

Parental Guide for School Admissions

This guide is specifically catered to parents seeking admission for their child/children to Dubai's private schools and provides helpful information on student admissions, registrations, documentation requirements and placement.

- In general, KHDA's admission requirements for accepted/admitted students are:
 - Valid Emirates ID (Original)
 - Transfer certificate/School leaving certificate for grade 2/year 3 and higherSchools may have additional requirements in line with their own admission policies
- The transfer certificates/school leaving certificates of students/citizens from GCC countries should be attested by the relevant authority in their country.
- For students coming to Dubai from other countries, certificate of the last grade/year of enrollment and transfer certificate/school leaving certificate is required for students entering grade 2/year 3 onwards. This certificate must be attested by the UAE Embassy in the country from which it is issued.
- All certificates issued within UAE must be attested by the relevant authority
- Schools have deadlines with KHDA for completing all student registrations - please help them fulfill their commitments. For schools beginning in April, deadline for completing all applications for registration, transfer and promotion of students via the KHDA School Application System is 30th of May. For schools beginning in August/Sept, deadline is 30th of September.
- 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 parents. Parents must undertake this in writing at the time of admission and schools must upload this undertaking on the system as part of the admission documentation.
- If your child was homeschooled for any reason, please work with your chosen school on this. Schools can insist that your child be registered only after they take an international level examination.
- In the event your child has had a gap year or more in the education but doesn't have certificates confirming the last grade/year of study, schools can insist on conducting an international level examination. The examination will be based on the last stage of formal regular education completed. The results of this exam, together with documents confirming the last stage of formal study must be submitted as part of the admission requirements.
- In case a student is repeating a grade or is demoted, please co-operate with your chosen school for the following:
 - Medical report of the student in the case of a health condition that requires repeating grade
 - International level examination for the student (through the school)
 - The student's new grade/year should not vary from the age appropriate grade/year by more than one academic year

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- Students with UAE Nationality should only enroll in the following curriculums: MOE, British, American, French, German, International Baccalaureate, Canadian, SABIS and Japanese.
- UAE national students cannot be admitted in schools with performance rating of 'Weak' and 'Very Weak'. Parents and families of Emirati students can reach out and seek KHDA's assistance for the same.

Admission age and timelines

Refer to this table to confirm that your child is being admitted to the grade/year group appropriate to their age. This is in accordance with the Federal admission regulations governing the enrollment of students in Dubai's private schools.

Age of the students on 31 st July for schools beginning in April and 31 st December for schools beginning in September			
Grade/Year	Appropriate Age (for students entering UAE schools - with a school leaving certificate)	Minimum entry age	Maximum entry age
Pre-KG/FS 1		3	4
KG 1/FS 2		4	5
KG 2/Year 1		5	6
Grade 1/Year 2		6	8
Grade 2/Year 3	6	7	9
Grade 3/Year 4	7	8	10
Grade 4/Year 5	8	9	11
Grade 5/Year 6	9	10	12
Grade 6/Year 7	10	11	13
Grade 7/Year 8	11	12	14
Grade 8/Year 9	12	13	15
Grade 9/Year 10	13	14	17
Grade 10/Year 11	14	15	18
Grade 11/Year 12	15	16	19
Grade 12/Year 13	16	17	20

- The age of the student admitted **must meet** the minimum entry age as mentioned in the table.
- The age mentioned in the table should be the age of the student on 31st July for schools beginning in April and 31st December for schools beginning in September.

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- In the case of students coming from outside UAE and from a system that admits students at a younger age, sufficient evidence (in the form of attested transfer certificate or school leaving certificate) is required for students entering grade 2/year 3 and above.
- For students entering grade 1/year 2 to grade 9/year 10, the variance from the appropriate 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.

Timeframe for student transfer between schools in Dubai

The following table outlines the timeframe for the transfer of students for all curriculums. In case of student transfer requests made after the deadline (mentioned below), KHDA approval is required. But once admitted, registration procedures (including the signing of the parent-school contract) should be completed within two weeks from the day of enrollment at the new school.

Transfer fees for students between Dubai's private schools is AED 120.

Transfers from	Students entering	Grade/year group	The deadline for schools receiving new students
Within Dubai	British curriculum with 13 years of study	FS1 to year 6	Throughout the school year
		Year 7 to 10	Before the first week of the second semester
		Year 11 to 13	Within 60 days from the start of the school year
	Other curriculums with 12 grades of study	Pre-kg to grade 5	Throughout the school year
		Grade 6 to 9	Before the first week of the second semester
		Grade 10 to 12	Within 60 days from the start of the school year
Other Emirates or outside the UAE	All curriculums	All age groups	Throughout the school year (subject to the school's capability and interest to accommodate the new student)

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