



IB Curriculum Schools – Admissions Policy

Policy Details

Policy Title	IB Curriculum Schools – Admissions Policy
Policy Number	ADM – 010
Policy Owner	Admissions Department
Version	4
Effective Date	September 2025
Scheduled Review Date	June 2026
Applicable To	IB Curriculum Schools

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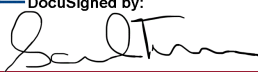
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1. Purpose

- a. The International Baccalaureate (IB) Curriculum Schools of Taaleem Holdings P.J.S.C. aim to provide high-quality education to students of all nationalities, aged 6 months to 18 years old, and embrace inclusion and diversity by welcoming students from all segments of society including those with special educational needs..
- b. The IB Curriculum Schools and their ethos promote global citizenship while acknowledging the international profile of schools in the United Arab Emirates (UAE). They uphold the belief that every child deserves access to quality education and learning. Valuing inclusivity, the IB World Schools emphasize that an inclusive education "allows students of all backgrounds to learn and grow side by side, to the benefit of all" (UNICEF, Inclusive Education).
- c. The aim of the Admissions Policy is to inform prospective parents about the admission criteria and process, ensuring fairness and equity throughout the procedure.

2. Scope

The schools within the IB Curriculum Group are as follows:

- i. Greenfield International School (Age 2-18)
- ii. Jumeira Baccalaureate School (Age 3-18)
- iii. Raha International School, Gardens Campus (Age 4-18)
- iv. Raha International School, Khalifa City Campus (Age 3-18)
- v. Uptown International School (Age 6 mths-18)

3. Policy Statement

- a. The IB Curriculum Schools seek to enrol students who are naturally curious, think deeply, take risks, and reflect on their learning. We value parents who are committed to partnering with the school for the academic, personal, social, and emotional development of their children. Research has clearly demonstrated that students are most successful when their parents are actively involved in their learning. Therefore, parents are expected to embrace the school's guiding statements and expectations. The admissions process helps to ensure a good match for the benefit of all parties involved.
- b. The IB Curriculum Schools foster a strong community that represents a variety of backgrounds and experiences, with members embodying the IB learner profile and holding high academic aspirations for all students. We are committed to inclusion and providing excellent pastoral care for each student. We believe that students' learning, interaction, and growth through the School and IB curriculum are enriched when they interact with peers who bring diverse backgrounds, life experiences, and perspectives to the campus.
- c. We invite all prospective parents to schedule an appointment with our Admissions Team to discuss potential enrolment. Each application is considered individually, taking into account academic ability, behavioural needs, and additional learning needs.
- d. Prospective students are required to sit an assessment appropriate to their age and

stage of learning. We ensure that all applicants and their families are treated fairly, equally, and consistently, and that the admissions criteria are clear, transparent, and accessible. We welcome students into every grade depending on the availability of places and offer admission to those who have completed the admissions process and met the criteria for the appropriate grade. Our goal is to make the admissions process as smooth and transparent as possible for both prospective students and parents.

KHDA & ADEK

- e. The Knowledge and Human Development Authority (KHDA) is the educational quality assurance and regulatory authority of the Government of Dubai. The KHDA regulates private schools in Dubai. There are certain requirements that must be met by both parents and the school to enable the student to attend a private school. The KHDA provides a Parental Guide for School Admissions on their website <https://www.khda.gov.ae/> which sets out essential information for parents.
- f. The Abu Dhabi Department of Education & Knowledge (ADEK) is the educational quality assurance and regulatory authority for private schools in Abu Dhabi. There are certain requirements that must be met by both parents and the school to enable the student to attend a private school. ADEK provides a Guide for School Admissions on their website <https://www.adek.gov.ae/> which sets out essential information for parents.

4. Guidelines

Prioritisation

- a. When an application is received, students are placed into the admissions pool based on a general prioritisation. Children of school staff are given consideration, followed by siblings of current students, UAE Nationals, and other applicants.

Age and Cut-off Year of Entry

- b. The IB World Schools adhere to the UAE guidelines by using the student's age as of August 31st for grade placement. Promotion to the next year group is primarily determined by the student's completion of their last academic year. The last completed grade generally takes precedence over age for promotion to the next grade, though all students undergo assessment to ensure they are ready. For Nursery and Early Years (ages 6 months to 6 years), placement is based on age. From Grade 2 to Grade 12, age serves as a guideline, but promotion depends on a valid school report and/or transfer certificate, considering curriculum equivalencies.
- c. Students must be of the appropriate age for their grade by August 31st and demonstrate readiness through assessment. This cut-off date aligns with practices in several northern hemisphere countries, including the UK and Dubai.
- d. Other factors influencing placement in the age-appropriate year group may include:
 - When it is deemed in the student's best interest to be placed in a year group below their age expectations. This decision requires express permission from the parent,

- approval from KHDA or ADEK, and collaboration among the Head of Inclusion and Principal.
- Considering the cut-off date in the student's country of origin to prevent potential academic penalties upon the student's return.
 - Evaluating the student's successful completion of an equivalent grade level in another educational system.
 - Reviewing a transcript or report card from the previous academic year that demonstrates exceptional academic performance and strong social skills.
- e. The IB World Schools follows the International Baccalaureate Curriculum Framework and welcome applicants who have been studying within a different curriculum. The following shows the correct age and year for a student to join and the equivalent grade comparison chart.

Grade & Year – Plus Age Comparison			
	Grade	Age as of 31st August	Equivalent Year Group
Early Years	Nursery	2 Years Old	R3's
	Pre-KG	3 Years Old	FS1
	KG1	4 Years Old	FS2
Primary Years Programme (PYP)	KG2	5 Years Old	Year1
	Grade 1	6 Years Old	Year 2
	Grade 2	7 Years Old	Year 3
	Grade 3	8 Years Old	Year 4
	Grade 4	9 Years Old	Year 5
	Grade 5	10 Years Old	Year 6
	Grade 6	11 Years Old	Year 7
Middle Years Programme (MYP)	Grade 7	12 Years Old	Year 8
	Grade 8	13 Years Old	Year 9
	Grade 9	14 Years Old	Year 10
	Grade 10	15 Years Old	Year 11
Diploma Programme (DP)	Grade 11	16 Years Old	Year 12
	Grade 12	17 Years Old	Year 13

5. Application Process

Entry into any grade at any time is possible within the IB World Schools, subject to availability. Exceptions apply in Abu Dhabi, where transfers are limited during Term 2 and Term 3 each academic year. Oversubscribed IB World Schools will indicate on their websites if a grade is at a waitlist stage. Applications for future academic years open one year in advance. Please note that applying does not guarantee an admission offer or the availability of a place.

How to Apply

- a. Parents are required to complete an online application form and submit necessary documents to the Admissions Office. In Dubai, an application fee of AED 525 including VAT, which is non-refundable, must be paid before the application can proceed. Paying an application fee does not guarantee a place in the school. For parents applying from overseas, the Admissions Office will coordinate with the student's current school to assist in the assessment process. Students in Dubai will be invited to attend an assessment, and a confidential reference form will be sent to the student's current school.
- b. Further assessment to determine English language proficiency or learning support needs may be necessary. The IB Curriculum Schools may also request additional supporting information from the student's current school to facilitate a smooth transition and induction into the school.

Documentation to Submit

- c. All relevant information, including details of disciplinary, social, physical, medical, or psychological needs, and any potential learning support needs, must be declared. If the IB World Schools discover that relevant information was not disclosed, any offer of a place may be withdrawn, even if the student has already started.
- d. At the application stage, parents will be asked to upload documentation to the school's admissions portal. This includes previous school reports, passport copies, Emirates IDs, and any other documents requested by the Admissions Team. One crucial document is the 'Transfer Certificate,' which parents must obtain from the student's previous school; without it, the student cannot start at the new school.
- e. Additionally, documents required by the Dubai Health Authority must be submitted, including a signed medical consent form and the student's immunization records.
- f. In Abu Dhabi, a Transfer Certificate is required only if the student is transferring from outside the Emirate. The Transfer Certificate must be attested according to ADEK attestation requirements, as listed on the schools' individual websites.

Applying to Multiple Taaleem Schools

- g. A non-refundable application fee of AED 525 is required when applying to each school in Dubai within the Taaleem Group, unless the school cannot offer a place due to a waitlist. In such cases, the application fee may be transferred to another Taaleem school.

Admissions Pool & Waitlist

- h. As applications are completed, they will be reviewed, and a place will be offered where possible. If the number of applications exceeds the available places, IB World Schools will place applicants in a waiting pool. This does not guarantee a place, but parents will be contacted regularly to discuss keeping the application in the waiting pool for the current or next academic year until a place becomes available. Places will be offered from the waiting pool on an ongoing basis as soon as they become available. If no place becomes

available, children are invited to re-apply for the following year based on the regulation.

Deferral of Offer

- i. Due to unforeseen circumstances, parents may decide to roll over the admission of the student to another term or academic year. This is possible pending availability of a seat and only if parents inform the Admissions team before the date of the student's original admission date. Deferrals are only possible upon approval by the Admissions and Academic teams and may require additional assessment.
- j. In Dubai, parents are permitted to rollover the application up to one year from the initial date of enrolment, after this, no further date change of admission is allowed, and the deposit will be lost.

Returning Students

- k. In Dubai, students that wish to return to the same school that they departed from will not be required to pay an application fee unless they are returning after one year from their leaving date. Students returning within one year from their date of leaving will not be required to sit an additional assessment, however updated school reports will be required.

Assessments

- l. The IB World Schools aim to provide a happy and purposeful environment for students. We strive to make assessment days pleasant and stress-free, ensuring candidates feel at ease. The assessment process aids in determining the appropriate placement and helps teachers decide on the correct learning pathway for each student. Assessment procedures are tailored to the needs of students joining different grades, but they share some common elements:
 - Applicants are invited for a formal entrance assessment and interviews with senior academic team members, including the Heads of Inclusion (where applicable). The IB World Schools do not provide assessment results to parents, as they are considered meaningless in isolation. However, a senior member of the relevant grade or an Admissions representative is always available to discuss the student's performance.
 - IB World Schools are fully inclusive, offering high-quality education to children of all nationalities and abilities. Each school's primary goal is to serve families in the community, providing places as needed without prejudice or exclusion.
 - Upon application, parents are required to disclose any known additional needs their child may have. If a student has any diagnostic, psychological, or medical reports, these must be submitted before enrolment.
 - The Head of Inclusion may conduct an assessment of educational needs upon entry. The Inclusion Team will use the information from this assessment and other identification procedures to determine the appropriate type and level of support for each student.

- If additional support, such as extra personnel or resources, is needed, the associated costs will be discussed and agreed upon with the parents beforehand, with full transparency regarding the actual costs. Details of the additional requirements will be clearly communicated to parents in writing and may be included in the conditional acceptance letter or parent agreement. If the parent's first language is not English, the letter may be translated to ensure full understanding and informed consent.
 - Additional assessments for English Language Learners and/or Special Educational Needs may be requested as part of the admissions process. This could include referral for evaluation by an educational psychologist or one-on-one assessment with the Head of Inclusion.
- m. Admissions decisions for IB World Schools are made at the discretion of the Principal. Possible admission decisions are as follows:
- Offer of a place to the student
 - A probationary place is offered to the student, linked to conditions set by the school which must be accepted and met prior to joining.
 - Placement on the waitlist for a place

Assessments in Dubai Schools

- n. In Dubai, all prospective students undergo an assessment process with the Admissions Office, regardless of their grade, school, or country of origin.
- **Pre-KG to Grade 2:** Students may participate in play-based assessments or in-class experiences.
 - **Grade 1 to Grade 3:** Students may also be required to complete one-on-one paper assessments with a teacher appropriate for their age.
 - **Grade 2 and upwards:** Students typically complete an online CAT4 test and may be required to take additional assessments in English, Mathematics, and Arabic.

Assessments in Abu Dhabi Schools

- o. In Abu Dhabi, the assessment process varies slightly:
- **Pre-KG, EY1, & EY2:** All eligible applicants are invited to a 'stay & play' session, which allows parents and school staff to determine if the child's needs and abilities align with the school's capacity to help them reach their full potential. This session is considered along with the application to assess the child's readiness for Early Years.
 - **Grade 1:** All eligible applicants are invited to attend a classroom experience at the school. This is considered alongside the application to assess the child's readiness for Grade 1.
 - **Grades 2-11:** All eligible applicants take a CAT4 assessment and / or interview to evaluate general cognitive abilities in English, Math, and Non-verbal reasoning. Overseas applicants can complete this assessment remotely.
- p. Assessment results are used to inform the level of learning support required and are considered alongside the application and other required documents before a place is

offered. Assessment results may be used for grade placement in the following cases:

- Students changing curricula in Grades 9–12.
 - Students transitioning from alternative educational provisions (e.g., homeschooling or coming from countries where grade/year equivalency cannot be established).
 - Students who have not attended school for more than 2 years.
- q. The IB World Schools strive to meet all individual needs and welcome applications from students of determination. Each school has its own 'Inclusion Policy,' which can be requested from the school you are applying to.

Inspire/Aspire Programme (Only at Jumeira Baccalaureate School)

- r. The Jumeirah Baccalaureate School's (JBS) Inspire and Aspire programmes, developed in consultation with The Developing Child Centre (TDCC), aims to support children with significant inclusion challenges.
- s. Eligibility Criteria – The Inspire and Aspire programmes currently have three classes:
- Inspire Class (KG 2 – Grade 2)
 - Inspire Class (Grade 3 – Grade 5)
 - Aspire Class (Grade 6 – Grade 8)
- t. These classes are designed for children who cannot access mainstream schooling due to significant learning, communication, behavioural, or adaptive functioning needs. Older provisions are planned for the future.
- u. For more information on these programmes, please contact JBS Admissions team directly with any further questions.
- v. A comprehensive assessment may be conducted to determine eligibility for the Inspire and Aspire programmes. During the assessment, the student's academic level, behaviour, and areas of challenge/need will be reviewed and compared to the eligibility criteria for the Inspire and Aspire programmes. This assessment may include:
- Observation (either at JBS or the student's current setting)
 - A possible classroom trial

Thrive Program (Only at Uptown International School)

- w. The Uptown International School (UIS) Thrive program aims to support children with significant inclusion challenges.
- x. Eligibility Criteria – The Thrive program currently has one class aimed at supporting students in Grade 6–8 who significantly struggle to access mainstream schooling due to significant learning, communication, behavioural, or adaptive functioning needs.
- y. For more information on this program, please contact UIS Admissions team directly with any further questions.
- z. A comprehensive assessment may be conducted to determine eligibility for the Thrive program. During the assessment, the student's academic level, behaviour, and areas of challenge/need will be reviewed and compared to the eligibility criteria. This assessment may include:

- Observation (either at UIS or the student's current setting)
- A possible classroom trial

Criteria for Admissions

aa. Within the IB Curriculum Schools, the criteria of acceptance is on an individual basis. However, broadly we seek to enrol the following students.

- Who are well-rounded and enjoy learning.
- Whose academic performance (where applicable) is at an appropriate level.
- Whose conduct is good overall and those that are respectful to others.
- Who are and whose parents are committed to the IB Group of school's mission and vision and have an interest in the community.
- Whose qualities will enrich the IB Schools and who will make a positive contribution.

bb. Failure to provide accurate information during the applications process may result in the offer of a place being withdrawn.

cc. The IB Curriculum Schools may decline admissions where;

- Assessment indicates the student is working significantly below age-related expectations and would not be able to successfully access the curriculum.
- The student requires levels of SEN, EAL or other support beyond the provision and resources available at the school at the time of the student's intended start.
- Documented behavioural history or assessment demonstrates patterns of conduct that would negatively impact learning or wellbeing of self or others.

Non-admission of Students of Determination and English Language Learners

In line with the *Directives and Guidelines for Inclusive Education (2020)* and *Advocating for Inclusive Education: A Guide for Parents (2021)*, the school is committed to a fair and transparent admissions process for all applicants. In the exceptional circumstance where a decision is made not to offer a place or to place an applicant on a waiting list, the following procedures will be followed:

1. Comprehensive Entry Assessment

The admissions assessment will be holistic, identifying the applicant's strengths, learning needs, and the strategies most likely to support their success.

2. Team Around the Child (TAC) Review

A documented and minuted Team Around the Child (TAC) meeting will be convened to review the case.

The TAC will include the Head of Inclusion and other relevant members of the academic team involved in supporting the child. Following the review, the Head of Inclusion will provide a recommendation to the Principal/Head of School, taking into account both the best interests of the applicant and the school's current capacity to provide appropriate support within the relevant grade or phase.

3. **Decision Making**

The Principal, in consultation with the Head of Inclusion, will review the TAC recommendation and determine the enrolment outcome.

4. **Communication and Reporting of Non-Admission or Waitlist Decisions**

- The Principal, together with the Head of Inclusion, will provide parents/guardians with written communication outlining the decision and the specific reasons for it.
- For students of determination, the KHDA non-admission notification form will be completed and submitted via the designated online portal.
- In cases of non-admission of students of determination, the initial admissions application fee will be reimbursed to the parents/guardians.

This process applies whether a student of determination is identified before the admissions assessment or during the admissions process.

English Language Learners (ELL)

Applications for English Language Learners will follow the same steps (1 to 3) above. If the decision is to waitlist or not admit, written communication outlining the reasons will be provided to parents/guardians.

6. Acceptance of Offers

- a. Parents will be given five (5) working days in which to secure their child's place by paying the registration fee, which will be offset against the termly fees. If payment is not made within 5 days, the place will be offered to the next child waiting.
- b. In certain circumstances, conditional acceptance may be granted, meaning the student is accepted pending the fulfilment of additional criteria within an agreed timeframe. These criteria will be clearly outlined in the admissions offer letter. To confirm the student's place, parents must comply with the requirements of the KHDA or ADEK, including submitting all necessary registration documents to these authorities.
- c. If the school is unable to offer a place due to being oversubscribed, parents have the option to transfer the application, including the application fee, to another school within the Taaleem Schools network, providing availability

Special Educational Needs and Disability (SEND)

- d. The IB Curriculum Schools welcome students of determination and are committed to the following principles in line with the Dubai Inclusive Education Policy Framework (2017): The Dubai Inclusive Education Policy Framework (2017) for Taaleem IB schools in Dubai:
 - Admission to the school will not be conditional upon the submission of a medical diagnosis, and students will not be refused admission based solely on their special needs.

- Students of determination are guaranteed the right to receive quality education and training across all phases of schooling.
 - Students of determination will be actively supported to participate in learning processes, develop their potential, and build relationships with peers in age-appropriate common learning environments.
 - Access to appropriate provisions, resources, and curricular options will be provided for students of determination.
 - Students of determination will receive necessary support, accommodations, and curricular modifications to ensure equitable access to educational opportunities.
 - The school promotes equity for students of determination.
- e. The IB Curriculum Schools will fulfil its legal and moral responsibilities under UAE law to accommodate the needs of applicants. Further assessments and information may be requested from parents to provide effective support. For more information on parental rights and responsibilities in the admissions process for Taaleem IB schools in Dubai, please refer to the KHDA publication ["Advocating for Inclusive Education – A guide for parents."](#)
- f. Upon application to the school, parents are required to disclose any known additional needs their child may have. The Head of Inclusion will then arrange a meeting with parents to understand these needs and ensure appropriate provisions and support are in place before the child's entry into school.
- g. The IB Curriculum Schools are not able to undertake any diagnosis for specific conditions and may require a formal assessment to be arranged at the parents' or guardians' expense that would support the students in-class learning, however, this is not a requirement to be accepted in the school.
- h. The Head of Inclusion will assess and determine appropriate provisions for the student, which may include additional costs to parents or guardians. This could involve 1:1 Learning Support Assistants and/or specialist support from external agencies (such as speech and language therapy, occupational therapy). All conditions for specific interventions will be agreed upon with parents upon acceptance of the admission offer and implemented post-admission. If additional needs are identified after admission, the school will collaborate with parents to provide the best possible support and educational plan for the student.
- i. Where available, parents are expected to:
- Provide the school with copies of all medical, psychological, or educational assessment reports that are available, before entry to the school. Such materials are a prerequisite in enabling us to provide the best education for the student.
 - Please refer to the school's Inclusion Policy on the website or ask the Admissions Manager for a copy for further information.
- j. In accordance with the Abu Dhabi Department of Education & Knowledge's (ADEK) guiding principles:
- Schools in Abu Dhabi admit students with additional learning needs and provide necessary learning support, provided they have the capability to do so. If a grade

is at full capacity, Abu Dhabi schools may waitlist students with additional learning needs

- Schools will not refuse admissions to students solely due to their learning differences or disabilities, provided the schools can reasonably accommodate student needs at the appropriate grade level.
- There could be an additional charge for this service, which may be up to 50% of the basic school fees, depending on the age and level of support required, as per ADEK policy.
- Students with additional learning needs must submit all relevant documentation to Abu Dhabi schools. Failure to fully disclose this information may jeopardize the child's placement in the school. There could be an additional charge for this service, which may be up to 50% of the basic school fees, depending on the age and level of support required, as per ADEK policy. Priority will be given to students with additional learning needs and their siblings to be placed together,
- The admissions process may involve assessments; however, these are used only to determine the appropriate level of support and are not a barrier to admission. Accommodations, such as assistive technology or modified assessment formats, will be provided on a case-by-case basis.
- If, during the admissions process, we identify that our team cannot reasonably accommodate a student due to significant constraints, an "Inability to Accommodate" notification will be submitted to ADEK (for students who have applied to Taaleem IB schools in Abu Dhabi) and the student's parents within seven days of the decision.

English Language Learners (ELL)

- k. Although English is the main language of instruction, the IB Curriculum Schools are committed to offering an ELL program for students whose first language is not English. If a student is identified as needing ELL support, either by a parent or through the assessment process, the Inclusion Team will conduct further testing. Based on the results and in collaboration with Admissions, the Inclusion Team, and the Principal, support will be provided, subject to available resources.

Class and Set Sizes

- l. Offers can only be made if there is an available place in the grade or the subjects are available in the MYP and/or DP. Due to the transient and uncertain nature of the international community in the UAE, flexibility is required when making offers.
- m. Class sizes at Taaleem IB World Schools vary depending on the approval from KHDA or ADEK and based on the grade and school. For specific information on maximum class sizes for the grade you are applying to, please contact the school directly.

Orientation

- n. At the start of the academic year, new students and their families are introduced to the school by the Admissions Manager (AM) or a member of the Admissions team. During

their initial visits, all families will have the opportunity to meet senior members of the academic staff.

- o. To help new students settle in quickly, the school will hold an orientation day. The Admissions team, Principal, and Heads of Primary / Secondary work closely together to ensure a smooth transition.
- p. During this period, students may also undergo placement testing in certain subjects.

Intimate Care Policy (Foundation Stage)

- q. All students should be fully toilet trained (both urinary and faecal) by the time of starting Pre-K (and higher) and must accept the school's policy on toileting. The school recognises that accidents, both urinary and faecal incontinence, do occur at times, but if the class teacher is concerned with the frequency of accidents, the student must stay at home until the parents/guardians are confident that the student can return to school fully toilet trained. For more information, please reference the school's Intimate Care Policy

Immunisation Policy and Vaccination Upon Admission

- r. Upon admission, all students are required to submit an up-to-date copy of their immunisation records, aligned with the DHA and KHDA standards. These documents must be clear and provided in English. Students who do not present valid vaccination records or medical forms will be considered as having incomplete admission documentation and will be flagged during the enrolment process.
- s. For students who are unvaccinated due to medical reasons, compliance with DHA recommendations is mandatory. They must provide medical documentation from their GP and complete the vaccination refusal paperwork, which includes the refusal form and checklist. Additionally, the DHA medical form is an essential part of the admission process and must be completed before the student begins attending school. This ensures the safety and well-being of all students. A printed copy of the form will be securely stored in the student's DHA medical file within the locked clinic.

7. Registration and Re-registration

Registration Fees

- a. New students in Dubai are required to pay AED 4,000 or 10% of the annual tuition as a non-refundable registration fee to accept a place in the school. New students in Abu Dhabi are required to pay 5% of the annual tuition fee as a registration fee to accept a place in the school. This fee will be deducted from the tuition fees for the joining term.
- b. In Abu Dhabi schools the registration fee for new students is refundable provided written notification is received no later than 14 calendar days prior to the start of the academic year by the Admissions Manager.

Re-registration fees

- c. Returning students in Dubai must pay a non-refundable re-registration fee of AED 2,000 or 5% of the annual tuition fee to hold their place for the following academic year. Returning students in Abu Dhabi must pay a re-registration fee of 5% to hold their place for the following academic year. This fee will be deducted from the first term's tuition fees. Failure to pay the re-registration deposit may result in the student's place being revoked.
- d. If a family relocates outside of the UAE or to another Emirate (except Dubai), the school will refund deposits before the new academic year begins (or before 30th June in Abu Dhabi). If transferring to a Taaleem school in Dubai, the registration fee will be transferred to the new school. In Abu Dhabi, if transferring to another Abu Dhabi school, the school will refund deposits on or before the 30th of April.
- e. Refund requests must be made in writing to the Admissions Office before the start of school and will be reviewed at the discretion of the Senior Leadership Team. The IB World Schools reserve the right to request further documentation to support the request. No refunds will be issued for requests received after the new school year has commenced in Dubai or after the set deadlines in Abu Dhabi, in accordance with ADEK guidelines.
- f. The IB Schools reserve the right to withhold academic reports and refuse re-enrolment for students whose fees are repeatedly not paid on time or have not been settled for the previous academic year.

8. Withdrawal & Refund Guidelines

- a. Students can withdraw from the IB Curriculum Schools at any time of the year. Regulation guidelines are available in the KHDA Refund Policy for Dubai schools and in the Administrative Affairs Policy and ADEK Fees Policy for Abu Dhabi schools.
- b. Parents must complete a withdrawal form and will have the opportunity to meet with a member of the Senior Leadership Team to discuss the reasons for the withdrawal.
- c. Charges will apply depending on the time of withdrawal within the term. All withdrawing students will be reported to the Principal who will make a final recommendation in conjunction with the Taaleem Central Office.
- d. To comply with government regulations, the school must be informed of the country to which the student is transferring. If the student is transferring to another school in Dubai or another part of the UAE, Dubai schools will prepare a Leaving Certificate, for which the parent will be charged AED 120. In Abu Dhabi, parents can download an attested leaving certificate through the TAMM platform for AED 15. Alternatively, an unattested leaving certificate will be sent free of charge. The Admissions Manager must be informed in writing of the new school to prepare the necessary documentation.

9. Transfers within the IB Curriculum Schools

- a. Students wishing to transfer to another Taaleem school within the IB Curriculum Schools must first seek permission from their current Principal. After obtaining this permission, they must submit the official withdrawal form. An application fee of AED 525 is required in Dubai when applying to another school within the IB Curriculum School. Families are

not allowed to hold places at two Taaleem schools; upon acceptance of a place at the new school, the place at their current school is automatically released and a withdrawal form should be submitted immediately.

- b. Transfers of students within the IB Curriculum Schools are only permitted at the start of a term. Mid-term transfers are not allowed unless in exceptional circumstances.

10. Acceptance of Policies

- a. By accepting a place at the IB Curriculum Schools, parents/guardians agree to abide by all school rules, policies, and expectations, including those related to behaviour, respect for others, attendance, use of school equipment, field trips, and academic matters.
- b. Intentional and proven breaches of the school's policies, including those on behaviour, anti-bullying, and social media use, may result in sanctions, including suspension from the school.

Version Control

Version No.	Date	Details of Changes
2	September 2024	Policy for academic year 24/25
3	December 2024	Mid academic year changes made to align with new policies released by ADEK
4	September 2025	Renewed for the 25/26 cycle with changes based on regulations and internal processes

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