

مدرسة دروف العالمية ذ م م



DHRUV GLOBAL
SCHOOL

Admission Policy

2026-2027



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1. Rationale

Dhruv Global School, Dubai is a CBSE curriculum school, now in its fourth year of operation, committed to a transparent and inclusive admission process that aligns with the regulatory framework and 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 the nation's inclusive education frameworks.



2. Policy Statement

Admissions at Dhruv Global School are non-discriminatory and conducted in line with all applicable UAE regulations. The school admits students regardless of gender, nationality, ethnicity, or religion, and is committed to fostering a safe, inclusive, and supportive learning environment for every student.

3. Scope

This policy applies to all applicants seeking admission from Pre-KG to Grade 8, including those applying under students-of-determination, scholarship, or sibling-priority categories.

4. Admission Criteria

Age Criteria (Academic Year 2026 – 2027)

Grade	Born Between 31st March of the joining year is the cut-off date, as per KHDA guidelines	Minimum Age
Pre-KG	01-04-2022 and 31-03-2023	3 years
KG 1	01-04-2021 and 31-03-2022	4 years
KG 2	01-04-2020 and 31-03-2021	5 years
Grade 1	01-04-2019 and 31-03-2020	6 years
Grades 2 to 8	Based on the Transfer Certificate from the previous school	—

Admission is subject to age eligibility, assessment outcomes, document verification, and for Grades 2 to 8 the Transfer Certificate and academic record from the previous school.

5. Assessment Process

Pre-KG to Grade 1

- Admission is based on a readiness assessment evaluating independent speech, physical development, and overall school readiness appropriate to the grade applied for.
- Seats are allocated on a first-come, first-served basis, subject to seat availability.
- Children must be toilet trained.

Grade 2 to Grade 8

- Admission is based on the child's performance in an eligibility test and interview.
- A valid Transfer Certificate, Code of Conduct letter, and previous year's academic report from the prior school are mandatory for all applicants.
- Admission is confirmed upon successful performance in the test and interview, verification of required documents, and seat availability.

6. Students of Determination

Dhruv Global School follows a proactive, inclusive approach to admissions:

- Parents must declare any additional needs at the time of application.
- Submission of valid medical, psychological, or educational assessment reports from MOH/DHA-approved agencies is mandatory.
- The admissions test may be waived. The child and family will be invited to meet with the Inclusion Department for a detailed discussion to assess needs and plan appropriate support.
- Admission is subject to the school's capacity to provide the required support.
- Individualized support agreements may be signed where necessary.



7. Procedure

The admission process at Dhruv Global School follows these steps:

1. Admission Form – Parents fill out the admission form, available on the website or in person at the school campus.
2. Document Submission – Submit the required documents along with the child's report card.
3. Eligibility Test/Assessment – The child undertakes the eligibility test or readiness assessment as applicable to the grade applied for.
4. Application Fee – A one-time application fee of AED 525 is payable at the time of registration; it is non-refundable, non-adjustable, and serves as the assessment fee.
5. Test Result & Offer Letter – On successful completion of the test/assessment, an offer letter is issued.
6. Fee Payment & Final Documents – Parents complete fee payment and submit all remaining required documents. Please note that the transportation fees must be paid term-wise and, payment must be completed before availing the service.
7. Education Authority Registration – Provisional admission is confirmed upon registration with the Education Authority and signing of the Parent–School Contract.

8. List of Documents Required to Be Submitted by Selected Candidates

- 1 copy of the child's passport, visa, and Emirates ID (Emirates ID is mandatory).
- 1 copy of both parents' passports, visas, and Emirates IDs.
- 1 copy of the child's birth certificate (with attestation, if issued outside the UAE).
- 2 recent passport-size photographs of the child.
- Vaccination records, to be submitted to the school's Medical Centre.
- Copies of school progress reports for the last two years, including the last examination taken at the previous school, and any external assessment reports (e.g., CAT4 – Cognitive Ability Test).
- Good Conduct Certificate from the previous school.
- Previous school contact information — parents must provide the previous school's contact details so the Admissions Department can request a Student Behaviour & Safeguarding Letter confirming the student's behavioural, disciplinary, and safeguarding record.
- Transfer Certificate or School Leaving Certificate from the last school attended (with applicable attestations).

Note: A student who has not undertaken the CAT4 assessment within the last two years will be required to take one after admission. The assessment fee will be borne by the parent.

9. Scholarship Eligibility

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

- Sports achievements at state, national, international, or CBSE level.
- Academic excellence and performance in external assessments.
- Artistic and creative talent (e.g., music, dance, painting).
- Innovation, oratory, leadership, or entrepreneurial ability.

Eligibility is determined based on:

- Valid certificates and documented achievements.
- Evaluation by a scholarship review committee.
- Approval by the Principal and Senior Leadership Team.

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

10. Transfer / School Leaving Certificate Requirements

- a. The Transfer Certificate / School Leaving Certificate must be in English, and signed and stamped by the Principal of the previous school.
- b. The class in which the student was studying, and the class to which they have been promoted (if applicable), must be shown clearly in both figures and words — not in Roman numerals.
- c. Admissions after 15th June require a Studying/Discontinued Transfer or School Leaving Certificate, which is valid for only 30 days from the last date of attendance.
- d. **Attestation requirements:**
 - i. Emirates other than Dubai: the Transfer/School Leaving Certificate must be attested by the Educational Authority of that Emirate.
 - ii. GCC countries: the certificate must be attested by the Ministry of Education in that GCC country.
 - iii. India: the certificate must be attested by the Education Officer of the Zone/District/Area where it was issued, with the seal and signature further verified by the Indian Consulate in Dubai and the UAE Ministry of Foreign Affairs (MoFA).

11. Birth Certificate Attestation

1. If the child is born in the UAE or any GCC country, the Birth Certificate issued in Arabic or English by the Government Department of that country is valid and does not require attestation.
2. If the child is born in India or any other country (except the UAE or a GCC country), the Birth Certificate must be attested by the UAE Embassy, Delhi, or the UAE Consulate, Mumbai/Kerala, and should be in English and Arabic.

12. 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 a reason. Parents should note the following during registration:

- Filling in the registration form does not guarantee admission.
- All information in the registration form must be entered correctly, and name/date of birth/Emirates ID details must match the Emirates ID exactly. The school record will reflect the name as it appears on the Emirates ID.
- Submitting more than one form for the same child will result in disqualification.
- Incomplete, inaccurate, duplicated, or manipulated information will result in rejection of the application without further consideration.
- Cancellation of a provisional admission/admission offer, and any advance fee paid, is non-refundable.

- Admission will not be granted to candidates coming from unrecognized schools.
- All admissions are subject to approval from the relevant regulatory authorities.
- Parents must share the child's medical history, if any, with the school Medical Centre.
- School transport is provided to major locations, subject to demand and availability.
- A choice of Hindi or French is offered as a second language.
- Islamic Education is mandatory for all Muslim students from Grade 1 onwards.

Note: A child may attend the school only after fulfilling all the steps mentioned in this policy. It is mandatory for all new admissions to be registered with the KHDA and for parents to sign the Parent–School Contract.

13. Withdrawal Policy

- Parents are required to give at least one month's notice when applying for a Transfer Certificate. Applications are processed only after the student stops attending school and all dues are cleared.
- Withdrawal applications are submitted through the Admissions 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.
- Library and Accounts clearance is mandatory; the Transfer Certificate is issued only once all books are returned and outstanding dues are settled as per regulatory guidelines.
- Refund/recovery of fees is calculated as follows:
 - Attendance of two weeks or less: one month's fees deducted.
 - Attendance between two weeks and one month: two months' fees deducted.
 - Attendance of more than one month: full term's fees deducted.
- The student's withdrawal is recorded, and the class teacher is informed via the Head to update the class register.

14. Strike-Off Conditions

A student's name will be struck off the school rolls on the following grounds:

- Absence from school for 30 consecutive days without prior permission and non-payment of fees.
- Repeated failure in the same class for two consecutive years.
- Gross misconduct (with approval from regulatory authorities).

15. Policy Review

This policy will be reviewed annually by the Admissions Officer in consultation with the Principal and the Board.

Drafting Date	August 2026
Next Review Date	March 2027