



ADMISSION POLICY



Amity School Dubai

Policy Document

ADMISSION POLICY

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CATEGORY	STATUTORY	
STATUS	IMPLEMENTED	
ISSUED FOR	THE SCHOOL COMMUNITY	
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REVIEWED BY	HEAD OF ADMISSIONS MS IRIS CASTELINO	
APPROVED BY	PRINCIPAL MR KAPIL CHAUDHARY	
OVERVIEWED BY	LINK GOVERNOR	
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VISION @ ASD

“To inspire and energize every student and staff member with an inclusive, innovative and deep learning experience”

1. POLICY STATEMENT

Welcome to the Amity School Dubai. The Admission office is open from 8.00 am to 4.00 pm, Monday to Thursday, Friday from 8.00 am to 12.00 pm and Saturday from 10.00 am to 2.00 pm.

The Amity School Dubai is an inclusive school that aims to develop an environment where all students can flourish and feel safe. We welcome application throughout the year subject to availability of seats. The academic year commences in April and ends in March. The school admits students of all abilities and religions. School follows CBSE Curriculum and adheres to UAE laws and KHDA Guidelines.

2. AGE GUIDELINES

The age/grade criteria should be adhered to the Knowledge and Human Development Authority (KHDA) guidelines and UAE Ministry of Education Resolution no (24). Knowledge and Human Development Authority (KHDA) ensures that the new students are enrolled in their respective age groups. The table below shows the grade/year information of students aged 3 to 6. From Pre-primary /Pre-KG to Grade 1, grade level placement is determined by the child's age by 31st of March of that academic year.

Grade	Age requirement
Pre-KG	3 years old by March 31
KG1	4 years old by March 31
KG2	5 years old by March 31
Grade 1	6 years old by March 31

From Grade 2 and above, grade level depends on the curriculum the child is migrating from.

- A student transferring from 12 year system will be as per the transfer certificate.
- The below table indicates the year group as per the age/grade requirement when transferred from the 13 year system.

Age of the students as on 31 st March for schools beginning in April		
Students Age	Amity School / 12 Year System	13 Year System
3	Pre Primary/Pre-KG	FS1
4	KG1	FS2
5	KG2	Year 1
6	Grade 1	Year 2
7	Grade 2	Year 3
8	Grade 3	Year 4
9	Grade 4	Year 5
10	Grade 5	Year 6
11	Grade 6	Year 7
12	Grade 7	Year 8
13	Grade 8	Year 9
14	Grade 9	Year 10
15	Grade 10	Year 11
16	Grade 11	Year 12
17	Grade 12	Year 13

3. ADMISSION PROCEDURE

Admission policy and procedures have been established to make certain that students are appropriately placed at the Amity School Dubai. The school maintains the integrity and consistency of school policies and the application process. The Admissions Team is committed to working together with families to determine the educational placement that is best for each student.

Below are the general steps in the admission process and the documents required to submit a complete application:

Application Form

Parents are expected to complete the online application form through the school's website (www.amityschooldubai.com). Once the form has been completed, they will receive a response email confirming receipt of the application along with an invite to the school.

Suitability Assessment

Admission is broadly based on –

- Age
- Report of past performance of student (Grade 2 onwards)
- Observational screening and referral if required (All phases)
- Entrance exam scores (Grade 2 onwards)
- Student Interview (All phases)

We welcome applications from students across the ability range and we offer places for students with Students of Determination.

Pre-Primary, KG1 and KG2 - Test for Pre-Primary and KG is generally observational/practical play assessment to determine school readiness.

Students from Grade 1 - Grade 10 will be assessed on language/literacy and numeracy standards appropriate to their exiting or number of years in full-time education.

Documentation

Following documents are required at the time of confirmation of the admission:

- (i) Passport copy of the applicant and the Parents.
- (ii) Copy of the Visa of the applicant and the Parents.
- (iii) Emirates ID copy of the applicant and the Parents.
- (iv) Birth Certificate copy.
- (v) Vaccination record copy.
- (vi) Original Transfer Certificate or School Leaving Certificate duly attested for the students coming from another emirate or abroad.
- (vii) Previous school reports including any learning support documents pertaining to the child's educational needs (for Early Years, please submit nursery reports if available).
- (viii) 4 passport size photograph of the applicant.
- (ix) 1 passport size photograph of the parents.

Documentation for KHDA

- (i) All parents must sign a letter of undertaking to complete the necessary KHDA documentation including Emirates ID Swipe and KHDA Parent School Contract (PSC).
- (ii) All parents must visit Admission's office with their original Emirates IDs along with the student's Emirates ID to complete the KHDA registration process.
- (iii) All parents must agree to sign the KHDA parent school contract as soon as the student is registered and the contract is ready. Failure to do so may result in your child being unable to continue at Amity School Dubai.

Enrollment Fees

To secure the offer of a place, parents are required to pay:

- (i) Non-refundable registration fee of AED 500/-.

- (ii) For enrolments in April - 10 % of annual tuition fees (Refundable and adjustable against term fee).
- (iii) For enrollment in thereafter - Termly tuition fee is applicable.

Transportation

Our students' safety in transportation is essential to us. Our chosen transport service provider, STS (School Transport Services) demonstrates high level of safety and service and are able to integrate modern technology to ensure children enjoy safe, friendly and reliable transportation to and from school.

Our parents are connected to the transportation (STS desk) in our School on weekdays from 7.30 am until 3.30 pm for information and transport registration.

School Uniform Details

Amity School Uniforms can be purchased at 'Sumeru Trading' store located in Al Qusais. Please find the contact details and location for the Uniform store -

Store Name: Sumeru Trading

Shop Number: Shop 39

Store Location: 1st Floor, Madina Mall, Muhaisnah Fourth, Al Qusais

Google Maps Link for Store Location: <https://goo.gl/maps/ydWZcn6ARiQ2>

Store Timings: 10.00 am to 6.00 pm (Sat – Thurs)

Store Supervisor Telephone: +971 581175723 and +971589452403

Books and Stationery

Amity School Books and Stationeries can be purchased at 'Goyal Book Shop (New and Old Book Trading)' store located in Bur Dubai. Please find the contact details and location for the store -

Store Name: Goyal Bookstore

Store Location: Shop No. 12, Sheikh Rashid Colony, Al Qusais 1 Dubai, near DAFZA metro station

Google Maps Link for Store Location: <https://goo.gl/maps/GEBSZRIpWY3XweQ6>

Store Timing: Sunday to Thursday - 9.00 am - 9.30 pm and Friday 3.00 pm - 9.00 pm

Store Contact: +971 4-2223390

Withdrawals/Refunds

In cases of both (existing and new students), deposits and fees will not be refunded if a student chooses not to return to school for the next academic year or refuse to take the offered places. However, a school may refund the deposit under special circumstances. Such cases can be submitted to KHDA for its deliberation.

Parents are advised to give at least a month's notice to the School while applying for a transfer certificate.

Applications are processed only after the students stop attending school and after clearance from the Accounts and Library.

Additional cost of AED 120/- is to be paid to process the Transfer Certificate.

In the case of refund and recovery the school fee will be calculated as follows.

- (a) If the student attends school for two weeks or less, one-month fees will be deducted.
- (b) If the student attends school for a period ranging between two weeks and a month, two month's fees will be deducted.
- (c) If the student attends for more than one-month, full term fee will be deducted.

This is applied each term.

Kindly refer to KHDA Student Registration and Refund Policy.

4. ADMISSION PROCEDURE FOR STUDENTS OF DETERMINATION

Amity School Dubai is committed to providing an inclusive educational environment in which Students of Determination (SOD) are welcomed, valued and provided with equitable access to learning, participation and school life.

The school recognises that students have diverse strengths, abilities, needs and learning profiles. Admission decisions are made through a fair, transparent and individualised process, taking into consideration the information available about the student, their educational needs, the support required, and the school's capacity to provide appropriate and effective provision.

Admission is not conditional upon a formal diagnosis. Where a student is identified as having, or is suspected of having, additional educational needs, the school will seek to understand the student's needs and barriers to learning and determine appropriate provision through the admissions and inclusion processes.

Objectives of the Policy

The objectives of this policy are to:

- Promote the school's commitment to inclusive education and equitable access for Students of Determination, irrespective of disability, impairment, attainment, background or individual learning profile.
- Provide parents and prospective families with clear, transparent and accessible information regarding the school's admission and inclusion procedures.
- Ensure that admission procedures are fair, consistent, transparent and accountable, and are implemented in accordance with applicable legislation, regulatory requirements and school policies.
- Identify students' strengths, needs and potential barriers to learning as early as possible, through the admission process, observations, assessments, information provided by parents and previous educational settings, and relevant professional reports where available.

- Ensure that Students of Determination have equitable access to a broad, balanced and appropriately differentiated curriculum.
- Develop appropriate educational provision based on the student's individual strengths, needs, barriers to learning and support requirements.
- Ensure that relevant information is shared appropriately with teachers and other staff responsible for the student's education and wellbeing, while maintaining confidentiality and data protection requirements.
- Use Individual Education Plans (IEPs), where appropriate, to establish measurable individual targets, identify strategies and provisions, and monitor student progress.
- Promote effective collaboration between the school, parents, Inclusion Team, teaching staff, and relevant external professionals.

Admission Procedure & Placement for Students of Determination

Sibling Priority:

The school may provide sibling priority to applicants who are siblings of Students of Determination, in accordance with the school's overall admission criteria and procedures. Sibling priority does not override the school's responsibility to assess each applicant individually and determine whether the school can appropriately meet the educational needs of the Student of Determination.

The following procedures will apply when considering applications from Students of Determination or students who may require additional educational support.

Step -1 Initial Assessment

All applicants will undergo the school's standard admission assessment process. Where relevant, previous school records, reports, assessments and other educational information provided by the parent/guardian will also be considered.

Where a student has identified or suspected additional educational needs, the school will gather appropriate information to develop an understanding of the student's strengths, needs and barriers to learning.

Step-2 Review by the Inclusion Team

The Head of Admissions will ensure that the relevant documentation is collated and shared with the Inclusion Team for review.

An appropriate member of the Inclusion Team will:

- review the information and documentation available;
- meet or communicate with the student and parent/guardian, where appropriate;
- review relevant external professional reports, where provided;
- consider the student's strengths, needs and barriers to learning;

- identify the level and type of educational support that may be required; and
- make recommendations regarding appropriate provision and support.

The information gathered will be used to support informed decision-making and, where admission is offered, to facilitate an appropriate transition and provision plan.

Step- 3Admission Decision

Following the assessment and review process, the application will be referred to the Principal. The Principal will consider the available information and consult with the Inclusion Team Leader and Head of Admissions before making the admission decision.

The decision will take into consideration:

- ❖ the student's individual educational needs and strengths;
- ❖ the support and provision required;
- ❖ information available from the student, parent/guardian, previous school and relevant professionals;
- ❖ the school's existing provision and resources;
- ❖ the school's capacity to provide the identified support effectively;
- ❖ the student's ability to access the curriculum with appropriate adjustments and support; and
- ❖ applicable legal, regulatory and school requirements.

Admission decisions will be made on an individualised basis and will not be based solely on the existence of a disability/disorder/need , additional educational need or absence of a formal diagnosis.

Step-4 Admission Decision

Following the assessment and review process, the application will be referred to the Principal. The Principal will consider the available information and consult with the Inclusion Team Leader and Head of Admissions before making the admission decision.

The decision will take into consideration:

- ❖ the student's individual educational needs and strengths;
- ❖ the support and provision required;
- ❖ information available from the student, parent/guardian, previous school and relevant professionals;
- ❖ the school's existing provision and resources;
- ❖ the school's capacity to provide the identified support effectively;
- ❖ the student's ability to access the curriculum with appropriate adjustments and support; and
- ❖ applicable legal, regulatory and school requirements.

Admission decisions will be made on an individualised basis and will not be based solely on the

existence of a disability/disorder/need, additional educational need or absence of a formal diagnosis.

Step-5 Information Sharing and Transition

Following admission, relevant information will be shared with the appropriate Section Supervisor, Inclusion Team, class/subject teachers and School Doctor/Nurse, as appropriate and in accordance with confidentiality and data protection requirements.

Where previous IEPs, educational reports or professional recommendations are available, these will be reviewed by the Inclusion Team and relevant staff to inform the student's initial provision.

Step-6 Provision and Support Plan

A decision regarding the appropriate provision and support plan will be made as soon as reasonably practicable following admission and implemented in accordance with the student's identified needs. Provision will be reviewed periodically to ensure that it remains appropriate and responsive to the student's emerging needs.

4. Admission Decisions Where a Place Is Not Offered

Where an admission application involving a student with identified or suspected Special Educational Needs/Student of Determination is not successful, the following procedure will apply:

The Principal shall formally communicate the admission decision in writing to the parent/guardian, providing an appropriate explanation of the decision.

- The Principal shall formally inform the Inclusion Governor of the admission decision and the rationale for the decision.
- The decision shall be reviewed to ensure that it has been considered in accordance with the school's Admission Policy, Inclusion Policy, available provision, individual circumstances of the student, and applicable legislative and regulatory requirements.
- The school shall maintain a confidential record of the admission assessment, information considered, decision-making process, rationale for the decision, and communication with the parent/guardian and Inclusion Governor.
- Where appropriate, the school may provide the parent/guardian with information regarding the nature of the provision considered and any relevant next steps, subject to confidentiality and regulatory requirements.

5. MEDICAL INFORMATION

It is required for parents to share all information related to their child eg: Immunization/vaccination,

allergies, specific medical requirements and health condition.

6. POLICY REVIEW

This policy will be reviewed and updated on an annual basis.