

Dear School Principals,

In an attempt to streamline the student admissions, registrations and placements, KHDA provides the following information that will guide your school and be available for ready reference on our School System.

### **Admission to Dubai's private schools**

Documentation requirements and general information and for students entering Dubai's private schools:

- Emirate students are allow to enroll in the following curriculums British, American, French, German, International Baccalaureate, and Japanese. In addition the schools which providing MOE curriculum.
- Certificate of the last grade/year of enrollment and transfer certificate is a must for students entering grade 2/year 3 onwards. This certificate must be ratified from the UAE Embassy in the country it is issued.
- The certificates and documents of students/citizens from GCC countries should be ratified by the competent authority in their country.
- All certificates issued within UAE shall be ratified by the competent authority.
- If, in the interest of time or for academic reasons, schools in Dubai choose to admit students with some admission documents pending, the onus of completing the documentation lies with these schools. Such schools must undertake this in writing (signed and stamped) and upload this on the KHDA School System together with the available documents.
- While schools cannot admit students on a visit visa or any other temporary visa, students are given up to one academic year to complete Emirates ID procedures.
- For students who were homeschooled, in the absence of a home education certificate, schools are entitled to register students only after they pass an international level examination. The admitting school must present the student's results to KHDA to review and confirm the appropriate grade/year of admission.
- In the event students have had a gap in their education for a year or more but don't have certificates confirming their last grade/year of study, schools will conduct international level exams for such students. The exam will be based on the last stage of study completed in formal regular education. The admitting school must present the student's results to KHDA to review and confirm the appropriate grade/year of admission.
- In case a student is repeating a grade or is demoted the following should be adhered to:
  - Medical report of the student in case of a health condition that requires repeating grade.
  - Examination of the international level of the student (through the school).
  - The student's new grade/year should not be less than one academic year.

A snap shot is in the table below

Requirements for admission to private schools in Dubai – entering Dubai for the first time.					
Category	Attributes	Registration on KHDA system using	Requirements	Outcome	School follow up with parents
Category 1	All admission requirements are complete	Card reader	<ul style="list-style-type: none"><li>• Valid Emirates ID</li><li>• TC for grade 2 and higher</li></ul>	Full approval with all services	NA
Category 2	Diplomatic missions	Manual entry	<ul style="list-style-type: none"><li>• Valid Diplomatic ID</li><li>• TC for grade 2 and higher</li></ul>	Full approval with all services	NA

Category 3	Decree holders	Manual entry	<ul style="list-style-type: none"> <li>Valid decree at the time of registration</li> <li>TC for grade 2 and higher</li> <li>Any valid identification document</li> <li>To be registered under their official nationality</li> </ul>	Full approval with all services	<ul style="list-style-type: none"> <li>Yearly</li> <li>To check if Emirates ID is available</li> </ul>
Category 4	Children of Emirati mothers	Manual entry	<ul style="list-style-type: none"> <li>Mother's Emirates ID and Khulasat Al Qaid</li> <li>Student birth certificate</li> <li>TC for grade 2 and higher</li> <li>Any valid identification document</li> <li>Student to be registered under father's nationality</li> </ul>	Full approval with all services	NA
Category 5	Ongoing court case	Manual entry	<ul style="list-style-type: none"> <li>Updated and current court statement of ongoing court case</li> <li>TC for grade 2 and higher</li> <li>Any valid identification document</li> </ul>	Full approval with all services	<ul style="list-style-type: none"> <li>Yearly</li> </ul>
Category 6	Visa and Emirates ID under process (Transfer Visa or New)	Manual entry	<ul style="list-style-type: none"> <li>Passport copy</li> <li>TC for grade 2 and higher</li> <li>Any documentation approving that the Emirates ID /Visa is under process</li> </ul>	Pending approval with selected services	<ul style="list-style-type: none"> <li>Monthly follow up</li> <li>In case the school failed to follow up, no registration in the following year in all schools</li> <li>No certificates to be issued</li> </ul>
Category 7	Government custody students	Manual	<ul style="list-style-type: none"> <li>Official communication from a related government entity</li> <li>TC for grade 2 and higher</li> <li>Any valid identification document</li> </ul>	Full approval with all services	<ul style="list-style-type: none"> <li>Every three years</li> </ul>
Category 8	Boarding Student	Manual	<ul style="list-style-type: none"> <li>Valid passport and visa</li> <li>TC for grade 2 and higher</li> </ul>	Full approval with all services	NA

\* Important note: Students who did not submit a transfer certificate from the previous school are excluded from the instructions above.

### **Admission age and timelines:**

- Deadline for completing all applications for registration, transfer, and promotion of students via the KHDA School Application System is May 30, for schools beginning in April and September 30, for schools beginning in August/Sept.
- The age of the student admitted must meet the minimum age set for the grade/year group mentioned in the table below. This is in accordance with the legislation governing the enrollment of students in private schools in Dubai.
- The age mentioned in the table should be the age of the student on July 31 for schools beginning in April and December 31 for schools beginning in September.
- In case of students coming from outside UAE and from a system that admits students at a younger age, sufficient evidence (in the form of stamped transfer certificates) are a must for grade 2/Year3 and above.

- Maximum age: For students entering Pre-KG/FS 1 to grade 9/year 10, the variance from the minimum age can be up to two years. For the rest of the grades up to grade 12/year 13 the variance from the minimum age can be up to three years.

This table explains the age/grade requirements and variance in snap shot:

Age of the students as on December 31 for schools beginning in September and as on July 31 for schools beginning in April				
Level	Grade/Year	Minimum age (for students coming from outside UAE - with transfer certificate)	Minimum Age	Maximum age
A	Pre-KG/FS 1		3	4
B	KG 1/FS 2		4	5
C	KG 2/Year 1		5	6
D	Grade 1/Year 2		6	8
E	Grade 2/Year 3	6	7	9
F	Grade 3/Year 4	7	8	10
G	Grade 4/Year 5	8	9	11
H	Grade 5/Year 6	9	10	12
I	Grade 6/Year 7	10	11	13
J	Grade 7/Year 8	11	12	14
K	Grade 8/Year 9	12	13	15
L	Grade 9/Year 10	13	14	17
M	Grade 10/Year 11	14	15	18
N	Grade 11/Year 12	15	16	19
O	Grade 12/Year 13	16	17	20

### **Timeframe for Transferring between schools in Dubai**

The following table shows the timeframe for the transfer of students for all curriculums. Registration or transfer procedures should be completed no later than two weeks from the day of enrollment at the new school. In case of student transfer requests after the deadline (mentioned below), the school is requested to seek KHDA approval.

Transfer fees for students between Dubai's private schools is AED 120 and is paid by the school receiving the students.

Transfers	Entering	Grade/year group	The deadline for schools receiving new students	Requirements besides regular admission documentation
Within Dubai	British curriculum with 13 years of study	FS1 to year 6	Throughout the school year	Approval from the receiving school
		Year 7 to 10	Before the first week of the second semester	Approval from the receiving school
		Year 11 to 13	Within 60 days from	Approval from the receiving school, while adhering to the policies of the respective educational councils
	Other curriculums with 12 grades of study	Pre-kg to grade 5	Throughout the school year	Approval from the receiving school
		Grade 6 to 9	Before the first week of the second semester	Approval from the receiving school

		Grade 10 to 12	Within 60 days of the beginning of the school year	Approval from the receiving school, while adhering to the policies of the respective educational councils
From other Emirates or outside the UAE	All curriculums	All age groups	Throughout the school year	Approval from the receiving school, while adhering to the policies of the respective educational councils

### **Student placement based on academic needs:**

The following has been tabulated to help schools place students in the appropriate year group/grade based on the child's academic status. These requirements are in addition to the regular admission requirements.

Academic status	Description	Documentation and requirements	Action
	Student seeking admission to an age appropriate year group/grade based on proven academic performance that enables natural progression without pauses.	<ul style="list-style-type: none"> <li>Regular admission requirements</li> </ul>	Regular admission process
SEND	Any student who falls in any SEND category as defined by KHDA irrespective of special academic consideration or not.	<ul style="list-style-type: none"> <li>Assessment report that identifies the need (either from the school or a center)</li> <li>Internationally recognized cognitive ability testing</li> </ul>	
Partially stopped education	Any student who discontinued his schooling (for any reason) for a maximum of 2 years. This includes students who left school to seek other learning opportunities outside a regular schooling structure.	<ul style="list-style-type: none"> <li>Clarification letter from parents</li> <li>Standardized international assessment to judge placement and or cognitive ability testing</li> </ul>	The student to continue from the last grade he/she attended
Absence of formal education	Any student who never received any formal or mandatory education for any reason (grade 2 and above)	<ul style="list-style-type: none"> <li>Clarification letter from parents</li> <li>International cognitive assessment to identify learning ability.</li> </ul>	Student to be registered 2 years lower than the age appropriate grade
Home schooling	Any student who received formal education via a home schooling scheme before coming to Dubai's private schools	<ul style="list-style-type: none"> <li>A report/progress card issued by the supervising entity of homeschooling</li> <li>International cognitive assessment for identify learning ability and aid placement in appropriate grade.</li> </ul>	Natural progression to the next grade based on the report card or results of the cognitive assessment.