

ADMISSION POLICY

Policy Owner	Admissions Manager
Approved by	Ms Sapna Changrani (Head of School) / SIG
Review Date	July 2026
Next Review Due	July 2027
Circulation	All Staff, Students, Parents; School Website; KHDA Inspection File

1. GENERAL

Admissions at DS begin end of November each year for next year's

intake. The school believes that a strong multi-cultural learning environment is essential to the development and wellbeing of every child. Selecting the right school is an important decision for parents, and the school welcomes prospective families to know more about the admission procedure in detail at Dubai Scholars Private School by going through this document.

The school is committed to supporting the needs of every child it enrolls and remains compliant with KHDA age stipulations and the Dubai inclusive education framework. All prospective students are assessed as part of the admission process, and parents are made aware of the purpose and process of assessment in advance.

Full details of the admissions process and age requirements is available on the school website.

2. HEALTH CARE AND STUDENT WELLBEING

The school is committed to fostering a safe, inclusive, and supportive learning environment where every student has equitable access to education. In accordance with KHDA's Inclusive Education Framework and the UAE's commitment to inclusive education, the school recognizes its responsibility to identify and respond to the diverse educational, developmental, and healthcare needs of its students.

The school will work collaboratively with parents, guardians, and, where appropriate, qualified healthcare professionals and other external specialists to develop and implement appropriate support measures that enable students to participate fully in all aspects of school life. Reasonable accommodations and individualized support will be provided, where required, while ensuring the safety, wellbeing, dignity, and educational progress of the student and the wider school community.

Parents are expected to provide accurate and timely information regarding their child's medical or healthcare needs and to cooperate with the school in implementing agreed support plans. The school will treat all medical information confidentially and in accordance with applicable UAE laws and school policies.

Through this collaborative partnership, the school seeks to promote the health, safety, wellbeing, and academic success of every student while ensuring compliance with KHDA requirements and recognized best practices in inclusive education.

3. CLASS SIZES

Class size based on the KHDA regulations

- Foundation Stage 1 and 2 — 25
- Years 1 and 2 — 30
- 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 and, where necessary, additional support is provided.

4. SCHOOL CAPACITY AND ADMISSION TARGETS

Each year the Senior Leadership Team, in collaboration with the Admissions Manager, will jointly prepare the expected school capacity, year group capacity, and admissions targets for the following academic year. Admission targets are broken down into expected sibling enrolment, feeder nursery enrolment, and general admissions. School alumni are given priority in the general admissions process.

5. ADMISSIONS CRITERIA

- Placement within a year group is determined according to KHDA regulations. Please refer the website for further details or connect with the admissions department on admissions@dubaischolars.com
- The school welcomes applications from students of all abilities and is committed to providing an inclusive learning environment where every student is valued and supported. The admissions process is designed to identify each student's educational and developmental needs to determine reasonable accommodations and support required for successful participation in the school's programmes. Admission decisions are made in accordance with the school's admissions policy, available resources, and the school's ability to meet the student's needs while ensuring the health, safety, and wellbeing of all members of the school community. Children seeking admission must meet the age and other stipulations set by KHDA age stipulations and the Dubai inclusive education framework.
- Admission is academically non-selective; however, the school may decline a place where there is significant concern over a student's behaviour or educational needs that the school is unable to support. Families denied a place are welcome to reapply in future.
- Assessment information is not used for selectivity but to help teachers plan appropriately for each child, inform class placement and transition, and identify any additional learning needs.
- Where a child has previously been enrolled at another school, the previous school's report card and records are taken into account when confirming year group placement.
- An entry level test may be administered to understand the current academic attainment of the child in order to offer adequate support where needed.
- Students/families admitted may be invited to meet the Head of school (HOS) or other senior leadership member/s for an interview prior to the confirmation of the admission.
- Please visit the school website and refer in detail the Programme offered in the phases of early years, primary and secondary to check on the subjects offered, and other details.

- Cancellation of application/admission after payment of application/registration fee will entail forfeiting the amount paid based on the guidelines of the KHDA.

6. ADMISSION PROCEDURE

Admissions involve a seven-stage process:

Stage 1 — Enquiries: walk-in, telephone, email, or website/social media enquiries, WhatsApp and HubSpot.

Stage 2 — School Tour when requested: prospective families may choose to have a school tour and a counselling session with the admissions manager.

Stage 3 — Payment of application Fee and Booking of Assessment – On successful payment of the application fee, assessments/interviews will be scheduled on working days or weekends and communicated to parents by email.

Stage 4 — FS1 and FS2 undergo age-appropriate interaction-based assessments; all other year groups undergo written baseline and/or subject assessments as applicable. In some situations where visiting the school is not an option, online interview may be conducted to assess the child's readiness. Previous schools progress report will be referred to for a better understanding of the academic performance of the child.

Stage 5 — Result Declaration and Enrolment: Successful applicants are informed of the outcome and given a deadline to pay the registration fee to secure their place. The amount paid is based on the KHDA guidelines.

Stage 6 - Document Verification and KHDA Registration. Parents submit all required documentation, complete registration formalities, and the student is registered on the KHDA system before commencement.

Stage 7 — Onboarding: newly enrolled students who have paid for the service and induced to onboarding and diagnostic assessment process prior to the start of the academic year.

7. STUDENTS OF DETERMINATION

- Dubai Scholars accommodates Students of Determination (SOD), based on the school's ability to provide effective learning provisions, to support the student.
- To help the school plan effective support for students with identified learning needs, parents are requested to share:
 - any specialist or assessment reports (if available)
 - previous school records, including any individual education plans (IEP)
 - any current therapy or external support arrangements
 - learning support assistant (if applicable)
- In case that no reports exist, the Inclusion Team will carry out an assessment, identifying potential barriers to learning.
- All information shared with the school, is treated confidentially and shared with staff, only as needed, to support the student
- Admission decisions for SODs 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.

8. ORDER OF PRIORITY IN ADMISSIONS

- 1. Bursaries — a full tuition bursary place is made available to teaching and school leadership staff, on request, before 1 December each year.
- 2. Siblings of Current Students — given next priority, with an early admissions window

9. RE-ENROLMENT

To secure a place for the following academic year, continuing students complete the annual re-enrolment process.

The school reserves the right to decline an offer of re-enrolment where a student's learning needs cannot be met with available resources, where a student's presence or behaviour has an ongoing detrimental impact on the class or wider school community, or where the student's attendance falls below the 95% threshold required by the Ministry of Education. Where payment of school fee is consistently irregular, the school reserves the right to deny re-enrolment to such families.

10. WAITING LISTS

Waiting lists are maintained for qualified students who cannot be offered a place due to non-availability of seat in the applied year group. Applications are prioritised on first come first served basis. Midyear admissions are possible in line with KHDA guidelines provided there are seats in the class applied for.

11. DOCUMENTS REQUIRED AT ADMISSION

The following documents are required at the time of registration:

- Copy of the students and parents' passport and residence visa.
- Copy of Emirates ID for the student and for parents
- Copy of immunisation record and other medical forms as required by the DHA and prescribed by the school clinic.
- Latest school report card
- Original transfer certificate/school leaving certificate from the previous school. For overseas admissions, the same needs to be attested by the UAE Ministry of Foreign Affairs.
- Please connect with the school-KHDA coordinator for more details.

12. WITHDRAWAL AND CANCELLATION OF ADMISSION AND REFUND POLICY

The school reserves the right to withdraw, or decline to re-enrol, a registered student where the student's learning needs cannot be met with available resources, where the student's presence or behaviour has a detrimental impact on the class or wider school community, where attendance falls below the required 95% threshold, or where parents have not upheld the standards of conduct set out in the Parent-School Contract.

Parents cancelling admission, withdrawing a student, or requesting a transfer certificate are required to clear all outstanding fees. The transfer certificate is issued within one week of the student's last date of attendance. Refunds of any fees paid are calculated according to the fee type, in line with KHDA's refund framework:

- **Admission Application Fee (AED 500):** refundable in full only if the school denies the admission application; not refundable if the parent withdraws the application.
- **Onboarding & Diagnostic Assessment Fee (AED 750):** refundable in full whether the school denies the application or the parent withdraws it.
- **Registration Deposit:** refundable if the parent formally notifies the school at least 60 calendar days before the student's start date; non-refundable thereafter.
- **Re-Registration Deposit** (returning students): refundable with at least 60 calendar days' notice before the start of the following academic year; non-refundable if notice is given less than 60 calendar days prior.
- **Tuition Fees:** calculated on a term-by-term basis from the withdrawal date recorded on the Withdrawal Certificate — fees paid before the academic year begins are refundable (subject to deposit deduction if notice is under 60 days); one month's fees are deducted if the student was enrolled for the term for two weeks or less; two months' fees if enrolled between two weeks and one month; and the full term's fees if enrolled for more than one month.

13. EQUAL OPPORTUNITIES AND OTHER

The school welcomes applications from students of as diverse a range of backgrounds as possible, recognising that this enriches the school community and helps prepare all students for life in a global society. The school is committed to equal opportunity in admissions for all students, regardless of background, nationality, or ability.

Corporate Priority - Priority consideration may be given to applicants from approved corporate partners, subject to the school's admissions policy and availability of places.

Overseas admissions will follow the same process as local admissions.

Photo Permission - Unless notified otherwise in writing to the admissions department, it would be considered that we can use the images of your child/children to appear in any officially sanctioned school publications, advertisements, websites, social media, or press article.

* Custody of child/children - Special family circumstances such as legal issues will need to be supported by legal documentation and a copy of it must be provided to the school admissions department. In the event that there is no legal document provided, the school will accept requests from either of the parents for in house processes and will not be legally bound for any dispute that may exist/arise between parents.

* Vaccination and other - Childhood Vaccination of your child should be completed for the age of 18 months as per the national immunisation program of DHA. Any serious medical condition needs to be authorised by the school doctor prior to seeking admission.

14. ELIGIBILITY CRITERIA FOR YEAR 12 ADMISSION

Minimum IGCSE Requirement: Students must achieve at least six (6) IGCSE passes (Grade C/5 or above).

Subject-Specific Requirements: Higher entry grades (e.g., minimum Grade 6/7 in Mathematics and Sciences) are mandatory for select subjects.

New Subjects at A-Level: Students wishing to take a subject not attempted at IGCSE must:

- Score **90% or higher** on the internal entrance assessment.
- Attend subject briefings to understand workload expectations.

- Submit a **signed parent undertaking** acknowledging additional commitment.

Further Mathematics & Decision Mathematics:

- Open only to students with **minimum Grade 8/9 in IGCSE Mathematics**.
- Students must attend self-study skill workshops and meet internal assessment deadlines.
- Non-compliance may result in withdrawal from the subject.

Subject	Minimum Eligibility Requirement
Physics	Grade 6 in the respective Science subject + Minimum Grade 5 in all other subjects
Chemistry	Grade 6 in the respective Science subject + Minimum Grade 5 in all other subjects
Biology	Grade 6 in the respective Science subject + Minimum Grade 5 in all other subjects
Mathematics	Grade 6 in Mathematics
Business	Grade 6 in Mathematics
Accounting	Grade 6 in Mathematics
Economics	Grade 6 in Mathematics
Business & Economics (English Requirement)	Minimum Grade C in English
Media Studies	Minimum Grade B in English
Psychology	Grade 6 in Psychology
All Other Subjects	Minimum Grade 5

15. SUBJECT SELECTION

Students can choose any of the combinations or independent subjects stated below.
A minimum of 3 or 4 Subjects can be selected:

BLOCK A	BLOCK B	BLOCK C	BLOCK D
AS Business	AS Biology	AS Accounting	AS Biology
AS Chemistry	AS Chemistry	AS Math - Mechanics	AS Business
AS Computer Science	AS Economics	AS Math - Statistics	AS Chemistry
AS Math - Mechanics	AS Media Studies	AS Physics	AS Computer Science
AS Math - Statistics	AS Physics	AS Psychology	AS Economics
			AS Physics
Independent Study	Independent Study	Independent Study	Independent Study

Subject choices must be finalized **before the published Term 1 deadline**. (10 September 2026)
Withdrawals must be formally documented and acknowledged by parents.

16. POLICY REVIEW

 This policy will be reviewed annually, or sooner if required, to reflect operational needs, changes in legislation, or updated guidance from the KHDA.