



KINDERGARTEN ADMISSION POLICY

1. Purpose

This policy outlines the procedures and criteria for admission to Kindergarten (KG1 and KG2) to ensure a fair, transparent, and standardized admission process in line with school capacity and regulatory requirements.

2. Admission Age Criteria

Admission is granted based on the child's age as of **31st August of the academic year**:

- **KG1 (Junior Kindergarten):** 4 years completed
- **KG2 (Senior Kindergarten):** 5 years completed

Birth certificate, EID or passport copy will be required as proof of age.

3. Admission Requirements

Parents/guardians must submit the following documents:

- Completed admission application form
- Child's passport copy (with valid visa page if applicable)
- Emirates ID copy
- Birth certificate (attested if required)
- Recent passport-size photographs
- Vaccination/Immunization record
- Previous school report (if applicable, for KG2 admission)

4. Admission Procedure

Step 1: Registration

Parents submit the application form along with required documents.

Step 2: Interaction / Observation

- KG1 applicants will undergo an informal interaction/observation session.
- KG2 applicants may be assessed for readiness in basic literacy, numeracy, and social skills.

Step 3: Evaluation

The Admission Committee will review:

- Age eligibility
- Readiness assessment (if applicable)
- Seat availability
- Document verification

Step 4: Approval

Selected students will receive an **Admission Offer Letter**.

Step 5: Fee Payment & Enrollment

Admission is confirmed only after:

- Payment of admission fees
- Submission of signed school undertakings

5. Admission Criteria

Admission is based on:

- Age eligibility
- Availability of seats
- Readiness for KG2 (if applicable)
- Completion of required documentation
- Compliance with school policies

Note: Admission does not guarantee placement; the school reserves the right to refuse admission based on capacity and assessment results.

6. Class Size Policy

The school maintains a controlled student-teacher ratio to ensure quality early childhood education:

- KG1: Maximum 20–25 students per class
- KG2: Maximum 20–25 students per class

7. Priority Admission (if applicable)

Preference may be given to:

- Siblings of existing students
- Staff children

8. Special Educational Needs (SEN)

The school welcomes applications from children with additional learning needs. Admission will be considered based on:

- Availability of support services
- Assessment by the Inclusion Team
- Capacity of the school to meet individual needs

9. Waiting List

If seats are full, eligible applicants will be placed on a waiting list and contacted if a vacancy arises.

10. Review of Policy

This policy will be reviewed annually or as required by school leadership or regulatory authorities.

Review Date: 5th Jan 2027



Principal

