



The International School
of Choueifat – Dubai

ADMISSION POLICY



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All employees will read, and understand, this policy in conjunction with our Child Protection & Safeguarding Policy and Inclusion Policy.

Applies to all the School Admission staff

MONITORING AND REVIEW

This policy is subject to continuous monitoring, refinement, and audit by the School Management, who will undertake a complete annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. All staff will be informed of the updated/reviewed policy, which will be made available to them electronically, or by hard copy on request.

Signed:

ISC DUBAI
School Director

This policy was last reviewed by the School Management in August 2026 and will next be reviewed no later than August 2027, or earlier if significant changes to the systems and arrangements occur, or if legislation, regulatory requirements, or best practice guidelines are required.



AIMS

This policy aims to ensure compliance with all regulatory requirements regarding admission. It also ensures an inclusive, non-selective admission process to provide equal opportunity for all applicants.

ADMISSION PERIOD

- The admissions period for the upcoming academic year begins in January.
- During the school year, SABIS® schools accept admission applications if there are vacancies, subject to timeframes stipulated by government authorities.
- Parents and children may also apply online; however, it is highly recommended that children and parents visit the school prior to enrolling.

PLACEMENT

- For Pre-K to Grade One, the placement of new students follows the regulations of government authorities in terms of the age of students at the beginning of the school year.

INFANT ADMISSIONS

- Applicants to the infant phase (Pre-K, KG1 & KG2) are not tested by SABIS®. It is important to note, however, that prospective new students are invited to school for an interview with a member of the admission's team in order to determine their readiness for school and to identify ways in which they may be supported in their transition to school. This interview helps to determine:
 - The child's level of readiness for the requested grade
 - The child's level of communication skills
 - Confirmation from the parent that the child is fully toilet trained
 - The child's ability to engage and to follow directions, at an age-appropriate level
 - An appropriate level of knowledge and skill development for the age bracket

For Pre-K, KG1 & KG2 applicants, the Admission's team may request a report from the child's previous school or nursery/kindergarten. We use this information to guide parents on how to best prepare their children for school.

OTHER ADMISSIONS:

During the admission process, all applicants for grades 1 to 9 are tested on their English, Mathematics, and Arabic skills. The purpose of this assessment is to determine whether students need additional support in their transition to our school, as well as to identify



possible areas of strength and development in order to provide the appropriate support. Depending on the specific circumstances of each applicant, applicants for grades 10, 11 and 12 may be required to undergo assessments in other subjects. Applicants for grades 2 to 12 must submit an official school report from their previous school for the current school year. In addition, all applicants, where applicable, must submit an official Transfer Certificate (TC), duly attested by the relevant authorities, confirming that the student has successfully completed the current grade and has been promoted to the next grade/level. A member of the school's admission team may ask students and parents to meet with them to gather more information about the student's ability to benefit from the curriculum based on the information obtained from the assessments, admissions application and reports.

ADMISSION PRIORITY CRITERIA

SABIS® has established the following priorities thereafter for admission to ISCDXB:

1. Siblings of current students at ISCDXB
2. Direct transfers from other SABIS® schools:
Students transferring directly from other SABIS® schools, except for schools in the UAE, Lebanon, Syria, and Jordan, will be admitted based on the SABIS® sequence of Levels. Placement will therefore be determined according to the student's corresponding SABIS® Level and not solely according to the grade stated by the transferring school.
3. All other students meeting the admission requirements

N.B. Once 50% of places have been filled, a gender balance may be applied when necessary.

SPECIAL EDUCATIONAL NEEDS AND STUDENTS OF DETERMINATION

The school will do all that is reasonable to ensure that the school's culture, policies and procedures are such that children who have special education needs and students of determination are welcomed, and we will comply with our legal and moral responsibilities in order to accommodate the needs of applicants and students for whom, after reasonable adjustments, we can cater for adequately. The school, during the admission process, must be made aware of any known special educational need that may affect a student's ability to take full advantage of the education provision.

Applicants must disclose any such need at the time of making an application and provide any medical, educational or other reports for prior consideration.



When a particular special educational need becomes apparent after registration, the school will consult parents about reasonable adjustments that may benefit the student and improve their learning journey at ISCDXB.

CHRONIC HEALTH CONDITIONS

The school will not deny admission to students with chronic health conditions and will make every effort to accommodate them. It is the responsibility of the parents to disclose any medical conditions their child may have during the admission process.

TRANSFERRING STUDENTS

Subject to availability of spaces and adherence to the timeframes set by relevant authorities, students can enrol at any time during the academic year after going through the aforementioned admission process.

REGISTRATION

NEW STUDENTS

For new students, a one-time application fee is to be paid prior to the placement test. This is a one-time fee and non-deductible from the tuition fee.

The application fee is reimbursable only if the student is not accepted by the school, or the parents refuse the school's placement decision.

The application fee is not reimbursable if the student is accepted, but did not complete the registration process.

RETURNING STUDENTS

For returning students, re-registration is confirmed only upon payment of 5% of the annual tuition fees. In case of re-registration not being completed in accordance with the announced dates, the school will not be able to guarantee a place for the following academic year. Re-registration is not automatic and confirmation is subject to the agreement of both parties, the school and the parent(s)/guardian.

ORIENTATION OF NEW STUDENTS AND FAMILIES

New families are welcomed and introduced to ISCDXB by the Admissions Officer, who serves as their first point of contact. As part of the onboarding process, all families are given the opportunity to meet with the Senior Leadership Team during their preliminary visit to the school, fostering familiarity and early connection.



To ensure a smooth and supportive transition, the school hosts dedicated Parent Orientation sessions for each grade level. These sessions are designed to provide families with a comprehensive overview of school life, expectations, routines, and available support systems, all within a child-centered framework. Sessions are led by the respective AQC's.

Parents are encouraged to ask questions during the sessions to clarify any concerns and engage with the Senior Leadership Team.

Following the session, a summary email outlining all key points discussed is sent to all parents for future reference and continuity.