

Al Sadiq Islamic English School

Admissions Policy 2025-26

Policy Name	Admissions Policy 2025-26
Stakeholder	All staff, students, and parents
Policy Directory Reference	Al Sadiq Islamic English School
Policy Lead	Vice Principal - Ms.Aisha
Reviewed by	Mr. Julian Williams
Approved by	Ms. Sadia Wajid – Principal
Approved Date	September 2025
Monitoring Cycle	Annually

PURPOSE

At Al Sadiq Islamic English School, our core belief is that every child deserves access to high-quality education, equal opportunities, and a nurturing, supportive environment.

GOALS & OBJECTIVES

1. To clearly articulate our admissions policy.
2. To outline comprehensive procedures and routines.
3. To uphold an inclusive culture.
4. To adhere to regulations aligned with the National Agenda.

DEFINITIONS

- **Admission:** Refers to the process of assigning seats to applicants.
- **Date of Application:** The date when the completed application form and application fee are received by the school.
- **Siblings:** Includes brothers, sisters, stepbrothers, stepsisters, half-brothers, and half-sisters.
- **Sibling Preference:** Applies only if a sibling is currently enrolled and both siblings will be attending the school simultaneously.
- **Emirati:** Encompasses children with UAE passports and those born to Emirati mothers with a UAE family book.
- **Citizenship Regulations:** According to Article 10 b of Federal Law No. 17 of 1972, as amended, children of UAE national mothers may receive full Emirati citizenship at age 6, provided their mother was a UAE national at birth.
- **Verification:** Children born to Emirati mothers must present their mother's UAE family book to qualify.

RATIONALE & LEGAL FRAMEWORK

- Al Sadiq Islamic English School follows the British Curriculum.
- The academic year runs from September to July, with admissions open during the year if space permits, following KHDA guidelines.
- Our admissions policy is guided by the Dubai Inclusive Education Policy Framework (DIEPF) [2017], Implementation [2018], Guidelines and Directives [2019].

- We comply with:
 - **UAE Federal Law No. 29 of 2006** regarding the Rights of People of Determination.
 - **Dubai Law No. 2 of 2014** concerning the protection of the rights of people with disabilities in Dubai.
 - **UAE Executive Council Resolution No. (2) of 2017** on regulating private schools in Dubai.

RELEVANT CLAUSES:

- *Article 4 Clause 14:* Requirements for accommodating and integrating students with disabilities.
- *Article 13 Clause 16:* Non-discrimination based on nationality, race, gender, religion, social class, or special educational needs.
- *Article 13 Clause 17:* Admission of students with disabilities as per educational permits, KHDA rules, and applicable legislation.
- *Article 13 Clause 19:* Provision of necessary educational supplies, including those required for students of determination.
- *Article 23 Clause 4:* Creating a supportive environment and suitable academic programs for students of determination.

EQUAL TREATMENT

We embrace diversity, welcoming students from various ethnic, racial, and cultural backgrounds. We respect human rights and freedoms, ensuring that all admissions candidates are treated equally, regardless of their or their parents' religion, race, ethnicity, or creed.

INCLUSION AND SPECIAL EDUCATIONAL NEEDS (SEND)

- Admission is **not contingent** upon a medical diagnosis. (*DIEPF Standard 1.1*)
- No student will be denied admission solely due to SEND. (*DIEPF Standard 2.1*)
- Students with SEND receive sibling priority. (*DIEPF Standard 2.2*)
- Students with SEND are assured access to quality education. (*DIEPF Standard 2.3*)
- Students with SEND are supported in developing their potential and social interactions. (*DIEPF Standard 2.4*)
- Necessary support, accommodations, and modifications will be provided. (*DIEPF Standard 2.5*)
- Admissions for SEND students must be processed without delay.
- If the school is unable to admit a student with SEND, KHDA must be notified in writing within 2 working days with clear justification.

Parents must provide medical/psychological/educational reports before admission to enable the school to plan appropriate support.

ADMISSIONS CRITERIA

Each application is reviewed individually, focusing on meeting the child's educational needs effectively.

- Admission is subject to age criteria (Appendix 4: KHDA Age Cut-off Table).
- Students should be toilet-trained upon entry (unless medically exempt).
- Placement assessments are conducted for baseline purposes (Years 1–11).
- Case studies and Individual Education Plans (IEPs) may be implemented.
- Sibling and Emirati students are given priority as per KHDA guidelines.

FEES & DEPOSITS (KHDA COMPLIANT)

- A non-refundable registration fee (up to 5% of annual tuition or AED 500, whichever is higher) may be collected at the time of admission.
- A re-registration deposit (up to 5% of annual tuition) is payable each year to secure the student's place.
- The re-registration deposit is deductible from Term 1 fees.
- Places cannot be guaranteed if re-registration is not completed by the deadline.
- All fees must comply with KHDA's School Fees Framework.

TRANSFERS & DOCUMENTATION

- Students transferring within Dubai must submit a KHDA Transfer Certificate.
- Students transferring from other Emirates or outside UAE must submit an attested Transfer Certificate (requirements in Appendix 1).
- Attestation is not required for UK, US, Canadian, Australian, or European transfers.

WAITING LISTS

If no space is available, the student will be placed on a waiting list, which expires at the end of the academic year.

APPEALS

Parents may appeal admission decisions first to the Admission Registrar and then to the Principal.

RE-ENROLMENT

- Students leaving and wishing to return must undergo the full admissions process again.
- Student files are retained for at least five years after departure.

PROMOTION & PROGRESSION

- Students are promoted from one year to the next unless concerns about progress arise.
- Meetings with parents will be held to address concerns and provide support.
- Students failing to meet progress expectations may not be promoted, subject to KHDA approval.

APPENDICES

APPENDIX 1: ADMISSION REQUIREMENTS

Application is understood to be an expression of interest and does not commit parents to accepting a place, nor does it commit the school to extending an offer. Parents / guardians (hereafter "parents") are invited to either complete the application form available online on the school website. The school does not charge fees for application. The application form must be completed and submitted with copies of all requested documents, which include:

- Copy of student's passport
- Copy of student's residence visa (if not available, the residency application)
- Copy of parents' passports
- Passport-size coloured photograph of the student
- Passport-size coloured photograph of parents

- Copy of the student's birth certificate
- Copy of the student's Emirates ID (front and back)
- Copy of parents' Emirates IDs (front and back)
- Latest school report (we will require the last two years' school reports if applying for a place in Secondary School)
- Copies of any previous standardised testing in the student's current school
- Transfer Certificate or Transfer Letter from the student's current school (if applying to Year 3 and above from outside Dubai) or KHDA Leaving Certificate if transferring from another Dubai school.

Parents of a child who has any special educational needs should provide the school with full details at the time of registration, including any specialised reports and external evaluations.

Before beginning the application process, parents are asked to check KHDA guidelines for year group eligibility and to ensure they apply for the correct year group for their child's age.

Once an application has been completed the school will contact parents to advise regarding places available. School places will not be offered until an admissions assessment has been completed.

ADMISSION ASSESSMENTS

After completing the application paperwork, all prospective students are invited for an entrance assessment. The assessment is an opportunity for the school to gain a better understanding of the abilities and interests of students.

In the Early Years Foundation Stage, assessments will be through an observed play session to determine school readiness and to ensure that children meet minimum entry requirements which will enable them to access the school's curriculum.

Years 3 or above may be asked to complete cognitive ability test ("CAT4"). If they do not have a recent result from their previous school Students applying to the Secondary School take the age-appropriate CAT4 online assessment and attend an interview with the Head of School.

In all instances, reports from the previous school and the standardised test data, if applicable, are reviewed as part of the assessment. On occasion, the school may also require a confidential reference from the previous school.

STUDENTS OF DETERMINATION

All admissions for students of determination (i.e. students with special educational needs and disabilities), whether their needs are identified during the assessment process or declared by their parents at the time of application, will be handled by the school's Inclusion Team under the terms of the school's admissions procedure for students of determination.

Members of the Inclusion Team, led by the school's Head of Inclusion will work with parents as well as other specialists, where necessary, throughout the admissions process. Admission is not conditional on a medical diagnosis, but parents are expected to share previous reports which identify barriers to learning and recommended support strategies prior to admission assessments. In the case of recent reports not being available (i.e. less than two years old), the school may request an updated assessment if it is believed that historic reports no longer accurately describe the child's needs.

Depending on the needs of the student, the Head of Inclusion may issue an additional support contract as a condition to the offer of a place.

Places, if available, are allocated on a case-by-case basis and are based on the assessment of students' needs and the ability of the school to provide for them. The Heads of School and the Head of Thrive will all agree before an offer is made. On occasion, students may be placed on a waiting list where the existing level of need is high within the requested year group.

OFFER OF A PLACE

The school will make every effort possible to make admissions decisions available to parents one working week (whilst school is in session) from the date of assessment. For students of determination, the admission process may take anywhere between three weeks to three months depending on the complexity of a particular student's needs and the amount of information available to the school's Inclusion Team at the time of application.

ALLOCATION OF PLACES

All places offered will be based on recommendation from the Head of School and approval by the Principal until all vacant places are filled. Sections within each year level will be as balanced and diverse as possible, considering students' characteristics such as English language fluency, educational needs, cultural background, and gender.

When spaces are filled, applicants will be placed on a waiting list with a priority given to siblings of students of determination and then to siblings of other students

The school reserves the right to cap the waiting list for each year group.

ENROLMENT

Once an offer is made, families must take up the placement by making a payment for a registration deposit. This amount is deducted from the first instalment of the tuition fees. Failure to pay a deposit may result in the place being offered to another candidate.

Students may not be permitted to start school unless the first term tuition fees have been paid or a payment plan is agreed with the school's Accounts Team. Once fees are paid, a minimum of two working days are required before the students start school to enable essential administrative tasks relating to their admission to be completed.

It is a regulatory requirement that all students enrolled in Dubai private schools are registered with the KHDA with their Emirates ID and sign a parent-school contract. This process needs to be completed within the timeframe set by KHDA. As part of child safeguarding requirements, the school will also request at this time from the student's previous school any safeguarding information. Any information will be dealt with confidentially and stored securely.

TUITION FEES

Annual tuition fees are payable in three installments in advance on or before dates specified by the school.

The first instalment will not exceed 40% of the annual tuition fees. If new students enrol at the school part way through the academic year, the school may charge tuition fees starting from the month of enrolment.

Returning students are expected to start school from the beginning of the term and are not entitled for such pro-rating. A student may not start the academic year unless the term fees have been paid in accordance with the above.

Students are expected to attend school regularly. There will be no deductions from fees for holidays or student absence from school.

NON-PAYMENT OF FEES

According to KHDA regulations, the school reserves the right to suspend students from attending the school, withhold progress reports, final examination results, or transfer certificates until all outstanding fees have been paid in full. The school also reserves the right to not re-register returning students whose fees have not been paid in full or when fees are repeatedly paid late.

Appendix 2: Re-registration Form

The re-registration form is available at the school. For returning students, a re-registration form needs to be completed, and a deposit payment is required during the timeframe specified by the school to confirm places for next year. This amount is deducted from the first term's tuition fees. Re-registration for returning students will not be accepted unless all outstanding fees due have been paid in full. Failure to complete the above may mean that student loses his / her seat for the next academic year to new applicants.

Appendix 3: Admissions Flowchart

- Step 1** – Parent submits application form + required documents.
- Step 2** – Admissions reviews file for completeness.
- Step 3** – Screening/assessment (if applicable).
- Step 4** – Inclusion team reviews SEND cases.
- Step 5** – Principal/Admissions Committee decision.
- Step 6** – Offer issued (conditional on fee payment).
- Step 7** – Parent signs KHDA Parent-School Contract (PSC).
- Step 8** – Student enrolled in Orison/KHDA system.

Appendix 4: KHDA Age Cut-off Table (British Curriculum)

Year Group	Age by 31st August
FS1	3 years
FS2	4 years
Year 1	5 years
Year 2	6 years
Year 3	7 years
Year 4	8 years
Year 5	9 years
Year 6	10 years
Year 7	11 years
Year 8	12 years
Year 9	13 years
Year 10	14 years
Year 11	15 years

WITHDRAWALS

Notice of student withdrawal must be made in writing to the Admissions Department six term weeks in advance. The school's tuition refund policies follow the KHDA regulations outlined below:

- Tuition fees paid before the start of the academic year are refundable and only the registration / re-registration fees will be deducted.

- If the student attends school for two weeks or less, a month's fees are deducted.
- If the student attends school for a period ranging between two weeks and one month, two months' fees are deducted.
- If the student attends for more than one month, the term's fees are deducted.

The refund will be calculated from the start of the term and the date of the official request by the parent stating the intent of withdrawal and not from the date the student was absent. Being on the school register counts as days in school.

Registration/re-registration deposit will not be refunded unless there are extenuating circumstances as specified by KHDA.

CANCELLATION

With prior consultation and approval from KHDA, the school reserves the right to cancel a student's placement or refuse to re-register the student for reasons including but not limited to: non-payment of fees by identified deadlines, non-completion of registration requirements, poor attendance and non-compliance with school policies and procedures

ABBREVIATIONS AND DEFINITIONS

Abbreviation / Term	Description / Definition
CAT4	Cognitive Ability Test
NCfE	National Curriculum for England
KHDA	KHDA Knowledge and Human Development Authority

Approval

- **Approved by:** Principal
- **Date:** August 2025
- **Review:** August 2026