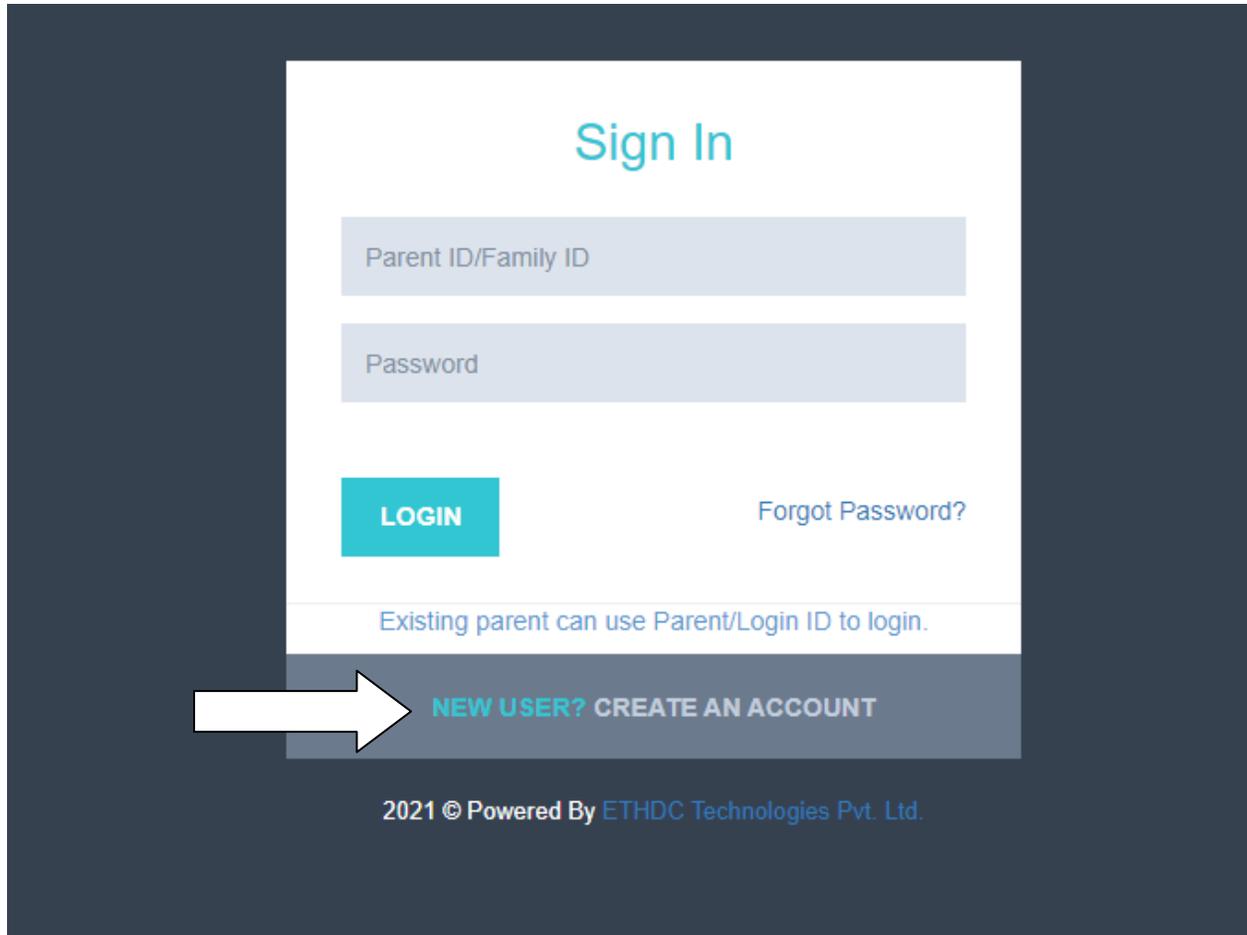
**Please do not phone the school for admission related enquiries.**



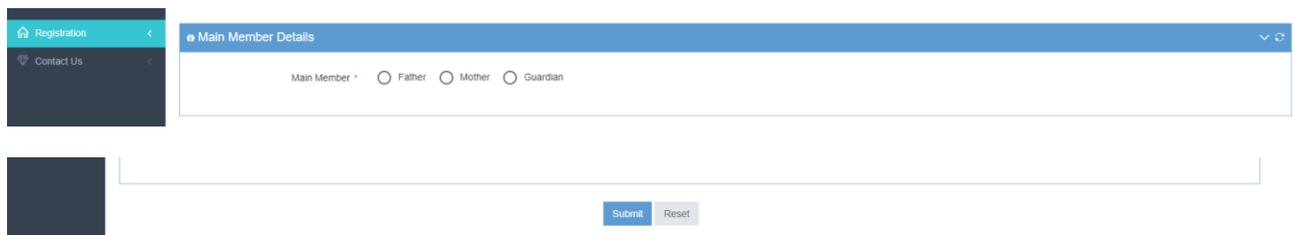
Step 1: Click on the online admission URL mentioned below.

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

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



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



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

## Registration Details Trash x

**noreply1-smchs@smgeducation.org**

to ▾

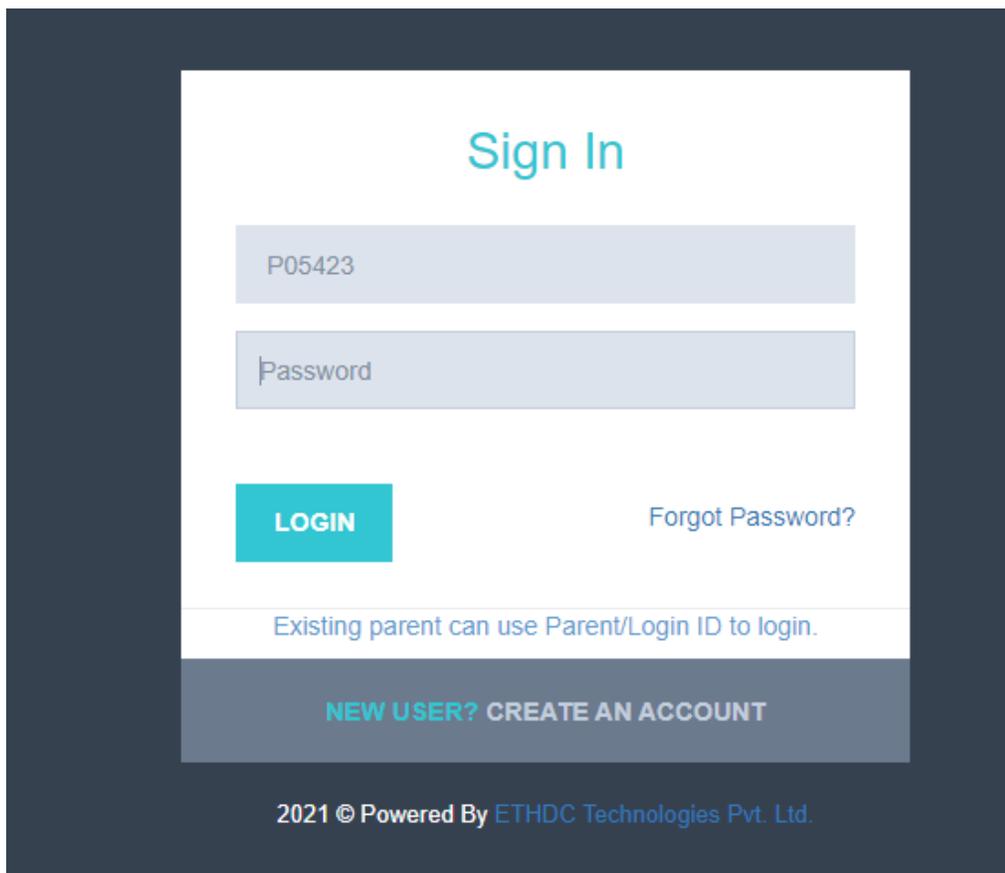
Dear ,

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

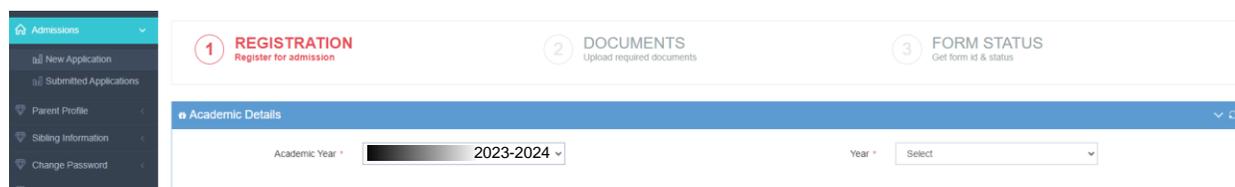
Step 5: Login with the Login ID and password.



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?](#) link (blue text)
- Text: **Existing parent can use Parent/Login ID to login.**
- NEW USER? CREATE AN ACCOUNT** link (teal text)
- Footer: **2021 © Powered By ETHDC Technologies Pvt. Ltd.**

Step 6: Select the academic Year 2023-2024. Fill in all fields, attach all the Mandatory documents required files.



The screenshot shows a web application interface for registration. On the left is a dark sidebar menu with options: 'Admissions', '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'. Under this bar, there are two dropdown menus: 'Academic Year' with '2023-2024' selected, and 'Year' with 'Select' as the current 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](http://www.stmarysdubai.com) for further updates .

Regards,

Paul Asir Joseph,

The Principal,

St. Mary's Catholic High School, Dubai.