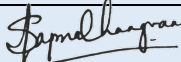




ADMISSION POLICY

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

Selecting the right school for a child is undoubtedly a very important decision for the parents 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 to the school and society as a whole.

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 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 made 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 needs/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 of determination (SOD).

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 enquiries.
- (b) **Stage – 2 - Booking of School Tour if desired.** School schedules the 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 scheduled 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 to Year 9 a baseline written test will be conducted. Year 12 Admissions are handled on a case-to-case basis keeping in mind the mock test results/ interview with the had of the phase/head of school and subjects opted for /available. If a student is found to be SOD and requires additional support, the inclusion team will be asked to intervene and guide on the admission.
- (e) **Stage – 5 - Result declaration and Payment of Fee –** Students who have been shortlisted for admission will be given a deadline to pay the initial fee 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 term 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.

RE-ENROLMENT (For Continuing Students)

To secure a place for the following academic year, a re-enrolment process is devised by the KHDA wherein the parent is required to pay which is 5% of the annual tuition fee. Students who do not re-enroll as considered as leavers and their seats are passed on to new applicants.

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. Applications are placed as a priority based on the date of application.

PAYMENT AT THE TIME OF ADMISSION

Parents are required to pay a one-time Admission Fee (Registration fees). The first term tuition fee /transportation fees (if availed)/books and uniform fee should be paid prior to the start of the academic year.

DOCUMENTS TO BE PROVIDED BY THE PARENT

1. The list of documents is mentioned in the portal and needs 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 states 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 manages enrolments effectively, parents cancelling the admission or applying for TC are required to clear all outstanding fees and the KHDA TC fee if a leaving certificate is needed. The school will issue the certificate a week after the last date of attendance.

Refunds on cancellation of admission are based on the KHDA guidelines. Please contact the accounts/admissions department 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 of signing the Parent-School Contract. Non-compliance of the set rules by the KHDA may result in the cancellation of admission.



The parents, 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.

2. 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 starting date of school for the child/children.
 3. For overseas students, a copy of the attested Transfer Certificate from the previous school (For Year group 3 and above) is to be handed over no later than one month from the date of starting school. Details of the TC attestation process may be obtained from the admissions department.
 4. 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.
 5. Kindly Note that all preschool vaccinations are mandatory to take admission at Dubai Scholars.
 6. By enrolling your child at Dubai Scholars Private School, parents/guardians acknowledge and consent to the school's use of student images, videos, and related media content for official purposes. This may include, but is not limited to, the school's website, newsletters, yearbooks, and official social media platforms. Any deviation to this will be given in writing to the head of school prior to the start of the academic year.
 7. **In the case of Single parents, Dubai Scholars** requires parent/guardian to provide *official custody documents* outlining parental rights, communication permissions, and access to the child. In the absence of such documentation, the school will assume that **both parents have equal rights** regarding communication, pick-up, and involvement in school matters. The enrolling parent/guardian is responsible for keeping the school updated with any changes to custody orders. The school cannot restrict a parent's access or communication rights without **legal documentation** stating otherwise. All custody information will be kept confidential and shared only with staff on a need-to-know basis.
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