



**THE CENTRAL SCHOOL
DUBAI**



ADMISSION POLICY 2025-2026

1. INTRODUCTION

The Central School, Dubai follows the guidelines issued by the UAE Ministry of Education, including “School for All” – General Rules for the Provision of Special Education Programs and Services (May 2010), developed in collaboration with the Ministry of Social Affairs. The school is committed to providing equitable access to education for all students, including those with special educational needs (SEND), in accordance with national regulations and best practices.

The Central School, Dubai is dedicated to providing an inclusive educational environment that fosters equitable access for all learners. Our policy is anchored in the UAE Federal Law No. 29 of 2006 regarding the rights of People of Determination and Dubai Law No. 2 of 2014 concerning the protection of the rights of Persons with Disabilities. Furthermore, the school operates in strict accordance with the Executive Council Resolution No. 2 of 2017, specifically:

- **Article 4, Clause 14:** Establishing standards and rules to facilitate the seamless integration and enrollment of students with disabilities into private education.
- **Article 13, Clause 16:** Ensuring equitable treatment and prohibiting discrimination based on social class, race, gender, religion, or special educational needs.

2. PURPOSE

The purpose of the Admission Policy is to ensure that the process of admitting students to the school is fair, transparent, consistent, and aligned with the school’s mission and values. The policy provides clear guidelines and criteria for student admissions, ensuring equal access and non-discriminatory practices while complying with applicable educational regulations and legal requirements. This policy serves to guarantee non-discriminatory practices and equal opportunity for all applicants.

3. OBJECTIVES

- To establish a structured and transparent admission process.
- To ensure equity, fairness, and consistency in student selection.
- To inform parents and guardians of admission requirements, procedures, and timelines.
- To support the school’s commitment to inclusivity, diversity, and student well-being.
- To maintain appropriate class sizes and educational standards.

4. ADMISSION PRINCIPLES AND INCLUSIVE PRACTICES

- Students who are low achievers and students with special educational needs are accepted, subject to the school’s ability to provide appropriate support.
- Admissions are granted based on the availability of facilities and resources required to meet the child’s educational needs.
- Recommendations provided by a psychologist are considered during the induction period.
- Continuous intervention programs are provided by special educators, with efforts made to include students in mainstream classrooms.
- Parents are fully informed about intervention programs and written consent is obtained prior to implementation.
- Parents are expected to support and comply with the school’s recommendations.
- External professional support such as speech therapy, occupational therapy, physiotherapy, or psychiatric services is encouraged when required.
- The School respects diversity and does not discriminate on the basis of culture, race, caste, or religion.

- Physical infrastructure and teaching methodologies are modified as required to support students with special educational needs.
- Individualized Education Plans (IEPs) and differentiated learning materials are provided after admission, where applicable.

5. PROVISIONS FOR STUDENTS OF DETERMINATION (SoD)

The Central School, Dubai views inclusion as a right rather than a privilege. In alignment with KHDA guidelines, the following principles apply:

- **Equal Access:** Students of Determination are entitled to the same admission opportunities as any other applicant. Admission will not be denied solely based on a student's special educational needs or disability (SEND).
- **Sibling Priority:** To support family cohesion, siblings of Students of Determination are granted priority status during the admission process.
- **Diagnosis & Assessment:** Admission is not contingent upon the submission of a medical diagnosis. While parents are encouraged to share any existing learning support documents or external reports to help us understand the child's needs, the school will conduct its own observations and specialist assessments to determine the required support.
- Parents are expected to be transparent regarding their child's specific needs. This partnership ensures the school can provide the necessary resources and external professional recommendations (such as OT, PT, or Speech Therapy) required for student success.

6. ADMISSION CRITERIA & PROCEDURES FOR INCLUSION

The school evaluates every application on an individual basis to determine how we can best cater to the student's unique learning profile.

- For students requiring significant adaptations, the school develops a detailed 'Case Study' during the induction period. This involves collaboration between the inclusion team, parents, and external specialists to tailor teaching methodologies and curriculum delivery.
- We are committed to making reasonable adaptations to our physical infrastructure and instructional strategies. This ensures that cognitive limitations or developmental delays do not serve as automatic barriers to enrollment.
- Students are categorized based on the levels of intervention required (Levels 1, 2, or 3), ensuring that Individualized Education Plans (IEPs) are robust and effective.
- To ensure students can participate comfortably in the learning environment, it is generally expected that Kindergarten applicants are toilet-trained prior to the start of the academic year.

7. REGISTRATION AND ADMISSION PROCEDURE

- Registration and admission from Kindergarten to Grade 12 open in October of the preceding academic year.
- Grade-level registration for the new academic year commences during the first week of January.
- All admission procedures are carried out in accordance with KHDA regulations.
- Students must register prior to admission confirmation.
- **Priority of Admission:** Priority is given to siblings of students already enrolled at The Central School, provided they meet the academic and age requirements and seats are available.
- **Admission Assessments:** All applicants from KG 1 to Grade 12 are required to undergo a grade-level entrance assessment and/or an interview. This assessment helps the school determine the student's current

academic level and ensure appropriate placement.

8. AGE CRITERIA FOR ADMISSION

- **KG 1:** Child must be 4 years old as on 31st March of the academic year.
- **KG 2:** Child must be 5 years old as on 31st March of the academic year.
- **Grade 1:** Child must be 6 years old as on 31st March of the academic year.

9. DOCUMENTS REQUIRED FOR ADMISSION

Upon offer of admission, parents must submit:

- Copy of the student's passport with valid UAE residence visa.
- Six recent passport-size photographs.
- Copy of birth certificate (English or Arabic) with original for verification.
- Copy of student's and parent's Emirates ID.
- Copy of the Report Card / Mark sheet of the last examination passed.

Additional requirements:

- **For Grade 2 and above:** Original Transfer Certificate / School Leaving Certificate, duly attested by relevant educational authorities.
- **For admissions after 31st March (KG 1 onwards):** Attested Transfer Certificate for the current class.
- **For Primary, Secondary, and Senior Secondary admissions:** Transfer Certificates attested by the native country's educational authority, the relevant consulate in Dubai, and the Ministry of Foreign Affairs (Sharjah or Dubai).

10. RE-REGISTRATION FEE POLICY

To confirm your child's place for the next academic year, the school may request a re-registration fee.

For Existing Students:

- Re-registration may open at any time after Winter Break during the academic year.
- The re-registration fee will not exceed 5% of the annual tuition fee or AED 500 (whichever is higher).
- The fee paid will be deducted from the first term's fees.
- No other fees or deposits will be charged at the time of re-registration.
- The re-registration fee will be collected only after the Winter Break.

11. SCHOOL FEES

School fees are charged for 10 months of the academic year. No fees are charged for the summer vacation months of July and August.

Tuition Fee Structure (Per Month):

- **KG 1 & KG 2:** AED 417.7
- **Grades 1–4:** AED 476.2
- **Grades 5–8:** AED 526
- **Grades 9–10:** AED 593.2
- **Grades 11–12:** AED 735.2

12. SCHOLARSHIPS AND FEE CONCESSIONS

Merit scholarships and fee concessions are granted to deserving students to encourage academic excellence and ensure continuity of education.

POLICY REVIEW

Reviewed by	Senior Leadership Team	Reviewed & Approved	
Review Date	October 2025	Next Review Date	April 2026
Approved by	Principal	(Signature of the Principal)	Reviewed & Approved

