

AL SADIQ ISLAMIC ENGLISH SCHOOL

ADMISSIONS POLICY 2026–27

Policy Name	Admissions Policy 2026–27
Stakeholders	Prospective and current parents, students, Admissions Team, Inclusion Team, teaching and leadership staff
Policy Directory Reference	Al Sadiq Islamic English School
Policy Lead	Admissions Lead / Registrar
Reviewed by	Principal and relevant school leaders
Approval Status	Approved
Monitoring Cycle	Annual and whenever KHDA requirements change
Next Review	August 2027, or earlier following regulatory update

1. Purpose

Al Sadiq Islamic English School (ASIES) is committed to providing equitable access to high-quality education within a safe, inclusive and supportive learning environment. This policy explains the school's admissions arrangements, including application, assessment, placement, inclusion, offers, waiting lists, registration, re-registration, fees, transfers, withdrawal and appeals.

The policy is intended to ensure that admissions decisions are transparent, consistent, fair, inclusive and compliant with the requirements of the Knowledge and Human Development Authority (KHDA) and applicable UAE legislation.

2. Scope

This policy applies to new applications, mid-year admissions, transfers into the school, returning students seeking re-admission, re-registration of existing students, and all year groups offered by ASIES. It should be read alongside the school's Inclusion Policy, Student Placement Policy, Assessment Policy, Safeguarding and Child Protection Policy, Registration/Re-registration/Withdrawal and Refund Policy, Complaints Policy and the KHDA Parent-School Contract.

3. School Context

ASIES follows the National Curriculum for England / British curriculum pathway.

The school academic year runs from September to July.

Admissions may remain open during the academic year where a place is available and the proposed placement complies with KHDA requirements.

Admission to ASIES is subject to available capacity, completion of required admissions procedures, correct student placement and completion of KHDA registration requirements.

4. Regulatory and Legal Framework

The school implements this policy in accordance with applicable UAE and Dubai requirements, including, as relevant:

Executive Council Resolution No. (2) of 2017 Regulating Private Schools in the Emirate of Dubai.

UAE Federal Law No. 29 of 2006 concerning the Rights of People of Determination.
Dubai Law No. 2 of 2014 concerning protection of the rights of persons with disabilities in Dubai.
Federal Law No. 3 of 2016 concerning Child Rights (Wadeema's Law).
Dubai Inclusive Education Policy Framework and related KHDA inclusive education standards, guidelines and directives.
KHDA Student Placement Guidelines, effective from Academic Year 2026–27.
KHDA Registration and Refund Policy for all Dubai Private Schools, effective 23 March 2026 and revised 31 July 2026.
KHDA School Fees Framework, School Fee Fact Sheet and Parent-School Contract requirements, as applicable.
Where a mandatory KHDA requirement is updated after publication of this policy, the current KHDA requirement will take precedence and the school will update this policy accordingly.

5. Definitions

Term	Definition
Admission	The process through which an applicant is considered for and, where appropriate, offered and enrolled into an available school place.
Application	A request by a parent/legal guardian for the school to consider a student for admission.
Date of Application	The date on which the school receives the completed application and the applicable application fee, where charged.
Application Fee	A fee of up to AED 500 that may be charged for processing a new student application, including standard assessment and administrative costs. It is not tuition and is not deducted from tuition.
Registration Deposit	A deposit paid after a formal offer has been made and accepted to confirm a new student's enrolment. It is an advance payment against tuition.
Re-registration Deposit	A deposit paid by parents of an existing student to secure the student's place for the following academic year, subject to KHDA requirements.
Sibling	A brother, sister, half-brother, half-sister, stepbrother or stepsister.
Sibling Preference	Priority that may be applied where a sibling is currently enrolled and both siblings will attend the school at the same time, subject to capacity and regulatory requirements.
Student of Determination (SOD)	A student identified as having a disability and/or special educational need requiring inclusive education provision, support, accommodation and/or modification.
ILSA	Individual Learning Support Assistant providing individual support beyond standard inclusive provision where formally identified and agreed.
Transfer Certificate (TC)	An official document used to support transfer and grade placement in accordance with current KHDA requirements.
KHDA	Knowledge and Human Development Authority.

6. Principles of Admission

Applications are considered fairly, consistently and without unlawful discrimination.
The best interests, safety, wellbeing, educational access and appropriate placement of the student are central to the admissions process.
Admission is not conditional on a medical diagnosis.
No student will be denied admission solely because they are a Student of Determination or have SEND.
Admissions and baseline assessments are used to establish starting points, identify strengths and barriers, inform placement and plan support; they are not academic entrance examinations used to exclude students because of attainment.
Parents are expected to provide complete and accurate information relevant to the student's education, safeguarding, health, previous schooling and support needs.
Student placement must comply with current KHDA age-grade and transfer requirements.

An application does not guarantee an offer, and an offer is subject to availability of an appropriate place and completion of the required registration process.

7. Admissions Priorities

Where the number of eligible applicants exceeds available places, the school may apply reasonable admissions priorities while maintaining its inclusive obligations. Priorities may include:

Students of Determination in accordance with KHDA inclusive education requirements.

Siblings of Students of Determination.

Siblings of students already enrolled at ASIES.

Emirati students, where an applicable school or regulatory priority applies.

Other applicants, taking account of date of application and available capacity.

Priority does not permit the school to place a student in a year group contrary to KHDA placement requirements.

8. Application Process

Parent/legal guardian submits the school application form and the required documents.

Before accepting an application or collecting an application fee, the school informs the parent whether a place is available in the relevant year group or whether the applicant will be placed on a waiting list.

The applicable application fee is paid, where charged.

Admissions checks the application for completeness and confirms the proposed year group against current KHDA placement requirements.

The student completes the relevant admissions/baseline assessment and, where applicable, interview or observation.

Where SEND/SOD needs are declared, identified or suspected, the Inclusion Team reviews available information and meets the family where necessary.

Admissions, relevant phase leadership and Inclusion, where applicable, review the evidence and proposed provision/placement.

The school communicates the admissions decision to the parent.

Where a place is offered and accepted, the registration deposit and required enrolment documentation are completed.

The student is registered through the school and KHDA systems and the Parent-School Contract is completed within the applicable KHDA timeframe.

Application acknowledgment within 3 working days.

Request for missing documentation within 5 working days.

Waiting-list communication at least once per term.

9. Required Documentation

Parents must provide documents requested by the school and KHDA. Depending on the student's circumstances, these may include:

Student passport copy.

Student residence visa copy, or evidence of residency application where applicable.

Student Emirates ID, front and back.

Student birth certificate.

Recent passport-size photograph of the student.

Parent/legal guardian passport copies.

Parent/legal guardian Emirates ID copies.

Parent/legal guardian photographs where required for the school's identification/safeguarding systems.

Latest school report; for Secondary applicants, the school may request the previous two years' reports.

Available standardised assessment information from the previous school.

Transfer Certificate, leaving certificate or transfer letter as required by KHDA for the student's circumstances.

Relevant medical, psychological, developmental, educational, therapeutic or specialist reports where available and relevant to planning provision.

Existing IEP, ILP, ALP, behaviour/support plan or other learning support documentation, where applicable.

Any other document required by KHDA for registration or placement.

Parents must disclose relevant information honestly and promptly. A diagnosis is not a prerequisite for admission. Where reports are unavailable, the school will use the information reasonably available, including internal assessment, observation, parent discussion and previous-school information, to plan initial support. For exceptional placement submissions, external reports must meet current KHDA requirements regarding recognised professionals, validity and recency.

10. Admissions and Baseline Assessment

Assessment is an essential part of the ASIES admissions process because it allows the school to establish a reliable starting point and prepare appropriate teaching and support. It is not a pass/fail entrance examination.

The school's standard admissions/baseline arrangements are:

EYFS: age-appropriate observation/play-based interaction and readiness information, used to understand developmental starting points and support transition.

Year 1 onwards: baseline assessment in English and Mathematics.

Year 2 onwards: CAT4, in addition to the relevant baseline assessment.

Secondary: baseline assessment in English, Mathematics and Science, together with CAT4.

Previous school reports and available standardised data are reviewed alongside the school's assessment evidence.

An age-appropriate student conversation/interview may be used where it supports transition, subject choice, safeguarding or educational planning.

Assessment information may be used to identify learning gaps, EAL needs, strengths, appropriate intervention, curriculum access requirements, class balance and support arrangements. Assessment outcomes do not by themselves authorise a student to be retained, advanced or placed outside the KHDA-required age/grade progression.

11. Students of Determination and Additional Support

ASIES is committed to inclusive education. Admission is not contingent upon a medical diagnosis, and a student will not be refused admission solely because of SEND/SOD.

Where a student's additional needs are declared by parents, identified through admissions information or indicated through assessment/observation, the Inclusion Team will participate in the admissions process. The team may:

review previous school reports, IEPs and specialist reports;

meet the parent and, where appropriate, the student;

liaise with relevant school staff and specialists;

identify barriers to learning and reasonable accommodations/modifications;

develop an initial or provisional support plan;

determine whether support falls within the school's standard inclusive provision or whether individual support beyond standard provision is required.

Parents are expected to share relevant reports and previous support information so that provision can be planned appropriately. The absence of a diagnosis will not delay or prevent the school from considering admission.

Where, following review of the student's individual needs and consultation with parents, a dedicated ILSA is formally identified as necessary beyond the school's standard inclusive provision, the support arrangement must be documented and agreed before the student commences under that arrangement. Parents must complete the applicable ILSA/Individualised Service Agreement and ensure that the agreed individual support is available. Any parent-funded ILSA arrangement will follow applicable KHDA inclusive education and ILSA requirements. Standard differentiation, intervention and inclusion support forming part of the school's ordinary provision are not separately chargeable.

The school will not use the existence of SEND/SOD, the need for reasonable accommodation, or lower attainment as an academic selection criterion.

12. Student Placement and Age Requirements

Student placement is governed by the KHDA Student Placement Guidelines effective from Academic Year 2026–27 and the school's Student Placement Policy.

FS1 to Year 1: chronological age is the primary and overriding placement criterion. Placement above or below the chronological age group requires prior written KHDA approval.

Year 2 and above: the Transfer Certificate is the primary placement reference. Where the TC and UAE age-grade chart diverge, the school follows the KHDA notification/approval requirements before confirming placement.

Where no TC is available for Year 2 and above, age is the default placement reference; the school conducts an internal assessment, prepares a provisional support plan and notifies KHDA before placement is confirmed.

No student may be retained, advanced or exceptionally placed outside the applicable progression requirements without prior written KHDA approval where required.

Targeted support, intervention and inclusion are the first response to learning gaps; grade adjustment is exceptional.

12.1 2026–27 Age Cut-off Update

For schools beginning the academic year in August/September, the updated minimum-age calculation for students registering in the KHDA system for the first time is based on the student's age as at 31 December of the admission year. The change is not applied retrospectively to students already registered in the KHDA system who were admitted under the rules in force at the time.

For Academic Year 2026–27 only, KHDA transitional provisions apply to specified first-time entrants, including children born during the transitional birth-date ranges identified by KHDA. Any such placement must follow the required readiness assessment, parent agreement and KHDA notification/approval process. The Admissions Team maintains the active KHDA 2026–27 Age-Grade and Transitional Birth-Date Progression Chart as an operational annex to this policy for direct verification during application review.

12.2 UK Curriculum Sub-age FS1

For UK curriculum schools, a child born between 1 September and 31 December who does not meet the standard minimum age for FS1 at the start of the academic year may be considered for FS1 readiness in accordance with KHDA requirements. This requires a formal school readiness assessment, written parent-school agreement and KHDA approval before enrolment is confirmed.

13. Transfer Students

Students transferring from another school must provide the documentation required by KHDA for their circumstances. The school will not rely on historic country-exemption lists where current KHDA/MOE requirements differ.

For Year 2 and above, the TC is the primary placement reference where available.

Where a transfer certificate is provided, the school places the student in accordance with the grade stated on the certificate subject to the current UAE age-grade requirements and any required KHDA notification/approval.

Students relocating from systems where formal education begins later may be placed in accordance with the specific KHDA relocating/late-entry provisions.

Students previously accelerated outside the UAE are not automatically entitled to placement above the UAE chronological age-grade progression; any exceptional placement requires the applicable KHDA process.

14. Offer of a Place

Following completion of the admissions process, the school will communicate the outcome to parents as promptly as reasonably possible. For straightforward applications, the school aims to communicate an admissions decision within approximately one working week of completion of the required assessment and documentation while school is in session.

Where further information, inclusion planning, transfer verification or KHDA placement approval is required, the process may take longer. Parents will be informed of outstanding requirements and next steps.

A formal offer will identify the year group, proposed start date and actions required to secure enrolment. An offer is not fully secured until the parent accepts it and completes the applicable registration requirements.

15. Allocation of Places and Class/Section Placement

Offers are made within available capacity and are authorised through the school's admissions leadership arrangements. Once admitted, class/section allocation is managed by the school to create balanced and educationally appropriate groups. Relevant factors may include:

- English language proficiency;
- educational and inclusion needs;
- gender balance where relevant;
- social and pastoral considerations;
- overall class profile and support needs;
- other information necessary to support safe and effective learning.

Class/section placement does not alter the student's KHDA-approved year/grade placement.

16. Waiting List

Where no place is available, the school may place an eligible applicant on a waiting list after informing the parent of the lack of current availability. The waiting list normally applies for the relevant academic year and may be capped where necessary.

Waiting-list priority may take account of the admissions priorities in Section 7. Placement on a waiting list does not guarantee that a place will become available.

17. Application Fee

The school may charge an application fee of up to AED 500 for a new student application. The fee covers standard admissions assessment and administrative processing and is not part of tuition fees.

Before accepting an application or collecting the application fee, the school will inform the parent whether a place is available in the relevant year group or whether the applicant will be placed on a waiting list.

The application fee is refundable where the student is not offered a place following assessment.

The application fee is refundable where the school collected it without first informing the parent that no place was available or that the student would be placed on a waiting list. Acceptance onto a waiting list does not constitute an offer of admission. Students on the waiting list may be reassessed where circumstances have significantly changed or where updated educational information is required prior to admission.

The application fee is non-refundable where the school makes a formal offer and the parent chooses not to accept it.

The application fee is not deducted from tuition fees.

18. Registration Deposit for New Students

A registration deposit may be requested only after the school has issued a formal offer and the parent has accepted it. No registration deposit will be requested before a formal offer is made.

The registration deposit will not exceed 10% of the annual tuition fees.

It is an advance payment and is deducted from the tuition fees for the term of enrolment.

If the parent accepts the offer and the student enrolls, the deposit is applied against tuition.

If the parent accepts the offer but later cancels at least 60 calendar days before the student's start date, the registration deposit is refundable.

If cancellation is formally notified less than 60 calendar days before the student's start date, the registration deposit is non-refundable.

If the parent does not accept the offer, no registration deposit is payable.

19. Re-registration of Existing Students

Existing students are invited to re-register for the following academic year in accordance with KHDA requirements and the school's published process.

For a September-start school, the re-registration deposit may be collected only after the end of spring break and the payment deadline must not be earlier than 1 May.

The re-registration deposit will not exceed 5% of annual tuition fees or AED 500, whichever is higher.

The deposit is deducted from tuition fees for the following academic year.

No additional fee or deposit may be required solely to secure the student's place beyond what KHDA permits.

If a parent pays the re-registration deposit and formally withdraws at least 60 calendar days before the start of the following academic year, the deposit is refundable.

If the withdrawal request is submitted less than 60 calendar days before the start of the following academic year, the deposit is non-refundable.

If the re-registration deposit is not paid by the published deadline, the school cannot guarantee the student's place for the following academic year.

A student who has left ASIES and later seeks to return will normally complete the new admissions process again, including placement and documentation checks applicable at the time of re-entry.

20. Tuition Fees and Commencement

Tuition fees and approved service fees are charged in accordance with the KHDA-approved School Fee Fact Sheet and Parent-School Contract. Tuition is structured over the applicable payment terms.

Before a student commences, the school must have sufficient time to complete required administrative, safeguarding, timetable, inclusion and KHDA registration arrangements. The school will communicate the confirmed start date to parents.

A student's absence does not in itself constitute withdrawal or create an entitlement to a tuition refund. Formal withdrawal procedures must be completed.

21. Non-payment of Approved Fees

Non-payment is managed in accordance with the current KHDA Registration and Refund Policy and in a manner that protects the student's dignity, wellbeing, safety and access to learning.

No formal consequence for unpaid fees will be applied until at least 30 calendar days have passed from the original due date and the required communication steps have been completed and documented. These steps include written reminders, direct follow-up, an opportunity to meet, consideration of a reasonable written payment plan where appropriate, and a final written notice.

Where a parent is complying with an agreed payment plan, the school will not apply the KHDA temporary-suspension step or a consequence connected with the outstanding amount covered by that plan.

If fees remain unpaid after completion of the required process, the school may apply only those consequences permitted by KHDA, which may include a temporary suspension from learning for a maximum of three consecutive school days. Such suspension must not prevent attendance at examinations or significant school activities already paid for. The suspension must end immediately once the outstanding tuition is settled during the suspension period.

Where permitted by KHDA, the school may withhold a Withdrawal/Transfer Certificate until outstanding approved fees are paid and may withhold the student's place for the following academic year until fees are settled. Withholding a future place is not a permanent refusal; once fees are settled, re-registration is subject to genuine place availability.

22. Withdrawal and Refunds

A parent wishing to withdraw a student must submit the school's formal withdrawal request and state the intended withdrawal date. The same date is recorded on the Withdrawal Certificate and is the date used for refund calculations. The last day physically attended is not, by itself, the refund date.

Tuition refund calculations follow the current KHDA policy on a term-by-term basis:

Where tuition was paid before the academic year begins, it is refundable; where the withdrawal is notified less than 60 calendar days before the start date, the applicable registration/re-registration deposit may be deducted in accordance with KHDA rules.

If the student is enrolled in the term for two weeks or less, one month's tuition is deducted.

If the student is enrolled in the term for more than two weeks and up to one month, two months' tuition is deducted.

If the student is enrolled in the term for more than one month, the full term's tuition is deducted.

Being listed on the school register counts as active enrolment; absence alone does not trigger withdrawal or a refund.

Mandatory and optional service-fee refunds are handled in accordance with the KHDA Registration and Refund Policy, the Parent-School Contract, the School Fee Fact Sheet and any disclosed third-party terms.

23. Fee Increase After Advance Payment

If KHDA approves a tuition fee increase after a parent has paid a registration/re-registration deposit or advance tuition at the previous fee level, the school will notify the parent in writing. A parent who no longer wishes to proceed may withdraw in writing within 10 calendar days of the school's notification and receive the deposit and applicable advance tuition payment in full, subject to the current KHDA policy. The application fee remains governed by its separate refund rules.

24. Safeguarding and Transfer of Information

As part of enrolment and transition, ASIES may request relevant safeguarding information from the student's previous school. Safeguarding information will be handled confidentially, securely and only by authorised staff in accordance with the school's Safeguarding and Child Protection Policy and applicable legal requirements.

Where information received during admissions raises a safeguarding concern, the matter will be referred immediately to the Designated Safeguarding Lead and managed under the Safeguarding and Child Protection Policy.

25. Parent-School Contract and KHDA Registration

All students enrolled in Dubai private schools must be registered in accordance with KHDA requirements. Parents must provide the required identification and registration documentation and complete the KHDA Parent-School Contract within the timeframe set by KHDA.

Failure to provide required registration documents may delay completion of enrolment. The school will work with the family to resolve missing documentation and will follow KHDA requirements where registration cannot be completed.

Student and family information will be processed and stored securely and only for legitimate educational, safeguarding, regulatory and administrative purposes. Access to admissions information will be restricted to authorised personnel.

26. Promotion, Progression and Exceptional Placement

Normal progression is the expected pathway. Learning gaps, lower attainment or additional educational needs are addressed first through targeted support, intervention and inclusion.

The school will not independently retain, advance or otherwise adjust a student's year/grade outside the applicable KHDA progression requirements. Any exceptional placement case must follow the school's Student Placement Policy and current KHDA process, including documented interventions, parent engagement, evidence, risk assessment and prior KHDA approval where required.

Where KHDA approves an exceptional placement, the school will implement a structured transition plan and monitor the student. Formal follow-up will occur at least every eight weeks and at the end of each term, in line with the KHDA placement guidance.

27. Records and Data

Admissions records, assessment information, correspondence, offers, registration documents, inclusion information and decisions will be recorded and stored securely. The school will retain student records in accordance with applicable regulatory, safeguarding and school record-retention requirements. The school's previous practice of retaining departed student files for at least five years will continue unless a different mandatory retention period applies.

28. Roles and Responsibilities

Role	Responsibility
Principal	Provides final school oversight; ensures admissions practice is fair, inclusive and compliant; authorises exceptional matters within school authority and ensures required KHDA referrals/approvals are made.
Admissions Lead / Registrar	Manages applications, availability, documentation, parent communication, offers, waiting lists, registration and KHDA administrative requirements.
Head of Inclusion / Inclusion Team	Reviews SOD/SEND admissions, identifies provision and reasonable adjustments, supports parent consultation, develops initial/provisional support plans and coordinates ILSA arrangements where formally required.
Assessment / Phase Leaders	Ensure admissions/baseline assessment is appropriate, interpreted accurately and used to plan learning and support rather than academic selection.
Student Placement Coordinator	Leads placement-related cases and liaises with parents, school leaders and KHDA in accordance with the Student Placement Policy.
Finance Team	Applies only KHDA-approved fees and deposits and manages payment/refund/non-payment processes in accordance with the School Fee Fact Sheet, Parent-School Contract and KHDA Registration and Refund Policy.
Parents / Legal Guardians	Provide accurate information and documents, disclose relevant support information, participate in meetings/assessments, meet registration requirements, complete the Parent-School Contract and meet approved financial obligations.

29. Admissions Decisions, Concerns and Appeals

Parents who wish to raise a concern about an admissions decision should first contact the Admissions Lead/Registrar. Where the matter remains unresolved, it may be referred to the Principal and then managed through the school's Complaints Policy as appropriate.

Exceptional student placement decisions that require KHDA approval are governed by the separate KHDA placement review and appeal process. Where new material evidence exists following a KHDA exceptional-placement decision, the school will follow the applicable KHDA appeal requirements and timelines.

30. Monitoring and Review

The Principal, Admissions Lead, Head of Inclusion and relevant leaders will monitor implementation of this policy. Admissions patterns, waiting lists, SOD/SEND access, placement cases, assessment use, parent concerns and compliance with KHDA registration/fee requirements will be reviewed as appropriate.

The policy will be reviewed annually and sooner where KHDA, UAE legislation or school procedures change.

31. Related School Documents

Inclusion Policy
Student Placement Policy
Assessment Policy
Safeguarding and Child Protection Policy
Registration, Re-registration, Withdrawal and Refund Policy
ILSA Parent Agreement / applicable Individualised Service Agreement
Complaints Policy
Sibling Placement Policy
KHDA Parent-School Contract
KHDA-approved School Fee Fact Sheet

32. Approval

Approved by	Principal
Approval Date	August 2026
Effective From	Academic Year 2026–27
Review Date	August 2027 or earlier if required by regulatory change