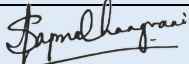




ADMISSION POLICY

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



ADMISSIONS POLICY

GENERAL

Dubai Scholars believes that a strong multicultural environment is essential in supporting the developmental and learning outcomes of every child. Selecting the right school is a significant decision for parents, and we warmly welcome parents to our school.

The school is committed to supporting the needs of all students enrolled and remains fully compliant with KHDA age stipulations and the Dubai Inclusive Education Framework. All students will undergo an assessment as part of the admission process; parents will be clearly informed of the purpose and procedure of this assessment.

All admission-related details are published on the school website.

CLASS SIZES

Class sizes vary based on specific academic and operational parameters, as outlined below:

- **Foundation Stage 1 and 2:** 25 students
- **Years 1 and 2:** 30 students
- **Years 3 to 13:** 30 students

In exceptional circumstances, class size limits may be exceeded. When this occurs, the school ensures that high standards of teaching and learning are maintained, and support is provided in discussion with the parents.

SCHOOL CAPACITY, YEAR-GROUP CAPACITY & ADMISSION TARGETS

The academic year begins in September. Ahead of admissions, the Senior Leadership Team, in collaboration with the Admissions Manager, prepares projections for school capacity, year-group capacity, and admissions targets. These targets include expected sibling enrolments, feeder nursery enrolments (if applicable), and general admissions.

Dubai Scholars alumni children receive priority within the general admissions category.



ADMISSIONS

Dubai Scholars welcomes students of all abilities. Admissions are granted to students who will benefit from our balanced, well-rounded education and who can positively contribute to the school community.

KHDA age requirements are strictly followed. Assessment results are not used for selective admission but rather as a tool to collect relevant information for class placement, transition planning, and the early identification of Students of Determination.

Parents may be asked to provide standardised test data (if available) or previous school records. Strong parental engagement is expected to support the holistic development of each child.

ADMISSION OF STUDENTS OF DETERMINATION

1. Dubai Scholars accommodates the admission of Students of Determination (SOD). Based on external assessment reports submitted by parents, or assessments conducted by the Inclusion Team, potential barriers to learning are identified to ensure reasonable provisions are made.
Parents may be required to provide:
 - Specialist reports (if available)
 - Previous school records, including IEPs (if applicable)
 - Learning support assistant if applicable
2. Admission decisions for SOD students are made collaboratively by the Head of School, the Head of Inclusion, and relevant school leaders. The team will assess whether the school can adequately support the student's needs.
3. Siblings of Students of Determination are given priority, in line with the school's admission principles.

ADMISSION PROCEDURE

Admissions follow a **seven-stage process**:

1. **Enquiry** – via walk-in, telephone, email, social media, reference, nursery and other
2. **Booking of Assessment & Payment of Assessment Fee** – appointment for the entrance test is set upon registration fee (onboarding and diagnostic assessment)



fee). This fee is refunded in full if the school does not accept the candidature. In other cases, the KHDA policies for refund will apply.

3. Assessment

- FS1 & FS2: interaction-based
- Years 1–9: baseline written test
- Year 12: case-by-case review based on mock results, interviews, and entrance test.

4. **Meeting with the Head of School** – mandatory after assessment; admission is granted only upon HOS approval.

5. **Payment of Fees & Acceptance of Admission** – shortlisted students must pay the initial fees by the given deadline, in accordance with KHDA guidelines.

6. **Onboarding & Diagnostic Assessments** – completed before the start of the academic year.

RE-ENROLMENT (CONTINUING STUDENTS)

To secure a place for the next academic year, parents must complete the KHDA-mandated re-enrolment process by paying **5% of the annual tuition fee**.

Students who do not re-enrol are considered leavers, and their seats may be offered to new applicants.

WAITING LISTS

Waiting lists are maintained when year groups are full. A student may be placed on the waiting list only after the admission process is completed. Priority is based on the date of application.

FEE PAYMENT PRIOR TO THE START OF SCHOOL

Tuition fees for the first term, transport fees (if applicable), and fees for books and uniforms must be paid before the start of the academic year.



DOCUMENTS TO BE PROVIDED BY PARENTS

1. All required documents, listed in the email sent after successful admission of the applicant must be uploaded within one week of admission confirmation. Failure to do so may delay KHDA registration and disrupt the student's schooling.
2. Overseas students must provide an **attested Transfer Certificate** from their previous school for Year 3 and above. This is not required for FS2 to Year 2 admissions.

CANCELLATION OF ADMISSION / TRANSFER CERTIFICATE (TC)

Parents requesting cancellation or applying for a TC must clear all outstanding fees, including the KHDA TC fee as applicable.

The school will issue the TC **one week after the student's last date of attendance**.

Refunds follow KHDA guidelines; parents may contact Accounts or Admissions for details.

IMPORTANT POINTS TO NOTE

1. All admissions are subject to valid supporting documents (e.g., residence visa, Emirates ID). Parents must complete KHDA registration and sign the Parent-School Contract (PSC) before the student begins school. Failure to comply may result in cancellation of admission.
2. Attested Transfer Certificates (for Year 3 and above) must be submitted within one month of joining. Details of the attestation process are available from the Admissions Office.
3. No TC is required for students joining FS1, FS2, or Year 1 if not previously registered with a Dubai school.
4. All mandatory preschool vaccinations are required for admission.
5. By enrolling at Dubai Scholars, parents/guardians consent to the school's use of student images, videos, and related media for official school purposes (e.g., website, newsletters, yearbook, social media). Any exceptions must be communicated in writing to the Head of School before the academic year begins.
6. **Single-Parent / Custody Documentation**
 - Parents/guardians must provide official custody documents outlining parental rights, communication permissions, and access arrangements.
 - In the absence of documentation, the school will assume both parents have equal rights to communication, pick-up, and involvement in school matters.



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- The enrolling parent/guardian is responsible for providing updates on any changes to custody orders.
- The school cannot restrict access or communication without legal documentation.
- All custody information is kept confidential and shared strictly on a need-to-know basis.