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DUBAI SCHOOLS ADMISSION POLICY – Operated By Taaleem

Dubai Schools offers high quality education to all nationalities and is a non-selective, non-discriminatory school that accepts students from all sections of society, including students of determination. The American curriculum and school ethos promotes global citizenship and, whilst recognizing the international profile of the school, embeds a strong focus upon the local Emirati culture and heritage to uphold the traditions of the Emirates and preserve Arabic and Islamic culture.

The school offers an American curriculum based on New York State Education Department, NYSED. Upon completion of high school, graduates receive an American high school diploma that meets the UAE's specification for American curriculum schools. The curriculum is focused on challenging and inspiring students of all ages and abilities. Students develop a passion for learning and a respect and understanding of others. Students also acquire through the curriculum the personal values of the school which is to be future-ready, build trust and empathy, practice collaboration and tolerance, ensure cultural preservation and reach academic excellence.

1. Aim

The aim of the admission policy is to inform prospective parents of the admission criteria, process and to ensure fairness and equity in the admission procedure. Dubai Schools see the diversity of our student and staff population as one of our greatest assets and aim to provide all students with the opportunity to achieve their best academically, emotionally, and socially. Our aim is to do this through:

- a) Providing high quality learning that is tailored to the individual student to enable the acquisition of skills, knowledge, and concepts relevant to their future
- b) Promoting an ethos of care, mutual respect, and support, where effort is valued, and success celebrated
- c) Enabling students to become active, responsible, independent, and caring members of the school as well as the wider international community.

2. Prioritization

Before Admissions opens, siblings of students currently attending the school will be approached first. This will have a deadline for application which if missed, the parent will be invited to apply for the following academic year.



Once admissions opens and the school receives an application, students are placed into the admissions pool according to priority groupings as described below:

- Taaleem teaching and executive staff children
- Priority students
- Students of determination
- Waitlist applications that match seat availability
- New applications that match seat availability
- UAE Nationals
- All other applicants

3. Age Cut-off for Year of Entry

Dubai Schools uses the same cut-off dates 31st August and follows the current year group the child has completed to promote them to the next year. The current year group takes priority over age with regard to their next year group to be promoted to, however, all children are assessed to ensure they are ready to enter the next year group. From Grade 2 upwards, we follow on from the child's previous year group studied and support this with an assessment.

On the 31st of August the child must be the appropriate age to join the year group on or before the 31st of August.

*Opens academic year 2024-25

Table1: Grade to Age Comparison	
Grade	Age (by 31 st August)
KG 1	4 Years Old
KG 2	5 Years Old
Grade 1	6 Years Old
Grade 2	7 Years Old
Grade 3	8 Years Old
Grade 4	9 Years Old
Grade 5	10 Years Old
Grade 6	11 Years Old
*Grade 7	12 Years Old

The 31st of August is an age cutoff date that is practiced in a number of northern hemisphere countries, UK and Dubai. In the case of an application for a child to enter a lower year group than their appropriate age cut-off year group due to various reasons agreed by the school and the parents, the school must complete a “Demotion Form” from the KHDA once the child is enrolled to confirm that the parents agree for the child to enter a lower year group associated with 31st August cut-off. This is not common practice, but sometimes a necessity agreed between school and parents.

There may, however, be other considerations that could impact whether a student is placed in their age-appropriate grade. This could include:

- a) When it may be in the best interest of the student to be in a grade below age expectations. This will only be completed with express permission of the parent, KHDA, and in collaboration with the Head of Inclusion, Head of School and Principal
- b) The cut-off date in the child’s country of origin (the school aims to avoid situations in which children will be penalized on return to their home country, where possible)
- c) The child’s successful completion of the equivalent grade elsewhere
- d) A transcript or report cards from the previous year demonstrating exceptional academic performance and social skills.

4. Applying, timings of applications and maintenance of the admissions pool

Applicants must apply via the website online once admissions opens. This includes completing an application form and uploading relevant documents.

If applying for a scholarship, additional documents are required. The applications are reviewed on an ongoing basis and once the full application and documents are received the applicant will receive a registration number. They are then placed in the appropriate grade by priority, if availability, or into an admissions pool, if for the following academic year.

When applications exceed the maximum class number, the student is placed on a waitlist and will be contacted as a priority, should a seat become available in the appropriate grade.

Applications can open and close all year round for full paying students, pending availability in the appropriate grade. Students who are applying for a scholarship will only be able to apply once within an academic year, commonly admissions opens for Scholarship subsidies in March for 2 weeks.

Often the applications for a subsidy scholarship exceed the number of places available. Dubai Schools will therefore select on a first come first served basis, by grade availability, once the application plus all documents are received.

The prospective student will also be invited to take an assessment at the school.

Further assessment to establish English/Arabic language or learning support needs may be required. The school may also request additional supporting information from the child's current school.

5. Acceptance of offers

Where the number of places available is exceeded by the number of applications for any grade, for the waitlist and new applications, parents will be given five (5) working days in which to respond to secure the place by the payment of a deposit of AED500, which will be offset against the termly fees, before an offer is made to another student. Parents who are eligible for a full scholarship will accept the offer by signing an agreement document.

Important Note About The Transfer Certificate

Your child cannot start school until you have submitted the Transfer Certificate which you will obtain from your child's previous school once the academic year ends.

6. Assessment on entry

The school is fully inclusive and will conduct assessments of all applicants who are selected in order to provide information to teachers as to the child's level of English and competency in basic skills. This enables teachers to modify the curriculum to ensure a smooth transition and to maximize continued progress in learning. All assessments are age appropriate.

All applicants who are selected are assessed in literacy and numeracy as part of the enrolment process. The Admissions Manager often liaises

with the previous school and request supporting information from the school counsellor/pastoral lead.

An assessment is mandatory before a child can start school.

To follow is a guideline on how the assessments will be conducted:

Table 2: Admissions Assessments

KG & GR1&2	KG and GR2 students will be invited to a group assessment designed to determine school readiness for foundational skills such as phonics, numeracy, and social development.
Grade 3 -12	A CAT4 online test will be used as a benchmark of cognitive aptitude for new students to understand students learning styles. The school will assess English and Arabic using a paper-based assessment.

7. Applicants who require additional learning support, SEND (Special Education Needs Disabilities)

Dubai Schools welcomes students of determination. We ensure that we are in line with the Dubai Inclusive Education Policy Framework [The Dubai Inclusive Education Policy Framework \(2017\)](#)

- a) Ensuring that admission to the school is not conditional upon the submission of a medical diagnosis and ensuring that students are not refused admission based solely on their experience of SEND.
- b) Ensuring students who experience SEND will receive 'sibling priority' for admission to Dubai Schools.

- c) Ensuring that students who experience SEND will be guaranteed the right to receive quality education and training in all types and phases of schooling across Dubai Schools
- d) Ensuring that students who experience SEND will be actively supported to participate in the process of learning as they develop their potential, and build relationships with their peers, through social interactions in age-appropriate common learning environments.
- e) Providing access to appropriate provision, resources and curricular options for students of determination.
- f) Ensuring that students who experience SEND will be provided with the support, accommodations and curricular modifications required to enable equitable access to educational opportunities.
- g) Ensuring we promote the principle of equity for students who experience SEND.

Identification of SEND students may have occurred prior to a student's enrolment at Dubai School. If this is the case parents must provide the relevant documentation to initially assess the needs of the student and the support required to meet those needs. The Inclusion team will review and in collaboration with the parents determine the appropriate provision for the student. This may include additional costs to the parents particularly where outside agency support and specialist therapy is required. In some cases where there is a higher level of need, a 1:1 learning support assistant may need to be provided by the parent. The school will support in training the learning support assistant.

Where a concern is identified for an existing student, a referral will be made to the Inclusion team who will liaise with the teacher and parents to plan the best way forward together. This may involve the teacher adapting certain aspects of their classroom practice or requesting that the parent seek external advice. In both instances, should standard provision not suffice to overcome the concern and a significant and/or persistent barrier to learning remains apparent, the student will be deemed as having Special Education Needs. Upon identification of such learning needs the school will seek to put in place additional educational provision and/or resources, which may involve additional cost to the parent and involve outside agency involvement. This may be long or short-term dependent upon the nature of the need and the progress made by the student.

To ensure a productive learning experience for all students at the school, including those with special educational needs and disabilities, it is essential that the school and the families work in partnership. This is defined by certain expectations from both parties to set the condition for a successful identification and support mechanism for the student.

Parents are expected to:

- Provide the school with copies of all medical, psychological, or educational assessment reports that are available, before entry to the school. Such materials are a prerequisite in enabling us to provide the best education for the child. Failure to disclose any such information, including the deliberate withholding of information, may result in the child not being able to continue at the school.

- Notify the Principal in writing if they are aware or suspect that their child has a learning difficulty, and the parents must provide the school with copies of all written reports and other relevant information.

8. Class and Set Sizes

Offers can only be made in the context of the school's prevailing class size policy. Generally, the maximum class size for Dubai Schools is 22 in KG1 to KG2 and 28 in Grades 1 to 12.

9. Orientation of New Students and Families

New families are introduced to the school by the Admissions Manager (AM). All families will have the opportunity to meet senior members of the academic staff as they make preliminary visits to the school.

The school will hold an orientation day for new students to ensure they settle into the school as quickly as possible. There is close liaison between the Admissions Manager, Principal and Heads of Schools.

10. Registration

- a) An accepted student's place in the school is guaranteed only after a completed Declaration & Offer Letter is signed by the parents, and the non-refundable Registration Deposit of AED500 is paid. This is deducted from the first terms fees. The Finance department then sends an invoice to the family for the remainder of the tuition fees.
- b) All registered students must be registered with the Knowledge and Human Development Authority (KHDA). To complete this process, the parent is required to provide the school with the child's original Emirates

ID and one of the parent's original Emirates ID. Both Emirates IDs are required at the same time to complete the process. A card reader machine (provided by the KHDA) is used to complete the registration process. Parents must ensure that they bring their mobile phones with them as they will receive a special code number via SMS to complete the registration process. This process is completed by the School Registrar.

11. Tuition Fees & Subsidy Scheme (refer to admission process above)

1. The application, entry and tuition fees are sent out in the fee schedule each year. First term tuition fees are due no later than July 31st of that school year, second term fees are due by the 31st of December and third term fees are due by the 28th of February.
2. Tuition fees are payable in advance for each term. In order to register your child, you are required to pay the balance of the first term fee as per the invoice. A student may not start school unless the appropriate terms fee has been paid in full.
3. According to Ministry of Education regulations, the school reserves the right to withhold final results and abstain from issuing leaving certificates and documentation until settlement of all outstanding fees have been paid.
4. Re-registration for continuing students will only be confirmed once all fees for the completed year are settled and the re-registration fee of AED500 is paid. This is deducted from the first terms fees and not refundable if the parent withdraws before the term commences.

To apply for a subsidy, parents will hold a Dubai issued Family Book and are expected to sign an agreement and submit supporting documents to the

Admissions Office, including:

- A salary certificate for both parents
 - A copy of the child's passport
 - A copy of both parents passports
 - A Dubai issued family book
 - Salary certificates including the education allowance (if applicable)
 - The Social Benefit Certificate (if applicable)
 - Other supporting documents as requested by the admissions office
5. Subsidy applications will be verified, reviewed, and approved by the Government of Dubai
 6. All supporting documents will be submitted to the Government of Dubai for final approval of the subsidy and eligibility.
 7. Parents who submit incorrect information on the subsidy application will face repercussions from the Government of Dubai.

Note: Subsidy documents need to be submitted yearly to establish continued subsidy eligibility

Documents required for general admissions

- A copy of the child's residence visa
- A copy of the child's birth certificate
- A copy of the child's immunization details
- A copy of the child's Emirates ID (front and back)
- Copies of the parents Emirates ID's (front and back)
- A recent passport size photograph of your child

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- A copy of the child's school report for the last 2 years (current term report and a copy of the end of the previous year's report)
- A transfer/leaving certificate from your child's current school

Re-registration

Current families have the right to reserve a place in the school for the following year by making a re-registration payment that is a non-refundable AED500 by the date specified by the school. Places not covered by this payment made by the specified time are not guaranteed and after the closure of the reregistration date, they can be offered to another family if the deposit payment hasn't been made. This deposit is deducted from the first terms fees.

Withdrawal

Any student with or without a scholarship can withdraw from Dubai Schools at any time of the year, regulation guidelines are listed in the withdrawal policy to clarify the timeline, refunds and costs incurred. Depending on the date of withdrawal within the term, charges will be made irrespective of the parent being registered at the school on full fees or being on a full or part scholarship. All withdrawal applications will be notified to the Principal, who will make a final recommendation in conjunction with Taaleem Central Office.

In order to comply with government rules, the school must be informed of the country to which the child is being transferred. If the child is transferring to another school in Dubai or other part of the UAE, the school will prepare a Leaving certificate which is charged to the parent at AED120. In order to do so the Admissions Manager must be informed in writing of the school to which the student is transferring in order to prepare the correct documentation.

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Leaving Certificates

If the child is transferring to another Arab Country, the Leaving certificate will need to be attested by the Ministry of Education, the UAE Ministry of Foreign Affairs and embassy of the destination country. Parents must undertake all attestation requirements.

Tuition Fees are inclusive of transport, uniform costs and extra-curricular activities.

Transportation

Transport for Journeys up to 60 minutes that includes drop off of other students and total travel time is included in the fees, however, it is not mandatory to use this benefit.

The fully inclusive tuition fees will not have any deduction if the transport is not utilized.

In the circumstances where the travel time exceeds 60 minutes and up to 90 minutes, that includes drop off & pick up of other students and total travel time, the transport company and parent can agree to an extension of the journey time up to and including a maximum time of 90 minutes. In this instance, parents must sign an agreement form that allows them to exceed the recommended 60 minutes journey.

Any applications exceeding a 90 minute journey time, including drop offs and pickups of other students and a total journey time, will not be eligible to receive school transport.

Uniforms

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Please be aware that any uniform items received which need altering outside of the supplier's brochure sizes will incur additional costs which will be met by parents.

Tuition Fees

Fees For Dubai Schools				
Grade	Term 1	Term 2	Term 3	Total
KG1	11,960	8,970	8,970	29,900
KG2	12,960	9,720	9,720	32,400
Grade 1	13,880	10,410	10,410	34,700
Grade 2	13,880	10,410	10,410	34,700
Grade 3	14,223	10,666	10,666	35,555
Grade 4	14,463	10,846	10,846	36,155
Grade 5	15,520	11,640	11,640	38,800
Grade 6	16,520	12,390	12,390	41,300
Grade 7*	*These Grades are not open yet and will open year on year as each year promotes			43,800
Grade 8*				44,800
Grade 9*				46,800
Grade 10*				46,800
Grade 11*				46,800
Grade 12*				46,800