



ADMISSION POLICY 2025-26

Policy Objectives

1. The School accepts students from different races and ethnicities to achieve fairness, equality and transparency.
2. The school will allow prospective parents/guardians and their children to visit the school prior to registration so that they may familiarize themselves with it.
3. The school will admit students into their kindergarten stage (KG1 or KG2) which precedes the mandatory education stage without requiring the students to sit for any form of test or interviews.
4. The school conducts an interview with a student during the mandatory education stage and may require the student to take certain placement tests to give an indication of their performance level(s) to be able to provide proper learning and psychological support and not for the purpose of accepting or rejecting a student.
5. School has a maximum of twenty-five students for each kindergarten class (KG1 or KG2), with a space of no less than 2.16m squared.
6. School shall have a maximum of thirty student for each class of Grades 1 to 12 (Year 13), with a space of no less than 1.67m squared.
7. School maintains and update records of official documents, school records from previous year, and individual education plans with relative assessment for all students to include students with special education needs and gifted and talented students.
8. School will apply admission priorities if there are more requests for places than available places as follows:
 - Students who attend the school in the previous year or period.
 - Students with siblings already in the school.
 - Children of staff in the school.
 - Students who live near the school.
9. School registers all students on the Council's eSIS system in accordance with the dates determined by the Council each year.
10. School registers student at any time of the year at their discretion, after receiving approval from ADEK in case the specified registration time finished, subject to space availability and provided the school is confident that the student is capable of keeping up with those in the same peer group and can successfully pass the academic year.

11. School ensures that newly enrolled and transfer students submit their vaccination cards and medical records as an integral part of the admission and registration procedure.
12. Students must be registered with the expectation that they will be placed with their peer group in terms of age, whose birthday fall within the defined dates of the school year.
13. School permits students to transfer to other schools between the Emirates after receiving ADEK's approval in case the time permitted for transfers ended.

Enrollment Requirements for Students of Determination

14. Schools shall admit students of determination (mild to moderate cases) and offer additional appropriate learning support as required or needed .
15. Schools may test students of determination (mild to moderate cases) may require the student to take certain placement tests to be able to provide proper educational and psychological support and not for the purpose of accepting or rejecting a student.

ADMISSION PROCEDURE

(Admission Eligibility)

Class	Age
JR. KG.	3 years and 8 months
SR. KG.	4 years and 8 months
Class I	5 years and 8 months

DOCUMENTS REQUIRED FOR ADMISSION

1. Emirates ID of Student (Photocopy, both sides) and original for registration.
2. Passport of the student with valid visa. (Photocopy)
3. Three (3) passport size photographs of the student.
4. Birth Certificate (Photocopy, for children born in the UAE)
(Original and Photocopy attested by the Ministry of Health, Ministry of Foreign Affairs of Bangladesh and Embassy of the UAE in Bangladesh for Children born in Bangladesh). Original will be returned on the same day after checking.
5. Transfer Certificate attested by the District Education Officer, Ministry of Education, Ministry of Foreign Affairs of Bangladesh and Embassy of the UAE in Bangladesh. (From Class 2 onwards)
6. Mark Sheet of the previous year of the student. (From Class 2 onwards)
7. Father's passport photocopy with valid visa.
8. Mother's passport photocopy with valid visa.
9. Water and Electricity bill copy or Property Address details (Zone+Sector+Plot Number)

- All the above documents must be submitted to School both in hard and soft copy.
All students must submit their documents at the time of admission, failing which, admission will not be taken.

REGISTRATION POLICY

New admissions are generally accepted in the beginning of the academic year up to the end of February. Parents may apply registering their children in the office on or before 15th October to 22nd November of the year to ensure admission in advance.

The selected students are required to secure admission on the stipulated date itself. No claims will be entertained later.

1. Admission of students coming from other Emirates must have attested Transfer Certificate from Educational Zone of their respective regions.
2. All new admissions from Grade 1-12 will sit for Admission Test/ Interview. The results are generally announced within a week.

SCHOOL ADMINISTRATION



Review date: 01/01/2026