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	Quality Procedures for Admission policy		

Integrated Management System (IMS)

Admission Policy



This Document has been reviewed and approved by:

Name	Position	Signature
Hiba Khateeb	Quality Assurance Representative	<i>Hiba</i>

Revision History of the Document

Revision No.	Issue Date	Summary of Changes	Responsibility	References
1.0	01-Sep -2024	Initial Edition	SLT	
2.0	06- Feb 2024	First Edition/ The age requirement table added, the fee structure added and year 7 added	Admission Lead	Parents Contract
3.0	10- May 2026	Second Edition/ The age requirement table updated, year 8 added and the fee structure updated	Admission Lead	Parents Contract

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1. Rationale

At New Dawn Private School (NDPS), the Admissions Policy establishes a fair, transparent, inclusive and consistent process for admitting learners to the school. It reflects the school's vision, values and commitment to providing high-quality, affordable British education within a safe, nurturing and ambitious learning environment.

The school is committed to ensuring that admissions decisions are made objectively, in accordance with applicable UAE legislation, Knowledge and Human Development Authority (KHDA) requirements, Ministry of Education (MOE) regulations and relevant British Schools Overseas (BSO) standards. Admissions arrangements will reflect the principles of equality, inclusion, safeguarding, learner wellbeing and access to appropriate educational opportunities.

As a British curriculum school delivering the National Curriculum for England, alongside Cambridge International programmes and applicable UAE curriculum requirements, NDPS recognises that every learner brings individual strengths, experiences, cultural backgrounds and educational needs. The admissions process will therefore consider each applicant's age, previous educational experience, academic attainment, English language proficiency, individual learning needs and any reasonable adjustments or support required to facilitate successful participation in school life.

NDPS is committed to building a diverse, respectful and inclusive learning community in which learners are known, valued, supported and challenged. The school aims to ensure that every learner has the opportunity to develop academically, socially, emotionally and morally, irrespective of nationality, ethnicity, religion, language, disability or socioeconomic background, subject to applicable UAE legislation and regulatory requirements.

In accordance with the expectations of BSO standards, NDPS promotes the **Fundamental British Values** of democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs. These values inform the school's approach to inclusion, relationships, communication, learner voice and community participation. Admissions arrangements will be consistent with these principles and will not discriminate against applicants or families on the basis of their beliefs, cultural background or personal circumstances.

The school also promotes respect for UAE culture, national identity, laws, traditions and values. British Values and UAE values will be presented as complementary foundations for responsible citizenship, mutual understanding, personal responsibility and positive participation in a diverse community.

The admissions process will support an effective transition into NDPS, including age-appropriate entry to the Early Years Foundation Stage (EYFS), transitions between key stages and admissions during the academic year where places are available. Information gathered during admission will be used appropriately to identify educational, language, inclusion, medical, wellbeing and safeguarding needs, enabling the school to plan suitable support and challenge from the learner's entry.

2. Purpose

The purpose of the NDPS Admissions Policy is to:

- **Ensure fairness and transparency:** Establish clear, consistent and objective admission procedures, with published eligibility criteria and decisions communicated appropriately to applicants and their parents or carers.
- **Ensure regulatory compliance:** Meet applicable KHDA, UAE MOE and other relevant UAE regulatory requirements, while reflecting appropriate expectations of the British curriculum and BSO inspection framework.
- **Promote equality of opportunity:** Provide fair consideration to applicants without unlawful discrimination and in accordance with applicable UAE law, including appropriate consideration of learners of determination and applicants requiring additional support.
- **Promote inclusion and diversity:** Build a school community in which differences in culture, nationality, language, religion, ability and background are respected and valued.
- **Promote British Values:** Ensure that admissions arrangements reflect democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. The school will uphold these values through fair decision-making, respect for individual dignity, inclusive communication and a commitment to preventing discrimination and prejudice.
- **Uphold UAE identity and values:** Ensure that the school's inclusive British ethos operates in harmony with UAE legislation, national identity, cultural expectations and applicable curriculum requirements.
- **Support appropriate placement:** Assess applicants' age, educational history, previous attainment, language proficiency and individual needs to determine an appropriate year-group placement in accordance with regulatory requirements.
- **Identify support requirements:** Gather relevant information about learning, communication, medical, inclusion and wellbeing needs so that appropriate provision can be planned before entry, where reasonably practicable.
- **Safeguard learners:** Ensure that admissions processes, documentation, information sharing and transition arrangements protect learner welfare and comply with the school's safeguarding and data-protection procedures.
- **Support effective transitions:** Provide clear information, communication and induction arrangements for learners and families joining NDPS, including EYFS

entrants, learners transferring from other schools and those joining during the academic year.

- **Strengthen parent partnerships:** Maintain professional, respectful and timely communication with parents and carers throughout the application, assessment, offer, enrolment and induction stages.
- **Maintain appropriate records:** Ensure that admission decisions, supporting documentation, assessments, placement decisions and communications are recorded securely and in accordance with applicable requirements.
- **Develop responsible citizens:** Establish the foundations for learners to participate positively in school life, respect others' rights and beliefs, understand their responsibilities, contribute to the community and develop a strong sense of identity and belonging.

Admissions decisions will be based on published criteria, applicable regulatory requirements, available places and the school's ability to meet the applicant's educational needs within its approved provision. British Values will inform the school's ethos and practice; they will not be used as an additional, subjective or discriminatory admissions test.

3. Scope

This policy applies to all applications for admission to New Dawn Private School, including entry to the Early Years Foundation Stage and all key stages and year groups offered under the school's current KHDA-approved licence.

The policy applies to:

- Applicants seeking entry to EYFS, including FS1 and FS2.
- Applicants seeking admission to primary education, including Key Stage 1 and Key Stage 2.
- Applicants seeking admission to lower secondary education, including Key Stage 3.
- Applicants seeking admission to any additional year groups or phases subsequently approved by the relevant regulatory authorities.
- Applicants transferring from other schools within the UAE or from overseas.
- Applicants seeking admission during the academic year, subject to availability, eligibility and applicable regulatory requirements.
- Learners of determination and applicants who may require additional educational, language, medical, pastoral or wellbeing support.
- Gifted and talented applicants who may require appropriate academic challenge and enrichment.

- Parents, carers, admissions personnel, school leaders and other staff involved in the application, assessment, decision-making, enrolment and induction processes.

The scope of this policy will be limited to the year groups and phases currently authorised for operation by the relevant regulatory authorities. References to Key Stage 4 and Key Stage 5 apply only if those phases are included within the school's approved provision.

All applicants will be considered in accordance with the school's published admission criteria and applicable UAE requirements. The school will not make admissions decisions on the basis of arbitrary preferences, personal relationships, prejudice or assumptions about a learner's background.

Where an applicant has a disability, additional learning needs, limited English proficiency or another identified support requirement, the school will consider the available information, applicable legal and regulatory obligations, reasonable adjustments and the support that can appropriately be provided. Additional needs will not automatically constitute grounds for refusal.

Admissions assessments, where used, will be age-appropriate, proportionate and relevant to establishing educational starting points, year-group placement and support requirements. They will not be used to undermine fair access or exclude applicants through unjustified barriers.

The school will communicate admissions decisions and any relevant conditions clearly to parents or carers. Where an application cannot be accepted, the decision will be handled respectfully, with appropriate explanation in accordance with the school's admissions procedures and applicable regulatory requirements.

Throughout the admissions process, NDPS will uphold its commitment to safeguarding, inclusion, British Values, UAE identity and the development of a respectful school community in which all learners are given the opportunity to flourish.

4-Terms and Definitions

Term	Definition
Admission	The process through which a student applies for and is accepted to join New Dawn Private School.

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Applicant	A student applying for admission to the school.
KHDA	The Knowledge and Human Development Authority, the regulatory authority responsible for private education in Dubai.
Placement Assessment	An assessment conducted to determine the student's academic level, language proficiency, and suitability for the year group applied for
Age Placement	The allocation of students to year groups according to the school's age placement guidelines and KHDA/MOE regulations.
Transfer Certificate (TC)	An official document issued by the current school confirming that a child is eligible to transfer to another school, into a grade compliant with the current legislation, and that all financial obligations have been settled
Equivalency Certificate	An official document issued by the UAE MOE to confirm equivalency of qualifications obtained outside the UAE when applicable
Waiting List	A list of applicants who meet admission requirements but are awaiting an available place in the requested year group.
Enrollment	The completion of all admission requirements, documentation, approvals, and fee payments required for a student to officially join the school.
CAT4	Cognitive Abilities Test (UK) of reasoning ability, not curriculum content. Also Canadian Achievement Test of curriculum content
Mandatory services fees	Mandatory fees that are approved and regulated by KHDA
Tuition fees	The fee charged for the academic year, as specified in the School Fee Fact Sheet, excluding any fees for mandatory services or optional services that parents may opt for.
Re-registration deposit	A deposit paid by parents to guarantee their child's place for the next academic year.

5-Responsibilities

5.1-Board of Governors (BOG)

The Board will:

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- Ensure that the Admissions Policy is robust, compliant, and aligned with KHDA, MOE, and international best practice expectations.
- Monitor that admissions procedures are implemented consistently, fairly, and transparently across the school.
- Ensure that admission processes comply with all KHDA and UAE MOE regulations and requirements.
- Ensure that admissions procedures promote equality, inclusivity, and non-discrimination for all applicants, including Students of Determination (SOD), EAL learners, and gifted and talented students.
- Hold school leaders accountable for maintaining accurate admission records, documentation, and student data.
- Ensure that admissions arrangements support the school's capacity, strategic planning, and educational priorities.
- Monitor enrolment trends, student demographics, and admissions data to support school improvement and future planning.
- Ensure that the Admissions Policy is reviewed annually and updated where necessary to reflect changes in KHDA, MOE, and school requirements.

5.2-Quality Assurance Representative

The **Quality Assurance Manager** is responsible for:

Ensure that the Admissions Policy and procedures are controlled and supported by clear, documented processes.

- Review and standardise admissions documents to ensure alignment with KHDA, MOE regulations, and school requirements.
- Ensure that the Admissions Policy and procedures are communicated clearly to all stakeholders.
- Ensure that all staff involved in admissions are trained on admissions procedures, documentation requirements, student registration processes, and compliance expectations.
- Promote awareness of admissions standards, expectations, and best practices across the school.
- Ensure that admissions procedures are implemented correctly, fairly, and consistently across all phases.
- Monitor adherence to approved admissions processes, including application review, student placement, documentation verification, and enrolment procedures.
- Conduct Deep Dive reviews focusing on: Admissions compliance / Accuracy of

student records / Alignment with KHDA and MOE requirements.

- Identify gaps and areas for improvement in: Admissions practices / Documentation processes / Student record management.
- Ensure proper implementation of corrective and preventive actions (CAPA) related to admissions processes.
- Follow up on identified issues to confirm resolution and sustained improvement.
- Oversee the quality assurance of admissions data and records to ensure accuracy, consistency, and reliability.
- Share findings and reports with the Board of Governors (BOG) and Senior Leadership Team (SLT).
- Ensure that the Plan–Do–Check–Act (PDCA) cycle is effectively implemented within admissions practices to support continuous improvement.
- Support the admissions team in enhancing the effectiveness, efficiency, and compliance of the admissions process.

5.3-Senior Leadership Team:

Senior Leadership Team members are responsible for ensuring that admission practices are effectively implemented, monitored, and continuously improved. This includes:

- Ensure full alignment of admissions procedures with KHDA and MOE requirements.
- Ensure that admissions practices are fully compliant with the approved Admissions Policy and school regulations.
- Ensure that student placement and enrolment procedures are aligned with age placement guidelines, educational requirements, and school expectations.
- Ensure that all admissions processes, including applications, registration, placement assessments, enrolment, and transfers, are implemented in line with the approved policy.
- Ensure that admissions procedures are consistently implemented across all phases to support smooth student transition and school operations.
- Ensure that admissions practices promote inclusivity, equality, and appropriate support for all learners, including Students of Determination (SOD), EAL learners, and gifted and talented students.
- Ensure that admissions data and student records are accurately collected, maintained, and securely stored.
- Regularly monitor the implementation of admissions practices across the school to ensure consistency, efficiency, and compliance.

- Ensure that all KHDA and MOE registration requirements, documentation, and timelines are met accurately and on time.
- Hold staff accountable for accurate admissions procedures, student records, and compliance with school and regulatory requirements.

5.4-Admission Lead:

The Admission Lead Responsibilities are:

- Ensure a coherent and consistent admissions process across all phases.
- Oversee all aspects of student admissions, including applications, registration, placement procedures, enrolment, transfers, and waiting lists.
- Ensure alignment with KHDA, MOE, and school admissions requirements and regulations.
- Monitor admissions implementation, accuracy of student records, and consistency of admissions procedures.
- Ensure that the NDPS admissions structure is followed rigorously, including the use of approved forms, documentation, and registration procedures.
- Support parents throughout the admissions and enrolment process and provide clear guidance regarding requirements and procedures.
- Oversee the implementation of placement assessments, age placement procedures, and student transition arrangements where applicable.
- Ensure that admissions data and student records are accurately collected, maintained, and securely stored.
- Monitor enrolment trends and admissions data to support school planning and capacity management.
- Ensure that admissions practices are regularly reviewed and improved, and that findings from evaluation processes are used to refine admissions systems and procedures.

5.5-Admission Officer

The Admission Officer will:

- Prepare and share the admissions timeline and registration schedule with the Admissions Lead for review and approval.
- Ensure that all admissions schedules, procedures, and communications are accurate, clearly structured, and aligned with KHDA, MOE, and school

requirements.

- Share approved admissions information with staff, ensuring clear and timely communication regarding admissions procedures and expectations.
- Ensure that admissions forms, requirements, and procedures are uploaded to the designated school platforms and accessible to parents and relevant stakeholders.
- Communicate with parents regarding admissions requirements, documentation, placement procedures, registration timelines, and enrolment status.
- Ensure that all student admissions data entered into the school system is accurate, complete, and verified.
- Collect, organise, and verify all required student documents, including passports, Emirates IDs, vaccination records, transfer certificates, and other KHDA/MOE requirements.
- Ensure that all student files are prepared accurately, organised securely, and maintained in accordance with school procedures and confidentiality requirements.
- Coordinate placement assessments and admissions interviews where applicable, ensuring smooth organisation and communication with parents and staff.
- Ensure readiness of all admissions records, forms, and digital platforms prior to registration and enrolment procedures.
- Ensure that all admissions procedures are conducted fairly, consistently, and in line with school policy.
- Ensure that parents are fully aware of admissions procedures, timelines, and expectations throughout the registration process.
- Conduct regular checks and follow-ups to ensure accuracy of admissions records, completion of documentation, and compliance with KHDA and MOE requirements.

6-Procedures:

The school needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the Admissions Process and take full advantage of the education provided at the school. Parents of a child who has any disability or special educational need should provide the school with full details at the start of the Admissions Process. The school needs this information so that, in the case of any child with a particular need, the school can assess those needs and consult with parents about the adjustments which can reasonably be made. This ensures that the application procedure is accessible for the child and the school can cater adequately for the child's needs should an offer of a place be made.

Admission Placement:

Year group placements are made according to the age set by the National Curriculum of England standard. For all children applying from Y1 to Y13, an attested transfer certificate from the child's current school will be required to facilitate the correct placement.

Placements are made by age as per the National Curriculum of England requirement and KHDA requirements.

Key Stage (UK)	Year Group	Born on or before 31 st December of the year of enrolment*
Early Years Foundation Stage (EYFS)	FS1	3 years old
	FS2	4 years old
Key Stage 1	Year 1	5 years old
	Year 2	6 years old
Key Stage 2	Year 3	7 years old
	Year 4	8 years old
	Year 5	9 years old
	Year 6	10 years old
Key Stage 3	Year 7	11 years old
	Year 8	12 Years old
	Year 9	13 Years old
Key Stage 4	Year 10	14 Years old
	Year 11	15 Years old
Key Stage 5	Year 12	16 Years old
	Year 13	17 Years old

At the time of entry, students will be required to have fulfilled the following criteria dependent upon their age and year level for entry.

- Presentation of the appropriate documentation and fees (see Appendix 1)

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- School's ability to meet the needs of the student
- The space available within the appropriate year group
- Requirements for registration within the KHDA Portal

Admissions Process

Enquiry

Parents can contact the school using various communication mechanisms such as :

- Website
- Phone call
- Email
- Walk-in
- Social Media

The Admissions Team will respond to all enquiries through email or phone during working hours. Tours will be scheduled with parents to learn more about the school.

In line with the school vision, we offer admission from FS1 to year 8 for students of multicultural backgrounds in the locality and beyond. The school is inclusive and welcomes students who demonstrate ability and a willingness to benefit from its educational, cultural and social provisions and opportunities.

Arrangement for the admission and support for all students:

The following are the arrangements for admission to the school:

The school will post on the website the date of opening the admission. Also, parents can contact the school to confirm the deadline for admission.

All required documents should be delivered to the admission department to start the process

Online registration:

Parents are requested to start an inquiry of registration by completing an online application and submitting the required documents. Once the registration application is completed, parents will receive an inquiry number as a verification record for admission. Parents also can book a tour in the school to know more about the school facilities and learning environment

Assessment/ screening:

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After submitting all required documents and having the inquiry number, the admission department will contact the parent(s) to schedule the assessment / interview as required or to inform them of the next steps.

Selection Criteria:

- All Applicants will do the personal interview and entrance exams
- The admission should be aligned with the age expectations
- Siblings is a priority for admission
- The child's previous curriculum is taken into consideration as well as limitations with regards to transfer dates for local transfers as defined by the KHDA.
- Students should meet the requirements of English proficiency, if not they are required to attend the needful support.
- Parents of candidates who are accepted to school are asked to enroll their child by paying the enrolment deposit fee within one week of acceptance. This deposit will be deducted from the first tuition fee invoice in the coming year.

Admission Decision:

After reviewing a completed application file for admission, the school management will decide upon whether a place is to be offered or not, based upon all the information received from the assessment taken. The decision taken by the school is final, and all admissions follow the guidelines and regulations set by the KHDA. Parent/ Guardian must respond to the offer within 14 days of receipt, to secure the place. Prior to admission a Transfer Certificate (attested where required) is to be submitted.

Application

The Application Form is available online and in paper form. Parents provide their contact information and their applying children's data into this form. Application data for each child applying is required.

New students' admission:

The school will charge the new students a deductible deposit of 10% of the annual tuition fees.

If new students enrol at the school during the academic year, we will charge tuition fees starting from the month of enrolment.

The admission department will send to the parents a formal letter for enrolment, based on this letter; parents are requested to pay the first payment to confirm the admission seat.

Parents are requested to pay a 500 AED as seat reservation, which is refundable if the school does not offer the student a place, and non-refundable if the school offers the student a place but the student chooses not to take it. It is not deductible from the total tuition fees to be paid if the student is offered and accepts a place

Existing students' re-registration:

From the second year of operation, the school will open re-registration from beginning of the third term from the academic year.

The re-registration fees will be 1000 AED from the annual tuition fees, which will be deductible from the first term's fees.

We will collect the annual tuition fees in three instalments at the beginning of each term. The first term's payment will be 40% of the annual tuition fees; the second payment is 30 % of annual tuition fees; and the third term is also 30 % of annual tuition fee.

Admission Decision:

After reviewing of a completed application file for admission, the school management will decide upon whether a place is to be offered or not, based upon all the information received from the assessment taken. The decision taken by the school is final, and all admissions follow the guidelines and regulations set by the KHDA. Parent/ Guardian must respond to the offer within 14 days of receipt, to secure the place. Prior to admission a Transfer Certificate (attested where required) is to be submitted.

Arrangements for waiting Lists and oversubscription:

Parents are requested to communicate with the admission department to register their children in the waiting list if there are no places available for admission at the time being.

The admission department will be contacting the applicants when any seat is available.

Bursaries:

A discount between 20-25 % is applied to the students in need (maximum 25 cases).

Siblings:

The school offers siblings priority for entry to the school, but the onus is with parents to inform the school of any siblings they may wish to be considered for entry.

The school provides a discount for siblings. For the first child, parents will pay 100% of tuition fees. For the second child, parents will receive a 5% discount in tuition fees. For the third child, parents will receive a 10% discount in tuition fees.

Disclosures:

Parents must, as soon as possible, disclose any known or suspected circumstances relating to their child's health, allergies, disabilities and/or learning difficulties.

Assessment Scheduling

All children who apply for a place at the school are invited to take part in a placement assessment. The school conducts assessments with all applicants to establish their academic level and to ensure that the child can access the school's programme.

The school also conducts placement assessments to determine the level of support that may be required. Admissions placement data is further used by class teachers to modify the curriculum and ensure that each child is appropriately supported and challenged during lessons.

Placement Assessment Details

Foundation Stage

Students seeking entry to the foundation stage years will not be assessed for specific academic ability but for our teaching staff to understand and identify their specific passions, creativity and imagination. However, they will need to:

- Be fully toilet trained and of the correct age as per school's age criteria

These requirements, and those that follow, are so that we can ensure students have a safe and secure environment in which to develop and grow.

Students will be assessed in small groups through interactive sessions at school or meet 1:1 with a member of the team. The assigned team member will observe the group to note a child's ability to:

- Operate independent of their parents
- Interact with peers, sharing and able to ask simple questions or make statements

- Converse with adults
- Follow simple instructions
- Show their creative and imaginative ability in activities or role play.

Key Stages 1, 2 and 3.

In addition to fulfilling the Foundation Stage criteria, students will be entered into Year 1 – Year 8 after completion of placement assessments purely for baseline purposes. They will also be age appropriately assessed for literacy, numeracy, motor ability for writing and a short discussion.

Years 1 to 2 will be assisted by a member of staff, where needed, for the literacy, numeracy and writing tests and a discussion, to demonstrate evidence of passion, creativity, risk-taking or innovation.

Students entering Years 2-8 will be required to sit a CAT4 assessment (from October 2025), which takes approximately 90 minutes; and a baseline assessment for English and Maths, to ensure a baseline is established, and to highlight the strengths, and areas of development for each child.

Placement Assessment Fee:

Skills based assessments 300 AED as these are externally purchased.

Inclusion

Some children may require additional support and as such it is vital that the Head of Inclusion (SENDCo) is involved at the very beginning of the Admissions process.

Parents who are referred to the Head of Inclusion are required to:

- Share with the school any concerns they may have in relation to their child;
- Provide the school with copies of all medical, psychological or educational assessments or reports before any placement assessments are given;
- Inform the school, in writing, if their child has ever attended and/or been assessed by a Psychiatrist, Psychologist or other Therapist (speech, occupational, behaviour etc.).

The Head of Inclusion will then review all information and set up an interview with the parents, child, and the principal (as required). Once the interview is completed, the Head of Inclusion will meet with the principal and give feedback on next steps.

At any time during the Admissions Process, the Admissions Team may observe that a child might require SEN support, and so a repeat assessment will be requested to allow the Head of Inclusion to be present. Early identification of the specific additional needs of each child is very important for the school to support their learning.

Should the school have concerns that it cannot meet the needs of the student, appropriate staff members will discuss this with the parent/guardian. If it is deemed that the school cannot meet the needs of the student, then in the interest of the student, registration will not be processed.

The school reserves the right to not re-enrol any student whose behaviour undermines the education or safety of other students, or whose educational or social needs prove to be beyond those which the school can address.

Registration:

A Registration Fee and the following documents (see Appendix 1) are required to secure a place. Failure to do so will result in the admission being automatically cancelled, and the place will be offered to the next applicant.

Details of the Registration Fee are outlined within the Fees section on the New Dawn Private School (NDPS) website and with the Admissions and Accounts Departments. Refer to the School's Parent Contract for information as to how the deposit will be held,

For new students, the registration fee is non-refundable. However, for current students, the registration fee will be deducted from the total school fee.

Non-Admission:

This may occur for a range of reasons:

- full capacity whereby the child can then be placed on a waiting list.
- the school is unable to meet the need of the child.
- Knowledge and Human Development Authority (KHDA) decline approval request.

NOTE:

When the School denies a student of determination enrolment or re enrolment, the school follows the KHDA's non- admission notification procedure.

Parents will be notified by phone or email whichever is most appropriate to communicate a not offered place.

Admission Finalised:

Upon confirmation of receipt of complete documents and Registration Fee, parents will be provided more information about the school, how to purchase school uniforms, how to arrange for school transport, etc.

Waiting Lists:

If there is no space available, a student will be placed on a waiting list. Waiting lists terminate at the end of the academic year.

Appeals:

When parents are not satisfied that the process of admission has been carried out in line with the policy, they may raise these concerns to the Government Relations Officer in the first instance and may appeal to the principal, if matters are unresolved.

Re-enrolment :

Students who have previously left the school and wish to return, are required to repeat the admissions procedure. When a student leaves the school, his/her file is kept for a minimum of five (5) years.

Promoting Students

Students shall be promoted from one year level to the next and from one academic year to another.

During the academic year, if concerns about a student's progress for any reason (e.g. achievement, attendance) are identified, a meeting will be held with the parents to discuss the issues and to find solutions to accelerate progress. These may include modification of teaching plans, provision of additional support or activities to complete at home. Any student who fails to make satisfactory progress in line with school, KHDA and Ministry expectations, risks not being promoted to the next academic year, pending approval.

Applicable to [prospective](#) and current parents, admissions team and finance team

Appendix 1: Admission Requirements

1. A copy of the student's passport and residence visa (where applicable) with the Unified Number (UID)
2. A scanned copy of the student's birth certificate
3. Four recent passport-sized photos
4. A copy of the Family Book for UAE nationals only
5. A copy of the student's Emirates ID
6. A copy of the student's Vaccination Card
7. Student Medical File from previous school (including updated immunisation records)
8. Conduct Certificate/recommendation letter from previous school
9. Record of attendance for previous academic year from previous school
10. School report/transcript from previous two academic years
11. Specialist reports for any students of determination
12. Original Transfer Certificate from previous school (attested by KHDA/Ministry of Education for students coming from another Emirate)
13. School report/transcript from last attended school if the school was outside the UAE, should also be attested by:
 - Ministry of Education
 - Ministry of Foreign Affairs (in the country from which the student is relocating)
 - UAE embassy (in the country from which the student is relocating)
 - Consulate of the relevant country (in Dubai)
 - Please note that attestation is not required for UK, US, Canadian, Australian or European school transfers
14. A copy of Father's/Guardian's valid passport and residence visa (where applicable)
15. A copy of Father's/Guardian's Emirates ID
16. A copy of Mother's/Guardian's valid passport and residence visa (where applicable)
17. A copy of Mother's/Guardian's Emirates ID.

Fee Structure for The Academic Year 2025-2025

Year	KHDA Approved	Discounted Fee		
		Tuition Fee	Books	Total
FS1	21000	12500	1000	13500
FS2	21500	12500	1000	13500
Year 1	23000	14000	1000	15000
Year 2	23000	14000	1000	15000
Year 3	23000	14800	1200	16000
Year 4	24000	14800	1200	16000
Year 5	24000	15800	1200	17000
Year 6	24000	15800	1200	17000
Year 7	25000	16800	1200	18000
Year 8	25000	16800	1200	18000

Discounts:

- Up to 35% discount.
- 5% for ESAAD card.
- Sibling Discount:
5% discount for the second child.
10% discount for the third child.

Mandatory non-refundable fee:

- Application Fee: AED 500.
- Placement Fee: AED 300.
- Uniform: AED 500.
- Stationary: AED 200.
- Medical Fee: AED 200.
- ECA: AED 500

This document has been approved by the School Management System

The only approved and controlled copy of this document is the one available electronically on the school's network. Printing and distributing of this document are prohibited. Users must verify the Revision Number and Issue Date of the document before use.

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- Use of Technology: AED 300
- External Exams: Year 1- Year 8: AED 500. / Year 6: AED800.

Optional Fee:

- Transport: AED 4500- 6500AED
- School Trips: AED 500 (per year).
- English Language Support: AED 1200 (per term)
- Arabic Language Support: AED 900 (per term).
- After-school Activities: AED 1200 (per term)

7- Accountability:

Accountability for admissions at New Dawn Private School (NDPS) is clearly defined across all levels to ensure effective implementation, consistency of practice, and compliance with KHDA and MOE requirements.

- **Board of Governors (BOG):** Hold overall strategic accountability for the effectiveness of the admissions system and its alignment with KHDA and MOE requirements.
- **Quality Assurance Manager (QMR):** Provides independent oversight of admissions practices, ensuring compliance with policy, consistency across the school, and effective implementation of quality assurance processes.
- **Senior Leadership Team (SLT):** Oversee the implementation of the admissions policy, monitor its effectiveness, and ensure high-quality admissions practices across all phases.
- **Admissions Lead:** Ensures consistency in admissions practices, oversees implementation, and supports effective student placement and enrolment procedures.
- **Admissions Officer:** Manages daily admissions procedures, maintains accurate student records, and ensures timely communication and documentation processes.
- **Principal and Admissions Lead:** Are fully accountable for the overall quality, effectiveness, and compliance of admissions practices and procedures across the school.

8- Review and Updates

This policy will be reviewed annually to ensure it aligns with the school's goals and the evolving needs of our students. Adjustments will be made as necessary to continuously improve the admission process.

9- Related forms and documents:

- Parent Contract
- Inclusion Policy
- Admissions Form
- School Offer Letter

10-References:

<https://www.moe.gov.ae/En/MediaCenter/News/Pages/UAE-announces-updated-age-cut-off-date-for-KG-Grade-1-admissions-starting-AY-2026-2027.aspx>

[https://web.khda.gov.ae/KHDA/media/KHDA/Registration and Refund Policy for all Dubai Private Schools EN.pdf](https://web.khda.gov.ae/KHDA/media/KHDA/Registration%20and%20Refund%20Policy%20for%20all%20Dubai%20Private%20Schools%20EN.pdf)