

مدرسة دروف العالمية ذ م م  
Dhruv Global School L L C



## ADMISSION POLICY

2025-26

## **1. RATIONALE**

Dhruv Global School, Dubai is committed to a transparent and inclusive admission process that aligns with the regulatory framework of the educational vision of the UAE. This policy aims to:

- Provide a predictable, transparent, and barrier-free admission process.
- Support academic strength, student wellbeing, and diversity.
- Enable equitable access for all students, including students of determination.
- Ensure compliance with nation's inclusive education frameworks.

### **References:**

- Dubai Inclusive Education Policy Framework (2017):  
[https://www.khda.gov.ae/cms/webparts/texteditor/documents/Education\\_Policy\\_En.pdf](https://www.khda.gov.ae/cms/webparts/texteditor/documents/Education_Policy_En.pdf)
- Guidelines for admissions related to age criteria:  
<https://web.khda.gov.ae/en/Guides/Parents/Faq/FAQs-on-changes-to-age-requirements-for-2021-22>
- Implementing Inclusive Education: A Guide for Schools (2019):  
[https://www.khda.gov.ae/Areas/Administration/Content/FileUploads/Publication/Documents/English/20190123084554\\_SENDPOLICYCHOOLS\\_EN.pdf](https://www.khda.gov.ae/Areas/Administration/Content/FileUploads/Publication/Documents/English/20190123084554_SENDPOLICYCHOOLS_EN.pdf)
- Directives and Guidelines for Inclusive Education (2020):  
[https://www.khda.gov.ae/Areas/Administration/Content/FileUploads/Publication/Documents/English/20200126091127\\_SEND-Report-En.pdf](https://www.khda.gov.ae/Areas/Administration/Content/FileUploads/Publication/Documents/English/20200126091127_SEND-Report-En.pdf)
- Advocating for Inclusive Education: A Guide for Parents (2021):  
[https://www.khda.gov.ae/Areas/Administration/Content/FileUploads/Publication/Documents/English/20210323083851\\_Advocating-for-Inclusive-Education%E2%80%93A-guide-for-parents-En.pdf](https://www.khda.gov.ae/Areas/Administration/Content/FileUploads/Publication/Documents/English/20210323083851_Advocating-for-Inclusive-Education%E2%80%93A-guide-for-parents-En.pdf)
- Guidelines for admissions and transfers : [Guidelines for Admissions and Transfers - Dhruv Global School](#)

## **2. POLICY STATEMENT**

Admissions at Dhruv Global School are non-discriminatory and in line with all required regulations. We admit students regardless of gender, nationality, ethnicity, or religion. The school fosters a safe, inclusive, and supportive learning environment for all students.

## **3. SCOPE**

This policy is applicable to all applicants from Pre-KG to Grade 7 (expanding year by year), including those applying under SEND, scholarship, or sibling priority categories.

#### **4. ADMISSION CRITERIA**

Age Criteria (Academic Year 2025–2026)

<b>GRADE</b>	<b>BORN BETWEEN (31st March of the joining year is the cut-off date as per guidelines)</b>	<b>MINIMUM AGE</b>
Pre-KG	01-04-2021 and 31-03-2022	3 years
KG 1	01-04-2020 and 31-03-2021	4 years
KG 2	01-04-2019 and 31-03-2020	5 years
GRADE 1	01-04-2018 and 31-03-2019	6 years
GRADE 2 to 7	Based on Transfer Certificate from previous school	

In the case of an application for a child to enter a lower year group than their appropriate age cut-off year group due to verified and credible special education needs as agreed by the school and the parents, the parents must provide all necessary documents/reports and complete a “Demotion Form” from the authorities once the child is enrolled confirming that the parents agree for the child to enter a lower year group associated with 31st March cut-off. The demotion is subject to approval by the authorities.

##### **Pre-KG to Grade 1**

- Children must meet the minimum age requirement as per the guidelines by 31st March of the year of admission.
- Seats are allocated on a first-come, first-served basis.
- Admission is based on a readiness assessment that evaluates independent speech, physical development, and overall school readiness appropriate to the grade applied for.
- Students must be toilet trained.

##### **Grade 2 to Grade 7**

- Admission is based on the child’s performance in an eligibility test and interview.
- Seats are allocated on a first-come, first-served basis.
- Admission is granted upon successful performance in the test and interview, verification of required documents, and seat availability. A valid transfer letter, code of conduct letter and previous year academic report from the previous school is mandatory for all applicants from Grade 2 onwards.

## **5. STUDENTS OF DETERMINATION**

Dhruv Global School follows a proactive inclusive approach:

- Parents must declare SEND needs during application.
- Submission of valid medical, psychological, or educational assessments from MOH/DHA-approved agencies is mandatory.
- Admissions test may be waived. The child and family will be invited to meet with the Inclusion Department for a detailed discussion to assess and plan appropriate support.
- Admission depends on the school's capacity to provide support.
- Individualized service agreements may be signed where needed.

## **6. SCHOLARSHIP ELIGIBILITY**

Dhruv Global School provides scholarship-based fee discounts to students who demonstrate outstanding talent or performance. This includes, but is not limited to:

- Sports achievements at state, national, international or CBSE levels
- Academic excellence and performance in external assessments
- Artistic and creative talents (e.g., music, dance, painting etc.)

Innovation, oratory programs leadership, or entrepreneurial skills Eligibility for the scholarship is determined based on:

- Valid certificates and documented achievements
- Evaluation by a scholarship review committee
- Approval by the Principal and leadership team

Scholarship recipients are eligible for admission subject to seat availability and document verification.

## **7. PROCEDURE**

- **Fill Admission Form**  
Fill out the admission form available on the website or in person at the school campus.
- **Submit Documents**  
Submit the required documents and report card.
- **Eligibility Test**  
Take the eligibility test.
- **Test Result & Offer Letter**  
Clear the eligibility test and receive the offer letter.
- **Fee Payment & Final Documents**  
Pay the required fees and submit all other documents.

- **Education Authority Registration**  
Provisional admission is granted and confirmed upon Education Authority Registration.

**Note: Student can start school only after the above steps are completed.**

### **List of documents required to be submitted by selected candidates**

- ❖ 1 copy of child's passport, visa and Emirates ID. **Emirates ID is mandatory**
- ❖ 1 copy of both parent's passport, visa and Emirates ID
- ❖ 1 copy of child's birth certificate (with attestation if issued outside UAE)
- ❖ 2 recent passport size photographs of the child
- ❖ Vaccination records to be submitted to the school's medical Centre.
- ❖ Copy of school progress reports for last two years including last examination taken in the previous school and any external assessment reports (CAT4 – Cognitive Ability Testing).
- ❖ Good Conduct Certificate from the previous school
- ❖ Previous School Contact Information – Parents are required to provide contact details of the previous school so that our Admission Department can request a Student Behavior & Safeguarding Letter (confirming the student 'safeguarding/ behavioral and disciplinary record during their time at the school)
- ❖ Transfer Certificate or School Leaving Certificate from the school last attended (with applicable attestations).

Note: A student who has not taken a CAT4 assessment in the last two years will be required to take the same after admission.

### **Transfer / School Leaving Certificate Requirements**

1. Transfer certificate/school leaving certificate must be in English language and signed and stamped by the School Principal.
2. The class in which the student is studying and the class to which he/she has been promoted (if applicable) must be shown clearly in FIGURES and WORDS and not in Roman figures.
3. Admissions after 15<sup>th</sup> June require a Studying/discontinued Transfer / School Leaving Certificate which is valid for only 30 days from the last date of attendance.

#### 4. Transfer / School Leaving Certificate Attestation Requirements

- for students coming from other Emirates other than Dubai, the Transfer/School Leaving Certificate should be attested by the Educational Authority in that Emirate
- for students coming from GCC Countries, the Transfer/School Leaving Certificate should be attested by the Ministry of Education in the GCC country
- For students coming from India, the Transfer / School Leaving Certificate should be attested by the Education Officer of the Zone/District/Area from where the Certificate is obtained. The seal and signature of the Education Officer has to be verified by the Indian Consulate in Dubai and Ministry of Foreign Affairs in UAE.

### **Birth Certificate attestation**

1. If the child is born in UAE or any GCC country, then the Birth Certificate issued in Arabic or English by the Government Department of that country is valid and the Birth Certificate need not be attested.
2. If the child is born in India or any other country (**Except UAE or any GCC Country**) then the Birth Certificate is to be attested by the UAE Embassy, Delhi OR UAE Consulate, Mumbai / Kerala. The Birth Certificate should be in English language.

### **Note**

**It is mandatory for all new admissions to be registered with education authority and sign the Parent School Contract. A child can attend school only after all documents are provided and education authority registration/ Parent school contract is completed.**

### **Rules and Regulations for Admission**

*Abiding by the school's rules and regulations is mandatory. The school management reserves the right to reject any admission without assigning any reason. During registration for admission, please keep a note of the following:*

- Children seeking admission from Pre-KG to Grade 1 must meet the age criteria laid down by regulatory authorities.
- Filling in the registration form **does not guarantee** admission.
- Emirates ID is not mandatory at the time of online registration. However, students who are granted admission must submit the Emirates ID before they can attend school.
- Admissions to all grades are subject to availability of seats.
- **All information in the registration form should be entered correctly.** Entries with regard to name, date of birth and Emirates ID should be in conformity with the Emirates ID.
- It is advisable to have the same name on the Emirates ID as in the passport. In the school record, the name of the student will be as mentioned in the Emirates ID.
- Any attempt to fill more than one form per child will result in his/her disqualification for admission.

- Any incomplete/inaccurate information or any duplication/manipulation during the admission process will result in rejection of the application without any consideration.
- cancellation of offer of provisional admission/admission and any advance fee paid will not be refunded
- Admission will not be granted to candidates coming from unrecognized schools.
- All admissions are subject to approval from the regulatory authorities.
- It is mandatory to submit the child's Vaccination Card (original) to the school medical Centre before the commencement of classes. Parents must share the medical history of the child, if any, with the school medical Centre.
- Transport is provided to all major locations subject to demand and availability.
- A choice of Hindi/French is offered as second language.
- From Grade 1 onwards provision of Islamic Education is Mandatory for all Muslim students.

### **Provision for students of determination**

- The registration form contains a provision to indicate whether the candidate has any special educational needs or disabilities the parent is required to declare about any special educational needs and disabilities in the registration form.
- Parents must provide copies of all medical, psychological, educational assessments for evaluation to the school in order to determine whether the school can cater to the needs of the applicant. These supporting documents are a prerequisite in enabling the school to provide the best provision for the child.

## **9. WITHDRAWAL POLICY**

- 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 student stops attending school and after all dues are cleared.
- Parents may apply for withdrawal of their child through the Admissions/Registrar Office.
- For students leaving during the academic year, 8-10 working days (from the last date of attendance) are required to process the Transfer Certificate request.
- Clearance from the Library and Accounts Department is mandatory. The Transfer Certificate will only be issued once all books have been returned and outstanding dues are settled as per guidelines from authorities
- In case of refund and recovery, the school fees will be calculated as follows:
  - ❖ If the student attends school for two weeks or less, a month's fees will be deducted.
  - ❖ If the student attends school for period ranging between two weeks and one month, two months' fees will be deducted.
  - ❖ If the student attends for more than a month full term's fees will be deducted.
  - ❖ Transfer Certificate will be issued only after all the school dues have been cleared.

- The student's withdrawal is recorded, and the class teacher is informed through the Supervisor for updating the class register.

## **10. STRIKE-OFF CONDITIONS**

A pupil's name will be struck off from the School Rolls on the following grounds:

- Absence from school for a period of 30 consecutive days, without prior permission of the school authorities and non-payment of fees.
- Repeated failure in any class for a period of two years in succession
- For gross misconduct (with approval from authorities)

## **11. POLICY REVIEW**

- This policy will be reviewed annually by the Admissions Officer in consultation with the School Principal and Board on an annual basis.

Drafting Date : March 2024	Review Date : May 2025	Next Review Date : March 2026
<b>Admission Team</b>		
Principal: Dr. Ritika Anand Signature :	Admission Officer : Ms. Mridhula Mohan Signature	
Head of Kindergarten : Ms. Afshan Azim Signature :	Head of primary & Middle School : Ms. Jagmeet Kaur Signature :	Head of Inclusion : Dr. Deepika Singh Signature :