

ADMISSION POLICY

<i>Policy Revised By</i>	<i>Principal, Registrar, Admin Manager, HOI</i>			CEHS/AP/ 2025-2026
<i>Date of Review</i>	<i>17/03/2025</i>	<i>Approved by</i>	<i>Principal</i>	
<i>Academic year</i>	<i>2025-26</i>	<i>Next Review</i>	<i>16-03-2026</i>	

Rationale

Crescent English High School has formulated this Admission policy in compliance with the Dubai Inclusive Education Policy Framework* to provide information about the procedures and standards necessary for the improvement of inclusive education. It is also intended to inform entity specific directives, so that every day, in every classroom, all students, including those identified as experiencing special educational needs and disabilities, will learn and achieve in a safe, supportive, engaging and appropriately challenging common learning environment. Within such a setting, their personal, social, emotional and academic needs are fully met.

Policy Aims

A) To welcome students of all abilities, nationalities and religions who, in the school's opinion, will benefit from the rigorous academic, personal and social programmes on offer. We are proud of our visible commitment to diversity and international mindedness.

B) To address the individual needs of all students including those experiencing special educational needs and disabilities, the gifted and talented. Parents or guardians of any applicant having a specific known need must submit complete reports with their application. This may include Individualised Education Plans (IEPs) or other reports from health professionals. In the case where a child's specific need has not been previously identified, the school reserves the right to review the situation in order to assess the capacity to address his/her needs within their existing level of provision.

C) To comply with UAE laws and KHDA guidelines.

REGISTRATION

Registration for admission will commence from the first week of October every year. Enquiry forms are available online for registration. Due to the limited number of seats early registration is advisable. Registration does not guarantee admission.

The regulation laid down by the ministry of education with regards to Admission will be strictly adhered to.

ADMISSION TO DUBAI'S PRIVATE SCHOOLS

General information and documents required for students entering Dubai's private schools:

- Students can only attend school in the new academic year if they are registered in the KHDA School System and their parents have signed the Parent-School Contract.
- Students enrolled in UAE schools should have a transfer certificate from their previous school; this is a mandatory requirement for students in all grades.
- New students from outside Dubai and entering Grade 2 and above must have a transfer certificate from their last Grade of enrolment. If this certificate is from another country, endorsements and

ratifications must be provided according to the table below:

If students are transferring from...	This is what they'll need on their transfer certificate:
Another emirate in the UAE or any GCC country	<ol style="list-style-type: none"> 1. School principal's signature and school stamp 2. Attestation by the Educational Authority in that Emirate or attestation by the Ministry of Education in the GCC country
North America, Western Europe and Australia	<ol style="list-style-type: none"> 1. School principal's signature and school stamp
Middle East (excluding the UAE), South and Central America, Asia, Russia and former Russian States, Eastern Europe, Africa and New Zealand	<ol style="list-style-type: none"> 1. School principal's signature and school stamp 2. Attestation by the Ministry of Education in the country of origin. 3. Attestation by UAE Consulate or Embassy in the origin country OR by the Ministry of Foreign Affairs in the UAE.

- In case a student's residence visa and Emirates ID is pending, schools have up to one academic year to upload these documents.
- In case a student is repeating a grade or is demoted the following should be adhered to:
 - Medical report of the student (in case a health condition requires repeating the grade)
 - International assessment/examination to confirm that academically, the student better fits a lower grade. The grade being repeated or demoted to, can only be lower by one academic year.

Admission requirements for students enrolling in Dubai private schools for the first time					
Category	Situation	Registration on KHDA system using	Requirements	Outcome	School follow up with parents
Category 1	All admission requirements are complete	KHDA System Card reader	<ul style="list-style-type: none"> • Valid Emirates ID • TC for Grade 2/Year 3 and higher 	Full approval with all services	N/A
Category 2	Diplomatic missions	KHDA System Manual entry	<ul style="list-style-type: none"> • Valid Diplomatic ID • TC for Grade 2/Year 3 and higher 	Full approval with all services	N/A
Category 3	Decree holders	KHDA System Manual entry/ KHDA System Card reader	<ul style="list-style-type: none"> • Valid decree at the time of registration • TC for Grade 2/Year 3 and higher • Any valid identification documents • To be registered under their official nationality (other than UAE nationality) 	Full approval with all services	<ul style="list-style-type: none"> • Yearly • To check if Emirates ID is available

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

ADMISSION AGE AND TIMELINES:

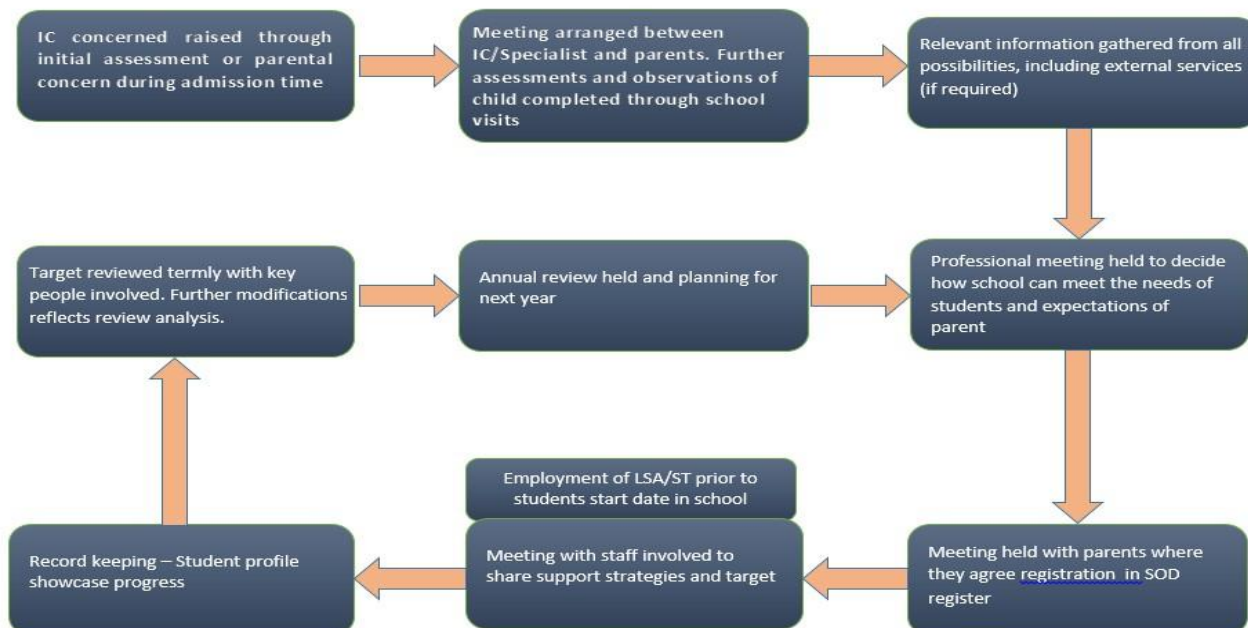
- The age of the student admitted must meet the minimum age set for the grade/year group outlined in the table below. This is in accordance with the legislation governing the enrolment of students at private schools in Dubai.
- The age mentioned in the table should be the age of the student on March 31 for schools beginning in April.
- Students enrolled in UAE schools will be treated based on their transfer certificate.
- For students at or above Grade 2/Year 3 who come from outside the UAE and from a system that admits students at a younger age, sufficient evidence for the last Grade/ Year of enrolment (in the form of stamped transfer/school leaving certificates) must be provided.
- Students entering Pre-KG/FS 1 to Grade 9/Year 10 can be up to two years older than the minimum age. For the remaining grades - up to Grade 12/Year 13 – students can be up to three years older than the minimum age. This table explains the age/grade requirements:

Age of the students as on August 31 for schools beginning in September			
For schools beginning in April, age of the students as on July 31 (from Academic Year 2021-2022 onwards), and March 31 (from Academic Year 2022-2023 onwards)			
Level	Grade/Year	Minimum age (for entry)	Maximum age (as a cut-off for this grade)

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	Based on the transfer certificate	9
F	Grade 3/Year 4		10
G	Grade 4/Year 5		11
H	Grade 5/Year 6		12
I	Grade 6/Year 7		13
J	Grade 7/Year 8		14
K	Grade 8/Year 9		15
L	Grade 9/Year 10		17
M	Grade 10/Year 11		18
N	Grade 11/Year 12		19
O	Grade 12/Year 13		20

Department of Inclusion

SOD Admission Flowchart



Signed _____



Dr. Saleem Jamaludhin(Director)

Date: 19/03/2025

Signed _____



Dr. Sharafudeen Thanikatt (Principal)

Date: 19/03/2025