

# Admissions Policy



مدارس دبي  
DUBAI SCHOOLS



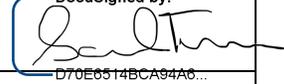
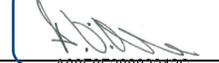
## Dubai Schools Admission Policy

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## 1. Purpose

- a. The Dubai Schools are non-discriminatory schools which aim to provide high quality education to all nationalities, aged 3 to 18 years old. The schools embrace diversity by welcoming students from all segments of society, including students of determination.
- b. The American curriculum and schools' ethos promote global citizenship and, while recognizing the international profile of the schools, embed a strong focus upon the local Emirati culture and heritage to uphold the traditions of the Emirates and preserve Arabic and Islamic culture.
- c. The aim of the Admissions Policy is to inform prospective parents about the admissions criteria and process, ensuring fairness and equity throughout the procedure.

## 2. Scope

The schools within the Dubai Schools Group are as follows:

- 1) Dubai Schools Al Khawaneej (DSK)
- 2) Dubai Schools Al Barsha (DSB)
- 3) Dubai School Nad Al Sheba (DSN)

All schools will continue to add additional year levels each year until they reach Grade 12.

The schools offer an American curriculum based on the New York State Education Department, NYSED. Upon completion of high school, graduates receive an American high school diploma that meets the KHDA specification for the American curriculum schools, including the MOE Standards for Arabic and Islamic. The curriculum is focused on challenging and inspiring students of all ages and abilities, including pathways for more able and gifted and talented students. Students develop a passion for learning and respect and understanding others. Students also acquire through the curriculum the personal values of the school which are to be future-ready, build trust and empathy, practice collaboration and tolerance, ensure cultural preservation and achieve academic excellence.

## 3. Policy

The aim of the admission policy is to inform prospective parents of the admission criteria and 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) Facilitating an individualized induction and orientation program to effectively manage the transition process into the school
- b) Providing high quality learning that is tailored to the individual student to enable the acquisition of skills, knowledge, and concepts relevant to their future
- c) Promoting an ethos of care, mutual respect, and support, where effort is valued, and success celebrated
- d) Enabling students to become active, responsible, independent, and caring members of the school as well as the wider international community.
- e) Ensuring that each placement represents an appropriate match between the student's profile and the school's current capacity to provide effective educational provision, in the best interests of the student and the wider school community.

#### 4. Guidelines

##### a) Prioritization

Admissions applications are prioritized according to agreed criteria, including children of staff, siblings of students currently enrolled, UAE Nationals, and other applicants. All applications are considered subject to meeting the school's admissions criteria and the availability of places within the relevant year group.

Where demand exceeds available places, priority status enables early consideration but does not guarantee admission. Families who do not secure a place within the priority window may be invited to apply for a subsequent academic year.

##### b) Cut-off Age for Year of Entry

Dubai Schools follow the cut-off dates aligned with KHDA regulations. which is the 31<sup>st</sup> of December and follow the current grade the student has completed to admit them to the next grade. The current grade takes priority over age regarding the next grade to be promoted to; however, all students are assessed to ensure they are ready to enter the next grade. From Grade 2 upwards, Dubai Schools follow on from the student's previous year group studied and support this with an assessment. On or before the 31<sup>st</sup> of December the student must be of the appropriate age to join the grade.

\*GR9 opens in academic year 2026-27 and subsequent grades will open one per year until Grade 12.

Table1: Grade to Age Comparison	
Grade	Age (by 31 <sup>st</sup> December)
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
Grade 8	13 Years Old
*Grade 9	14 Years Old
Grade 10	15 Years Old
Grade 11	16 Years Old
Grade 12	17 Years Old

The 31<sup>st</sup> of December is confirmed as the age cut-off date, in line with KHDA regulations. Although uncommon, there are some cases where a student may be eligible to enter a lower or a higher grade than their appropriate age cutoff grade. The entry grade must be agreed by both parents and school and then approved by the KHDA after submission of documents showing the reasons behind this decision.

Promoting or demoting a student would be decided with evidence taken from multiple assessments



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

- a) Any variation from the standard age placement must be supported by documented evidence, agreed by the school leadership team (inclusive of the Head of Inclusion), approved by parents, and formally authorized by the KHDA prior to enrolment.
- b) The cut-off date in the student's country of origin (the school aims to avoid situations in which students will be penalized on return to their home country, where possible)
- c) The student's successful completion of the equivalent grade elsewhere
- d) A transcript or report card from the previous year demonstrating exceptional academic performance and social skills.

#### 5. Application Process

Applicants must apply via the schools' website once admissions open. This will include completing an application form, a parent declaration and uploading relevant documents which include:

- Copy of student's passport (for applicants applying from overseas)
- Copy of student's residence visa (Expatriates)
- Copy of student's birth certificate
- Copy of student's Immunization record
- Copy of student's Emirates ID card (front and back)
- Copies of both parents' passports (for applicants applying from overseas)
- Copies of both parents' residence visas (Expatriates)
- Copies of both parents' Emirates ID cards (front and back)
- One recent passport size photograph of the student
- Emirate of Dubai issued Family Book (For UAE Nationals only)
- Copy of Leaving/Transfer Certificate from the current school.
- Copy of any information regarding additional support requirement for the student. For example, diagnostic, therapeutic or medical reports, individual education plans and behaviour plans

\*If applying for a scholarship, additional documents will be required. Please refer to the scholarship section.

Applicants will then be issued with a registration number and will be contacted regarding any missing



documents to complete the application within a specified timeframe. It is also at this point that the school will request additional supporting information from the student's current/previous school including:

- A reference from the student's previous school, which may include (if relevant) information relating to safeguarding, counselling support, and additional learning support.
- The attendance record from the student's previous school
- For admission to all Grades the previous schools' academic records for two years will be requested, where appropriate, dependent on prior school experiences

An application fee of AED 525, inclusive of VAT, is required before the application can be processed. This fee is non-refundable if a place is offered but the parents choose to withdraw. However, it is refundable if the school does not offer a place to the student. Please note that payment of the application fee does not guarantee admission.

When applications exceed the maximum class number, the student is placed in a holding pool and will be contacted by priority, should a seat become available in the appropriate grade, within the current year.

Applications can open and close all year round for full paying students, pending availability in the appropriate grade.

#### a. Scholarship Applications

To apply for a Scholarship, parents will hold a Dubai issued Family Book and are expected to sign an agreement and submit additional supporting documents to the Admissions Office, including:

- A salary certificate for both parents.
- A copy of the student's Emirates ID
- A copy of both parent's Emirates ID
- Dubai issued family book.
- An education allowance (if applicable)
- The Social Benefit Certificate (if applicable)
- Other supporting documents as requested by the admissions office.

Scholarship documents need to be submitted yearly to establish continued subsidy eligibility.



Scholarships will also be reviewed on an ongoing basis with a specific focus on students maintaining consistently high levels of attendance and positive engagement with staff, as well as parents working proactively in partnership with the school.

Should a student's scholarship be under review due to lack of parental engagement and support and/or persistent concerns with the student's attendance or behavior, and the scholarship be subsequently revoked, parents have the right to appeal. This appeal process will be triggered by a formal letter from the parents submitted to the school's principal and will be reviewed by the appeal committee.

Once scholarship applications have been received the following process will occur:

1. Scholarship applications will be verified, reviewed, and approved by the Government of Dubai.
2. All supporting documents will be submitted to the Government of Dubai for final approval of the Scholarship and eligibility.
3. Parents who submit incorrect information on the Scholarship application will face repercussions from the Government of Dubai.

Students who are applying for a scholarship will only be able to apply once within an academic year, commonly admissions open for scholarship subsidies for 2 weeks during Term 2. The enrolment process from application to being offered or declined can take up to 10 weeks. Should an application not be successful for the academic year applied for, a new application, with valid supporting documents, should be submitted the following year.

Scholarship applications that are complete within the specified timeframe will be given priority and incomplete applications, at the end of the admissions open window, will be disregarded.

Scholarship applications will undergo the same process in terms of invitation for assessment at the school as well as further assessment to establish English/Arabic language or learning support needs (as required).

**b. Assessment on entry**

The school is inclusive and will conduct assessments to provide information to teachers as to the student's level of English and Arabic competency in basic skills. All applicants are assessed in literacy and numeracy as part of the enrolment process. This enables teachers to ensure a smooth transition, to support the students appropriately, and to maximize continued progress in learning. All assessments

are age appropriate, and assessment is mandatory before offering a place.

Assessments will be used to baseline students' academic ability, as well as plan their learning journey accordingly. This assessment information will also be used to support class placement decisions and inform additional support requirements.

Table 2: Admissions Assessments Guidelines	
<b>KG &amp; GR1-2</b>	KG and GR1 and GR2 students will be invited to an assessment and family interview designed to determine school readiness for foundational skills such as phonics, numeracy and social development.
<b>Grade 3 -12</b>	A CAT4 online test will be used as a benchmark of cognitive aptitude for new students to understand students learning styles. In addition, the school will assess numeracy skills and literacy skills in Arabic and English using a paper-based assessment.

*\* All students must be fully toilet trained prior to starting at Dubai Schools.*

c. Applicants who require additional learning support and who may be Students of Determination

Dubai Schools welcomes students of determination and works in accordance with the Dubai Inclusive Education Policy Framework (2017), the Directives and Guidelines for inclusive education (2020), and relevant guidance issued by the Knowledge and Human Development Authority (KHDA). All Dubai Schools must ensure that:

- a) The method and tools used for the entry assessment process are age-appropriate and reflect the student's stage of development
- b) Information arising from the entry assessment process informs school-based provision planning processes in preparation for the admission of students of determination
- c) The completion of a medical assessment or a medical diagnosis is not identified as a condition for the student's participation in the entry assessment process or for enrollment into the school
- d) Priority admission is provided for a student of determination with a sibling already on roll in the school



If a student is identified as a possible student of determination requiring additional learning support or resourcing, the Head of Inclusion will become involved in the admissions process and conduct further testing / observations to better understand the needs of the student. Where appropriate, a multidisciplinary review will be convened involving the Head of Inclusion and relevant academic leaders to consider assessment outcomes, existing cohort needs, and available resources. The entry assessment process for students of determination is very focused on identifying potential strengths, barriers and strategies that would contribute to success. Students could be identified either through parent information provided by the parent during the admissions process or during the course of the standard admissions assessment. In some cases, the Head of Inclusion may request additional information or request permission to contact the previous school or visit the current educational setting.

Where appropriate, a multidisciplinary review will be convened involving the Head of Inclusion and relevant academic leaders to consider assessment outcomes, existing cohort needs, and available resources within the grade applied to. The review team will provide an admissions recommendation to the respective Head of School who will make the final decision. The function of this process for students of determination is to inform the school's provision of planning and enable students to be enrolled in the school. The assessment process is not a 'pass or fail' test, but forms part of a holistic review that includes academic readiness, social-emotional development, previous school reports, and the school's current capacity to meet identified needs. At the same time the school has a moral obligation to ensure that it can fully support all students that are accepted and to consider the students who need support that are already enrolled.

In exceptional circumstances, where the school is unable to meet a student's needs within its current provision, a decision of non-admission may be made. In such cases, the school will follow KHDA's non-admission notification procedures and reporting requirements. In line with this, the rationale will be clearly documented, communicated in writing to parents, and reported to the KHDA in line with regulatory requirements. Decisions regarding admission, conditional admission, waitlisting, or non-admission are made by the Head of School, informed by recommendations from the Head of Inclusion and relevant school leaders

If the offer is a conditional acceptance (see post-assessment procedure) this may include specific support requirements, review timelines, and agreed responsibilities. These conditions will be clearly outlined in writing, formally accepted by parents, and reviewed within an agreed timeframe to assess effectiveness. One such support requirement may be the condition of a full or part-time qualified



individual learning support assistant (ILSA) to be funded and provided by the parents. The school will support in training and monitoring the impact of the individual learning support assistants. The conditions and requirements for an ILSA to be provided by the parent will be discussed and agreed on beforehand by the Head of Inclusion.

It might also be at this time that the school will recommend that the parents seek external advice or services (for example a full educational psychological assessment). This will always be done in the best interest of the student and as previously mentioned cannot be a condition for acceptance.

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 costs 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 positive and productive learning experience for all students at the school, including students of determination, 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. In the spirit of this partnership, parents are expected to support their student's learning journey by:

- Sharing key pastoral information related to character development, significant life experiences which may impact educational progress, as well as their cultural and linguistic background.
- Sharing any previous concerns identified related to barriers to learning, including cognitive processing, communication or self-regulation issues.
- Engaging proactively with the school, and other partner agencies, should barriers to learning be identified and further assessment required.

This will be monitored for all students on a scholarship-based enrolment related to the parent contract that has been signed.

Parents can also expect the school to work in partnership with families, including:

- Facilitating an individualized induction and orientation programme. This includes be-spoke



arrangements for expat students, based on their diverse cultural and linguistic backgrounds, to foster inclusivity and ensure meaningful connections to the school community are made.

- A pro-active approach to communication ensuring that student achievements are celebrated, and any challenges managed at the earliest opportunity.
- Facilitating awareness raising sessions about curriculum, assessment, teaching methodologies and how to support student progress and home, and student personal development and attitudes towards learning.

Gifted or high- performing students are welcome at Dubai Schools and specific, tailored interventions and curricular pathways are offered to ensure accelerated progress across learning, demonstrating our commitment to catering to students of all abilities.

d. Applicants who require additional support for English (English Language Learners or ELL)

English is the main language of instruction at Dubai Schools. While many students have English as an additional language, some applicants may have limited or no English proficiency at the point of application. Dubai Schools is committed to providing appropriate support to enable students to access the curriculum and participate fully in school life.

If a student is identified as requiring ELL support, either through information provided by parents or through the admissions assessment process, the ELL Lead will become involved to conduct further assessment and observation to better understand the student's language proficiency and support needs.

Recommendations regarding ELL provision will be informed by assessment outcomes and reviewed in the context of the school's current cohort profile, available resources, and capacity to deliver effective support within the relevant year group. The ELL Lead will provide a recommendation to the Head of School, who retains final decision-making authority regarding admission, conditional admission, or placement on a waiting list.

Where additional ELL support is identified as necessary, this may form part of a conditional offer of admission, with agreed support strategies, review timelines, and parental responsibilities clearly outlined in writing and reviewed within an agreed timeframe.



#### e. Post-assessment procedure

After the assessment, information (which is a summary of information presented including potential support requirements and the recommendation from the Head of Inclusion) is presented to the Head of Elementary/Middle School/High School or the school Principal who will make a final decision. Parents will be notified of the decision by email or telephone, usually within 2 working days of the assessment taking place. Subsequently, the action taken varies depending on the decision taken regarding the student:

- a) **Acceptance:** If a student is accepted, this will be followed by a formal offer letter accompanied by forms that need to be completed by the time the student starts school.
- b) **Conditional Acceptance:** At times there may be additional terms and conditions of acceptance that need to be in place to successfully address specific barriers to learning and ensure that the student is appropriately supported. These will be provided within the formal offer letter and will always be made in the best interest of the student.
- c) **Waitlist:** If a student is waitlisted it will be due to either the grade applied to already being at capacity (full) or the grade applied to already being at capacity in terms of additional learning support needs. If either is the case the parent should be informed via a phone call and in writing.
- d) **Non-acceptance:** If a student is not accepted, parents will be informed of the decision via an official email. The school will be ready to discuss the matter with parents on a phone call if necessary. In the case of a student of determination, non-acceptance will also be logged on the KHDA portal and the parent registration fee refunded.

All applications are reviewed on an ongoing basis then placed in the appropriate grade by priority, if availability. All admissions decisions are recorded internally, with supporting documentation retained in line with Taaleem governance and KHDA requirements.

#### 6. 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 in the range of 20-22 in KG1 to KG2 and in the range of 24-26 for Grades 1 and upwards.



## 7. Parent 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 two (2) 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.** Students cannot start school until they have submitted the Transfer Certificate which parents can obtain from their child's previous school once the academic year ends.

### a. 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 parents are required to provide the school with the student'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 receive a special code number via SMS to complete the registration process. This process is completed by the School Registrar.

### b. 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. For students of determination the Head of Inclusion will also be involved in the orientation process.

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

Tuition Fees are inclusive of transport, uniform costs and extracurricular activities.

Fees For Dubai Schools				
Grade	Term 1	Term 2	Term 3	Total
KG1	12,241	9,181	9,181	30,603
KG2	13,265	9,848	9,848	33,161
Grade 1	14,205	10,655	10,655	35,515
Grade 2	14,205	10,655	10,655	35,515
Grade 3	14,557	10,917	10,917	36,391
Grade 4	14,801	11,102	11,102	37,005
Grade 5	15,884	11,914	11,914	39,712
Grade 6	16,909	12,681	12,681	42,271
Grade 7	17,931	13,449	13,449	44,829
Grade 8	18,341	13,756	13,756	45,853
Grade 9*	* These Grades are not open yet. They will open year on year			46,800
Grade 10*				46,800
Grade 11*				46,800
Grade 12*				46,800

- The tuition fees are sent out in the fee schedule each year. First term tuition fees are due no later than August 1st of that school year, second term fees are due by the 1st of December, and third term fees are due by the 1st of March.
- Tuition fees are payable in advance for each term. 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.
- 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.
- 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.



## 9. Transportation

- a) Transport for journeys of 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.
- b) The fully inclusive tuition fees will not have any deduction if the transport is not utilized.
- c) In the circumstances where the travel time exceeds 60 minutes and up to 90 minutes, that includes drop off and 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.
- d) Any applications exceeding a 90-minute journey time, including drop-offs and pickups of other students and a total journey time, will require further discussions with the in-school operations team.

## 10. Uniforms

DS offers uniforms in a range of styles and sizes, however, 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. Should the parent want additional uniform items on top of the allocation, these would be paid for by the parent.

## 11. 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 re-registration date, they can be offered to another family if the deposit payment has not been made. This deposit is deducted from the first terms fees.

## 12. Student Transfers Between 'Dubai Schools'

Families may submit written transfer requests to the school-based admissions teams, clearly outlining the rationale for the requested transfer. All transfer requests are subject to seat availability.

Transfer requests will be reviewed and prioritized according to the following criteria, in order of priority:

- a) Sibling transfers, to ensure that families are able to attend the same school.
- b) Students who reside within the school's designated catchment area.



Requests that do not meet the above criteria will be considered on a case-by-case basis.

### 13. 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 on a full or part Scholarship.

All withdrawal applications will be notified to the Principal, who will make a final decision on a fee refund, in conjunction with the Taaleem Central Office.

If the student is transferring to another school in Dubai or another 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. In order to comply with government rules, in the case of an international transfer the school must be informed of the country to which the student is being transferred.

### 14. Leaving Certificates

If the student 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.

### 15. Admissions Contact Details

[admissions@dubaischools-alkhawaneej.ae](mailto:admissions@dubaischools-alkhawaneej.ae)

Tel: +971 50 249 0423

[admissions@dubaischools-albarsha.ae](mailto:admissions@dubaischools-albarsha.ae)

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