

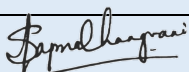


DUBAI SCHOLARS  
PRIVATE SCHOOL



Accredited  
Member

## ADMISSION POLICY

Review date	June 2025
Circulation	
Approval Signature	Ms Sapna Changrani (Head of School)
Signature	

*This policy will be reviewed annually unless an incident; new legislation or guidance suggests the need for an interim review*



## GENERAL

Dubai Scholars believes that a strong multi-cultural environment is critical as it is highly supportive of the development and learning outcomes of every child.

Selecting the right school for a child is undoubtedly a very important decision for the parent and we believe that a personal visit to the school would be most welcome. Dubai Scholars will be committed to supporting the needs of every child enrolled in the school and will remain compliant with KHDA age stipulations and Dubai inclusive education framework. All students will be assessed as part of the admission process and parents will be made aware of the process and its purpose.

All details related to admission is published on the school website

## CLASS SIZES

Class sizes will differ based on varied parameters. Details are given below: -

(i)	Foundation Stage 1 and 2	-	25
(ii)	Years 1 and 2	-	30
(iii)	Years 3 to 13	-	30

Occasionally, extenuating circumstances may dictate the need to exceed the maximum class size. In these instances, every care is taken to ensure continued standards of excellence, where necessary, support is provided.

## SCHOOL CAPACITY, YEAR GROUP CAPACITY AND ADMISSION TARGETS

The academic year commences in September. In preparation for admissions, the Senior Leadership Team in collaboration with the Admissions Manager shall jointly prepare the expected school capacity, year group capacity and the admissions targets by year group. The admissions target shall be broken down into the expected sibling enrolment, feeder nursery enrolment if any, debentures, bursaries and general admissions. Dubai Scholars Alumni will be given priority in the general admission process.

## ADMISSIONS

Dubai Scholars welcomes students of all abilities. The admissions are given to students who believe that they would benefit from our balanced and well-rounded education and make a positive contribution towards the life of the school.

It will be mandatory for children seeking admission to be age appropriate as prescribed by the KHDA.

Assessment information will not be used for selectivity but will be a tool to allow teachers to gather relevant information on each child, which would form the basis for planning, class placement, transition as well as aid in the identification of students of determination and EAL requirements. All parents will be made aware of the required commitment to strong parental engagement for the holistic development of the child. If required parents are asked to provide a standardised data if available or previous school records.



## ADMISSION OF STUDENTS OF DETERMINATION:

1. The admission criteria are well accommodated for the students of determination. Upon admission, either based on the external assessment report submitted by the parents or an assessment of educational need conducted by the inclusion team, potential barriers to learning are identified, and which enable the school to make reasonable provisions.

If required, parents will be requested to provide the following information:

- (a) Specialist reports – if there is an external assessment report done.
  - (b) Student records from previous school inclusive of IEP records if applicable.
2. The final decision regarding admission will be taken collaboratively between the Head of School, Head of Inclusion, and other members of the school leadership team. This team will evaluate if the school is adequately equipped to meet the need/s of the child or if the school is unable to provide a place currently.
  3. Sibling priority is considered for the admissions of students with special needs.

## ADMISSION PROCEDURE

Admissions will essentially involve a **seven-stage** process to include: -

- (a) **Stage – 1 - Enquiries.** Enquiries could take the form of ‘Walk Ins, Telephonic Enquiries or queries by E-Mail or website enquires.
- (b) **Stage – 2 - Booking of School Tour if desired.** School decides and promulgate dates and timings for school tours in order for parents to know more about the school, its systems, processes and curriculum
- (c) **Stage – 3 - Booking of Assessment and Payment of Assessment Fees.** This is made feasible on all working days at specific times. Date and time for assessment will be offered after payment of the stipulated assessment fee.
- (d) **Stage – 4 - Assessment.** This will be compulsory for all prospective students. for FS-1 and FS2 interactions and for Year 1 and 2 a baseline written test will be conducted. Years 3 to year 10, CAT 4 test will be administered. Students applying for year 12 will have to provide their mock exam results attaining ‘B’ Grade or above in the core subjects. If there is an additional need of support identified, the inclusion staff will be conducting an informal internal assessment to ensure on entry supports are in place.
- (e) **Stage – 5 - Result declaration and Payment of Fee –** Students who have been offered admission will be given a deadline to pay the fee required to enroll the child. The fee charged is in accordance with the guidelines of the KHDA.
- (f) **Stage – 6 - Enrolment.** Students who have been successful in the admission process would be admitted and will have to pay the fee as per the guidelines of the KHDA. The admissions department may be contacted for further information.



(g) **Stage – 7 – Onboarding and diagnostic assessment.** The students would participate in this activity/exercise prior to the start of the academic year/ in the year when joined after the start of the academic year. This will enable the parents to attend a workshop and for the academic team to understand the specific skills/challenges of the applicant to support them appropriately.

## RE-ENROLMENT

To secure a place for the next academic year, a re-enrolment process is held each year and the fee payment is required for all returning students. Students who are not in compliance with the local government regulations or have unpaid school fees, will not be eligible to re-enroll and continue at the school the next academic year.

## WAITING LISTS

Waiting lists are maintained for students who cannot be accepted because of full enrolment. To be placed on a waiting list, the Admissions process must be completed (including payment of the non-refundable admission fee. Applications are placed in priority sequence based on the date that the Admissions process was finalised.

## PAYMENT AT THE TIME OF ADMISSION

Parents are required to pay a one-time Admission Fee (Registration fees), books and resources fees and uniform fees. This fee is non-refundable. The first term transportation fees (if availed) should be paid once the invoice has been received.

## DOCUMENTS REQUIRED

1. The list of documents are mentioned in the portal and need to be uploaded within a week of confirmation of admission barring which the child's schooling may be disrupted as the registration with KHDA will be hampered due to non-availability of valid documents.
2. For overseas students, original transfer certificate from the previous school stating that the student has been promoted. (Must be attested by the Ministry of Foreign Affairs and UAE consulate at the country of origin). This is not required for children seeking admission from FS2 to year 2.

## CANCELLATION OF ADMISSION / APPLYING FOR TC

To ensure that the school manage enrolments effectively, parents willing to cancel the admission or apply for TC are advised to provide the KHDA coordinator with at least one month's written notice of discontinuation. In case of any extenuating circumstances a lesser period of notice shall be considered.

Refunds on cancellation of admission are based on the KHDA guidelines. Please contact the accounts team for details.

## DOCUMENTATION/KHDA REGISTRATION & CONTRACT SIGNING

1. All admissions are subject to possession of valid documents such as residence visa/Emirates ID and completion of the KHDA guidelines for admission. Non-compliance of the set rules by the KHDA may result in the cancellation of admission.



2. The parent when notified by the school will have to register the child using the original EID of the student and one of the parents through KHDA electronic registration. In the event the COVID 19 protocols continue, the school will manually register the child and notify you to sign the contract.
3. The parent is required to sign the Parent School Contract (PSC) drawn by the KHDA to complete the admission process. Parents are required to sign the PSC before the deadline.
4. If a student is starting from a lower class than is prescribed by KHDA as per the year of birth, the KHDA DEMOTION FORM should be filled/signed. The school will not be able to change the choice of class once the demotion form is filled/admission is offered to a particular year group.
5. Copy of the attested Transfer Certificate from the previous school (For Year group 2 and above) is to be handed over no later than one month from the date of joining. Details of the TC attestation process for students outside of the UAE may be obtained from the admissions department.
6. No TC is required for students joining FS1/FS2 and Year 1 if the child is not registered with any school in Dubai and is joining DS for the first time.
7. Kindly Note that all preschool vaccinations are mandatory to take admission at Dubai Scholars.

## TERMS & CONDITIONS

Copies of all contractual terms and conditions will be put up on the school websites and may be made available to parents on request as part of the Admissions process.

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